

Special Events & Scheduling Guidelines and Procedures

The University of Southern Indiana (USI) supports the programs, events, meetings and conferences of the students, faculty, staff, alumni and guests of USI.

Contact Information

Phone: 812-464-1930

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Email: USISpecialEvents@usi.edu

Office: University Center 015

How to Submit a Request

Requests for events may be submitted online via the [online request forms](https://www.usi.edu/specialevents/request/form) (usi.edu/specialevents/request/form). USI Departments and Student Organizations will use their respective forms to reserve events, while external organizations requesting space at USI should use the form for External Organizations.

Scheduling guidelines

Scheduling Information for USI Departments and Student Organizations

These events must support the mission of the USI Department, Student Organization, and/or the University.

- **USI Department Events:** events hosted by USI Departments, colleges, athletic groups or other USI entities.
- **Student Organization Events:** events hosted by registered USI Student Organizations.

USI Departments and Student Organizations may request space up to one year in advance. The space will be confirmed at the time of the request unless it is space that Special Events and Scheduling Services does not have priority over (i.e. academic space, conference center). Requests will not be put on a waiting list for events more than one year in advance. All reservation requests are scheduled according to the date that they were received by Special Events and Scheduling Services.

Special Events and Scheduling Services reserves space for USI entities before reserving space for external (non-USI) groups; however, USI entities may keep in mind the following timeline when submitting requests for space. USI Departments and Student Organizations are notified reminding them to turn in their reservation requests before reservations are opened to external groups.

- After April 1st, requests from non-USI entities are honored on a first come, first-served basis for reservations August 1st – December 31st.
- After November 1st, requests from non-USI entities are honored on a first come, first-served basis for reservations January 1st – July 31st.

Scheduling Information for Employees for Personal Use

One of the many benefits of being employed full time at USI is that employees are given the opportunity to use campus space once per fiscal year at a 20% reduction in the rental fee. This benefit also extends to retired employees.

Employees will receive a 20% reduction in the rental fee for all space during one, one-day event. All additionally scheduled events will be charged the standard fees. All policies and procedures will be applicable as with an external group, including but not limited to, a contract and certificate of insurance. The fees of food services, labor for setup, security, and other USI services will not be reduced nor negotiable. The employee is fully responsible for the group following all USI policies and procedures and must be present at the event. The contract and certificate of insurance must be in the USI Employee's name to receive the employee discount.

Scheduling Information for External Organizations or Individuals

External Organization Events: Events hosted by organizations or individuals that are not associated with and have no collaboration with USI—they are not a USI Department, Student Organization, or USI entity.

USI recognizes its obligation as a public institution to provide services and facilities to the community, regional area, and other external organizations or individuals. These organizations or individuals are welcome to reserve space at those times when members of USI community have not previously booked the particular space and according to the following deadlines:

For the University Center and all non-academic spaces, the dates the external organizations may submit reservations based on the following timeline:

- After April 1st, requests from non-USI entities are honored on a first come, first-served basis for reservations August 1st – December 31st.
- After November 1st, requests from non-USI entities are honored on a first come, first-served basis for reservations January 1st – July 31st.

Academic space may be reserved according to the above timeline but is subject to the *Academic Space and Reservation Holds* policy (pg. 5).

Reservations by external organizations or individuals will not be accepted for:

- Profit-making activities or for other activities that are not consistent with the purpose and mission of the University of Southern Indiana.
- Space will not be reserved or rented to an organization or individual that is in competition with USI programs.
- Reoccurring meetings (ex: weekly, bi-weekly, monthly meetings).
- Event tables (except when coordinated with USI Career Services and Internships as appropriate).

External organizations or Individuals will be required to sign a Facility Rental Procedure and Agreement. The agreement includes, but is not limited to, USI policy, fees, and insurance requirements. A certificate of insurance will be required for external organizations or individuals utilizing space at USI. If the external organization is exempt from Indiana State Sales Tax, an Indiana Dept. of Revenue General Sales Tax Exemption Certificate, ST-105, is required with this signed agreement. If the ST-105 is not received, tax exemption will not be considered after the event has concluded and tax will be applied as applicable. Upon receipt of the Facility Rental Procedure and Agreement, certificate of insurance, and ST-105, a Special Events and Scheduling Services event planner will be assigned to the event. The event planner will coordinate the support services (set up, signage, food service, a/v, etc.) and any other needs necessary to guarantee a successful event.

