

Ivy Tech Community College Lafayette

External Group Facility Request Form

Requests must be submitted no more than 6 weeks and no less than 3 weeks prior to the event

Incomplete forms will be returned

Submit form to dball@ivytech.edu or fax to (765) 269-5013

REQUESTING ORGANIZATION

Organization Name: _____

Contact Person: _____

Address: _____

Phone(s): _____

Email: _____ Fax: _____

EVENT INFORMATION

Title of event: _____

Date(s) Requested: _____ Time Requested: _____

Desired Campus or Site: Lafayette Crawfordsville Frankfort Monticello

Alternate Dates (if needed): _____

Setup Time Needed: _____ Tear Down Time Needed: _____

Estimated Attendance: _____

Person responsible for event: _____

E-mail address of person responsible for event: _____

SUMMARY OF EVENT

ROOM TYPE (based on availability for each campus)

- Community Room (see layout options below) Auditorium (Lafayette only) Conference Room
 Traditional classroom (fixed layout)

COMMUNITY ROOM LAYOUTS (LAFAYETTE CAMPUS ONLY)

(Note: up to two community rooms may be scheduled at one time, depending on availability, either separately or combined space.)

- Conference U – Chairs and tables arranged in a U shape
 Hollow Square – Tables in a square arrangement with chairs around the outside
 Classroom Style – Tables and chairs in rows facing front of room
 Theatre Style – Chairs in rows facing front of room, no tables

Additional table and/or chair set up _____

EQUIPMENT NEEDS

- TV with DVD/VCR
 Multimedia (Data) Projector
 CD/Tape Player
Microphone: Handheld Label USB
Podium: Standing Tabletop

CATERING INFORMATION

Will food and/or refreshments be served? Yes No

Name of Caterer (if applicable): _____

Caterer Contact: _____ Caterer Phone #: _____

EVENT OPEN TO

- Students Campus Community Businesses General Public
 Private Event Minors Other

PURPOSE OF EVENT

- Educational Academic Administrative Other

**** Please read and sign the Room Use Policy and return with this request. ****

ROOM USE POLICY

The purpose of this policy is to ensure that all facilities operated by the College are reserved for non-profit educational purposes and the support of governmental agencies and college partners. Uses include continuing education classes conducted by nonprofit, tax-exempt organizations when generally available to the public and educational conferences or seminars conducted by nonprofit groups whose activities are charitable or educational in nature and are compatible with the College's public and educational purposes. **External Groups may be required to provide proof of not-for-profit status.**

Assemblies and convocations focused on political or controversial matters of interest to the student body and general public must be intended as a means of augmenting curriculum offerings and enriching the cultural background of the students. Such assemblies must include partisan and non-partisan subjects and leaders to insure a balance of views. Facilities will not be made available for advocacy directed to inciting or producing imminent lawless action, or which is likely to incite or produce such action.

Events must begin and end during posted College hours, except for Saturdays. External Groups may not reserve space on any Saturday. External Groups can have access to space reserved one half-hour prior to the start of the event and must clear the space within one half-hour following the event. Events at other sites must occur during posted hours at those sites. Exceptions may be approved by the respective site or campus administrator. External groups may be required to compensate the College for security and facilities services. Designated spaces within College facilities are available to external groups on a first-come first-serve basis under the following conditions.

1. This agreement is subject to the rules, regulations and statutes governing the Board of Trustees of Ivy Tech Community College of Indiana. Any violations will constitute cause for ending the event, clearing and closing the facility. The External Group agrees to abide by all rules, regulations and policies of Ivy Tech and the State of Indiana. Ivy Tech will not be financially or in any other respect liable for the execution of this right.
2. The External Group confirms that it does not and will not discriminate and/or segregate patrons because of race, religion, color, sex, age, national origin, handicap, marital status or sexual orientation.
3. Requests must be approved by the College Engagement Committee or a sub-group of that committee.
4. All advertisements or publicity promoting events must be approved by the Executive Director of Marketing and Communications prior to posting or distribution.
5. Rooms for External Groups can be booked no more than six (6) weeks in advance and no less than three (3) weeks in advance. Rooms cannot be booked during the two (2) weeks prior to or following a semester. Exceptions may be made by the respective site or campus

administrator named above.

6. Rooms may not be booked to accommodate recurring events, and the College may not be advertised as an organization's location or principal meeting place. Multiple dates are allowed for subsequent sessions of a single educational event that has a specific end date.
7. Use of facilities shall not impede nor interfere with College operations. External Groups agree to comply with all college rules and policies.
8. College facilities are not to be used by groups that are competitors to the College, or when the event creates a conflict of interest with College programs or initiatives. The only training events that are permissible are those provided by the External Group exclusively for their own employees and conducted by employee trainers/instructors. The College determines what constitutes a conflict.
9. External Groups may not charge entrance fees, sell merchandise, solicit sales, or otherwise raise funds, even though the funds are for public benefit. College premises shall not be used for benefit events, charitable or otherwise, except with special approval of the site or campus administrator.
10. College facilities are not to be used by for-profit organizations.
11. College facilities are not to be used by private citizens or organizations for political campaigns.
12. External Groups may not distribute literature and/or solicit inside college buildings per the College's Distribution of Literature and Signatures Policy. Materials may be distributed to attendees inside the reserved room(s) only.
13. Children must be accompanied by a parent or guardian at all times. College facilities may not be used for childcare.
14. External Groups shall be responsible for the activities and attendees of the event, and for leaving the facility in good condition.
15. The College does not assist with the set-up or use of non-college equipment.
16. The College does not supply food, beverages, coffee machines, refreshments, dishes, etc. External Groups may use an outside caterer or supply their own refreshments and related items in the Lilly Rooms only. Food and beverages are not permitted in the Auditorium.
17. Lit candles are not allowed inside buildings.
18. The College does not supply flip charts, copy services, or other presentation supplies or signs. Whiteboard markers and erasers are available. Under no circumstances should tape be used to secure signs or any other item. Anything that has been taped to any surface will be removed immediately.
19. The College does not supply skirting or tablecloths for tables.
20. The College will supply Wi-Fi access to a Public network. The College will not support or supply a physical network connection. Temporary network passwords will be provided as needed by the Instructional Design Center.
21. Damage to property, theft or loss of equipment and supplies arising from the occupancy of any portion of the facility shall be charged to the External Group. The user shall return all equipment used to the original location.
22. Use of alcohol and other intoxicants is prohibited. All college buildings and campuses are tobacco free; use of all forms of tobacco products is prohibited.
23. The activities of the External Group shall be restricted to the areas indicated on the request. External Groups may set up a table outside of the entrance to the space for registration.
24. If the College is closed for any emergency, all scheduled use of campus facilities will be automatically cancelled. College closings are broadcast through the local media.
25. The College reserves the right to refuse use of its facilities to any group for any reason.
26. Force Majeure: Except as otherwise provided in other sections of this agreement, neither Ivy Tech or the External Group will be held liable for failure to perform, present, or appear if such failure is caused by or due to serious illness, accident, riot, strikes, acts of God, or any other legitimate conditions beyond their control.
27. Indemnification: External Group agrees to indemnify and hold harmless Ivy Tech and its directors, officers, employees, agents or representatives from all claims and damages arising from External Group's activities, including External Group's agents, employees, and invitees in conjunction with this event. External Group agrees to comply with all applicable Indiana workers compensation laws and hold Ivy Tech harmless from any damages arising from injury to any worker injured in relation to this event.

Signature indicates accept of these terms and conditions.

Requested By: _____ Date: _____
(External Group Representative)

Approved By: _____ Date: _____
(College Representative)