External organizations will be invoiced for event-related charges after the event has occurred. External organizations with unpaid invoices will not be allowed to schedule space on campus until all unpaid invoices from Special Events and Scheduling Services are paid in full.

Scheduling Information for Co-sponsored and Sponsored events

Co-Sponsored Events

Co-sponsored events are defined as events that involve a partnership between a USI Department or Student Organization and an external organization.

For an event to be considered as a co-sponsorship:

- The event must present a mutual benefit and support the mission of the USI Department/Student Organization and the external organization at the discretion of the financial manager.
- An agreement between USI and the external organization will be required unless otherwise determined by the USI designated authority. Certificates of insurance may be required as determined by USI's Risk Management Department.
- The event must not interfere or divert space/resources from scheduled programs and activities of USI.
- A USI Department/Student Organization representative must be present at the event and will be the point of contact for the external organization on the day of the event.
 - All communications and planning will be between Special Events and Scheduling Services and the USI Department/Student Organization representative. The USI Department/Student Organization representative is responsible for all communications with the external organization.
 - Should the USI Department/Student Organization representative not be able to attend on event day, another USI representative must plan to be present.
- Based on the co-sponsorship, the USI Department/Student Organization waives the room rental fees for the event. Responsibility of additional fees must be determined prior to issuance of the contract and confirmation of the reservation. A 15% event services fee will be applied to fees paid by the external organization.
 - If the external organization is tax exempt, but the ST-105 is not received, tax exemption will not be considered after the event has concluded and tax will be applied as applicable.
- A continuance of the co-sponsorship is not implied. Co-sponsored events will be re-evaluated on an event-by-event basis.
- Individuals (USI faculty, staff, student) may not co-sponsor an event.
- Exceptions to the above may be approved by USI designated authority.

Although a co-sponsored event may be denied, the external group may request to host their event on campus as an external event (without a co-sponsorship) as appropriate.

USI Sponsored Events

USI sponsored events are defined as a partnership between USI and an external organization in which the event and/or external organization provides a significant benefit to USI and warrants sponsorship by USI. The event is either hosted by USI or all fees related to the event are covered by USI.

- The event must support the mission of USI; there must be a reasonable connection between USI and the external organization; or external organizations must provide a significant service/benefit to USI (determined at the discretion of USI Administration).
- USI Departments, Student Organizations, and/or individuals (USI faculty, staff, student) may not sponsor an event. Requests for USI sponsored events will be submitted to the VP of Marketing and Communications for consideration.
- An agreement between USI and the external organization may be required unless otherwise determined by USI designated authority. Certificates of insurance may be required as determined by USI's Risk Management Department.
- Payment of any fees by USI or the external organization (rental, conference services fee, audio/visual, event attendants, etc.), if any, will be determined prior to the event.
 - If the external organization is tax exempt, but the ST-105 is not received, tax exemption will not be considered after the event has concluded and tax will be applied as applicable.
- The event must not interfere or divert space/resources from scheduled programs and activities of USI
- A continuance of the sponsorship is not implied. Sponsored events will be re-evaluated on an event-by-event basis.
- Exceptions to the above may be approved by USI designated authority.

Fees and Charges

Fees and Charges for USI Departments and Student Organizations

Departments and Student Organizations are not charged room rental or event services fee; however, additional fees may include, but are not limited to:

- Griffin Center event attendants
- Custodial services
- Maintenance services
- IT support
- Public Safety services
- Facilities, Operations, and Planning charges
- RFC/PAC worker, officials, event attendants

Any registered Student Organization is encouraged to have a USI agency account. If the organization does not have an agency account, they will be invoiced for charges incurred. A deposit of 100% of the estimated charges for the event may be required seven business days before the event.

The Student Organization account number should be used for all documentation for event related charges, even at times when a department has agreed to pay for specific event related charges. An internal funds transfer may be made to reimburse the student organization account from a department account after the student organization account has been charged for the event related charges.

Fees and Charges for External Organizations/Individuals and Employees

Fees for external organizations/individuals and employees may include, but are not limited to:

- Room rental
- Event services fee
- USI Dining catering charges
- Custodial services

- Maintenance services
- IT support
- Audio/Visual
- Public Safety services
- Facilities, Operations, and Planning charges
- RFC/PAC worker, officials, event attendants

Event and Space Approvals

Special Events and Scheduling Services may forward reservation requests to Public Safety, Risk Management, Environmental Health and Safety, Facility Operations and Planning, and/or other USI entities to seek approval for specific events or activities that may include (but not limited to) a level of risk, environmental or grounds keeping concerns, and/or may require Public Safety Officer presence. Events may be denied or asked to find alternate solutions for specific concerns.

Space that Special Events and Scheduling Services does not have priority over may require approval from USI Departments or personnel before requests for that space can be confirmed. Approving personnel will not be disclosed to groups/individuals requesting space.

Scheduling Response Time and Unconfirmed Requests

Special Events and Scheduling Services typically provides a response or confirmation of an event within 24-48 business hours upon receipt of the request. If an event requires approvals, the response time may be longer. Requests submitted within 24 business hours notice or less of the event may not be confirmed.

A reservation request submitted via the online form does not guarantee the event has been scheduled; only upon receipt of a formal confirmation from Special Events and Scheduling Services has the event been officially scheduled and space reserved. Groups or individuals are not permitted to use a space that Special Events and Scheduling Services has authority over without a confirmation from Special Events and Scheduling Services. Groups or individuals found to be using such spaces without a confirmation from Special Events and Scheduling Services may be asked to vacate the room by Public Safety, particularly when conflicts of space arise. Consistent use of space without notifying Special Events and Scheduling Services or without a confirmation may result in reservation privileges being suspended.

Academic Space

Previously, academic spaces could not be confirmed until after the second week of the Fall and Spring terms or after the first week of the summer terms to allow the Office of Registrar time to make applicable changes to the class schedule. Therefore, all reservations made before the designated deadline, were scheduled as "tentative". Effective Spring 2019, reservations made before the designated deadline will no longer be scheduled as tentative. All reservations will be scheduled as confirmed, keeping in mind that if an academic class is scheduled during your event, all efforts will be made to find another suitable location for your event. The Special Events designated event planner will notify the appropriate point of contact of any changes. This applies to USI Departments, Student Organizations, external organizations, and employee rentals. Furthermore, academic classes will not be scheduled in the University Center.

Reservation Holds

Special Events and Scheduling Services can hold spaces on a tentative basis for up to two weeks. After that time, if the group has not confirmed the space, the space will be released.

Right of Refusal

USI reserves the right to refuse the use of USI facilities at any given time. In these instances, the reason for such refusal will be explained to those involved.

Affirmative Action Policy

It is the policy of the University of Southern Indiana to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, sexual orientation, gender identity, or veteran status at all times. Questions or concerns should be directed to the director of Affirmative Action, USI Human Resources Department, University of Southern Indiana, 8600 University Boulevard, Evansville, Indiana 47712-3596 (Telephone: 812-464-1770). Office hours are 8am to 4:30pm Monday-Friday.

Compliance with Americans with Disabilities Act

The University of Southern Indiana represents that it is in compliance with the applicable sections of the Americans with Disabilities Act (hereinafter "ADA"). The facilities and services are appropriately accessible to persons with disabilities. The University of Southern Indiana agrees to hold harmless the Client, its officers, directors, employees, and agents from and against any claims resulting from the University of Southern Indiana's failure to comply with the ADA standards for access to its premises and services. The Client agrees to comply with all applicable requirements of the ADA in assuring the availability of auxiliary aids and services required by any employees and attendees of the event. The Client shall be solely responsible for the cost of any such auxiliary aids and services

Scheduling Appropriate Space

Special Events and Scheduling Services assigns events to the most appropriate space available. Requests for specific rooms or space will be honored whenever possible and when in compliance with that particular space's priority usage and policies. Special Events and Scheduling Services reserves the right to re-assign space when necessary and will notify requesting groups of unexpected room changes prior to their scheduled event.

Requests for the President's Suite

All requests for the President's Suite must be submitted to the President's Office for approval—Special Events and Scheduling Services does not approve of the use of the President's Suite. Approvals granted for the Presidents Suite, by the President's Office, may be forwarded to Special Events and Scheduling Services. Once approval and a reservation request form is received, the space will be reserved.

Requests for the Fuquay Welcome Center

The Fuquay Welcome Center presentation space is primarily scheduled for USI Undergraduate Admissions tours and events that keep within their mission and purpose, and are thus geared towards recruitment. Events may occasionally be scheduled in the facility at the discretion of the Director of Undergraduate Admissions or his designee. Once a reservation request form is received, Special Events and Scheduling Services will reach out for approval.

Public Space

Additional information can be found in Section F.15, Priorities for use of USI Buildings and Facilities, in the [USI Handbook](http://usi.edu/policies/handbook) (usi.edu/policies/handbook).

General Buildings and Ground Space

Every person with legitimate business at USI has the privilege of free access to public areas on USI grounds including sidewalks and streets. Free access is available to buildings during regular operating hours; such hours are determined by the president or designee. These areas include corridors and office areas in buildings and academic classroom centers, library rooms and common areas.

The president or designee may deny this privilege of free access to an individual or group which disrupts the normal operation of USI.

Reservation of Space

Public area space as defined by this policy may be reserved by registered faculty, staff or Student Organizations. Public groups, organizations, or agencies may reserve these areas if approved by Special Events and Scheduling Services.

Soliciting for monetary reasons or selling will not be permitted in public areas except in cases of Student Organizations whose activities are approved through Student Development or other USI organizations as approved by the president or designee.

Use of Public Space vs Reserving Space

A purposeful/intentional gathering of a group or individuals on a specific date/time/location on campus with the expectation that the space will be reserved upon arrival, requires a reservation through Special Events and Scheduling Services as well as a contract and certificate of insurance. Groups or individuals without these expectations may be considered to be using areas on USI's campus as public space; accepting campus in as-is condition and/or avoids areas being used for an event, etc. (example: walking on campus).

Cancellation Policy

Special Events and Scheduling Services requires all cancellations to be received 7 days prior to the event. If the event has food catered through USI Dining, the cancellation also must be received 7 days prior to the event, or the event will be charged the full price of food.

When Special Events and Scheduling Services Cancels Your Reservations

Special Events and Scheduling Services reserves the right to cancel a reservation due to the following reasons:

- The certificate of insurance has not been received
- The contract has not been signed and returned
- The department/Student Organization account has been frozen
- Reservations may be released per the request of the University president, vice presidents, or Public Safety
- Force Majeure
- Violation of policy

If Special Events and Scheduling Services is required to cancel your reservation(s) for one of the prior reasons, you will be informed and given time to reschedule your event.

Master Calendar

The Master Calendar provides USI Departments and organizations with an opportunity to schedule events up to three years in advance. For a seminar, conference, or event to be considered for the Master Calendar, it must have an established history, meaning it must abide by the following guidelines:

- Must have an established history on campus for the last three consecutive years
- Must be able to identify a date, time, and location for the event three years in advance. Must be scheduled during the same time of year in the same type of location

USI departments and Student Organizations will be notified in time to submit Master Calendar requests. Master Calendar reservations will not be made if a request is not submitted.

Space/Facility Usage Guidelines

Use of space for purposes other than those for which it has been designated is not permitted. Space will not be reserved or rented to any individual, group or organization that is in competition with USI programs. Users who misrepresent an event or affiliation in order to avoid fees and charges or compliance with general policies may have reservation privileges suspended and incur additional charges.

Individuals and/or groups will be responsible for the behavior of members of their organization. Individuals and/or groups will be charged for repair, replacement, or cleaning resulting from damages to the facilities, equipment or for inadequate clean up.

Violations may result in additional fees or a loss of reservation privileges. The opportunity to reserve/host activities on University-owned or -leased property may be revoked for one fiscal year.

Catering Service

USI Dining (formerly known as Sodexo) provides food service on campus. Additional catering information, including menus, can be found [online](http://usi.sodexomyway.com) (usi.sodexomyway.com).

Food Policy: USI Dining Catering Services has exclusive catering rights on the campus of the University of Southern Indiana. All catering food must be purchased through USI Dining.

USI Dining Standard Timeline:

- Catering Contacted (catering@usi.edu): 21 Days Prior to Event
- Receive Estimate and Submit Purchase Order through BuyUSI: 14 Days Prior to Event
- Purchase Order Received from Procurement: 7 Days Prior to Event
 - If a Purchase Order for catering services is not finalized within this timeline, USI Dining has the right to not service the event.
- Guarantee Due: 7 Days Prior to Event
 - After this guarantee is placed, numbers cannot decrease. Numbers may be able to increase depending on the availability of food.
- Cancellation Due: 7 Days Prior to Event
- Grill Orders: 7 Days Prior to Event

- Pop-Up Policy: After 3 Business Days, pop-up events will not be accepted.

USI Dining includes delivery, linen-draped service tables, setup and cleanup for all events held within the University Center. Additional charges apply for linens on guest tables, attendants, and deliveries made outside of the University Center. Due to health regulations, it is the policy of USI Dining that excess food items from the events cannot be removed from the event site.

- Arrangements for food service through USI Dining are to be made after the space reservation has been confirmed and/or contract has been signed and received by Special Events and Scheduling Services.
- All food costs are determined by USI Dining. USI will not discount any of these charges.
- USI Dining is the exclusive caterer for the University of Southern Indiana.
- Student Organizations are provided with a special rates catering menu.
- All grills must be reserved through USI Dining.

USI Regulations

USI Department and Student Organizations shall comply with all policies, procedures, and/or laws prescribed by USI for use of facilities, equipment, and services of USI and with all applicable governmental rules, laws, ordinances, and regulations.

Failure to comply with these regulations may result in forfeiture of using USI facilities, equipment, and services as well as termination of this agreement. Violations may also be referred to the appropriate law enforcement or environmental safety authorities. USI regulations applicable on USI-owned or leased property include, but are not limited to, the following policies as found in the USI Handbook and USI Student Handbook: www.usi.edu/policies/handbook and <https://www.usi.edu/student-handbook>

- Child Protection Policy
- Tobacco-Free Policy
- Firearms/Weapons Restriction on Campus
- Drone (Unmanned Aircraft) Policy
- Alcohol
- Animals on USI Property

University Center No-Show Policy

The University Center No-Show Policy applies to all University departments, student organizations, and USI entities utilizing space in the University Center, Performance Center, and Griffin Center. Special Events and Scheduling Services requires that 24 hours notice be given to Special Events and Scheduling Services for all cancellations of an event or meeting in the University Center. Any notice after 24 hours prior to the scheduled event/meeting, will be considered a “no-show.”

If you are notifying Special Events of an event/meeting cancellation on a weekend or after normal business hours, please call 812-461-5318 or 812-464-1930 and leave a message. If you are notifying Special Events of a cancellation during normal business hours (8 a.m. – 4:30 p.m.), please contact your event planner.

Decorations Policy/Prohibited Materials

Special Events and Scheduling Services event planner will assist Client/Partner with designing room set-up arrangements. In compliance with fire code and ADA guidelines, it is required to maintain a clear area around doorways (equal to the width of the doorway), halls and stairs. Fire safety equipment must

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remain unobstructed. Items may not be affixed to overhead pipes, sprinkler heads, light fixtures, audio visual equipment or emergency exit signs. Exit signs must be visible at all times.

No items may be attached to hallways or public spaces without prior approval. Only painter's tape and/or Command Strips may be used on approved surfaces. Pins may only be used on the fabric walls (excluding air walls) in Josephine K. Carter Hall.

Only OSHA approved ladders provided by USI may be used. Standing on furniture will not be permitted. Areas unreachable from OSHA approved ladders are not approved for decorating.

Indoor and outdoor directional event signs must be posted by Special Events and Scheduling Services. Arrangements for indoor or outdoor signs must be made with the event planner.

The use of small particle materials, such as loose glitter, feathers, confetti, rice, birdseed, and straw, is not permitted. Helium balloons may only be used indoors. It is acceptable to throw live or dried flower petals (not silk), blow bubbles, or ring bells outdoors. No synthetic materials, including balloons or lanterns may be released outdoors.

Decorations, displays, or exhibits that require flame are not permitted.

Painting is not permitted unless approved prior to the event by Special Events and Scheduling Services. Proper precautions must be taken to avoid damage to tables, chairs, carpet, and walls. This may include the use of plastic drop cloths.

Decorations must be removed immediately following the event. Failure to do so will result in disposal of all items left behind and Client/Partner may be charged for labor required to dispose of such items.

Client/Partner will be responsible for charges related to the repair, replacement, and/or cleaning of damages to the facility and/or equipment. It is expected that the facility will be returned to its original state following the event. No items, including furnishings and equipment, may be removed from the event space without prior approval from Special Events and Scheduling Services.

Violations of the decorations policy may result in additional fees or a loss of reservation privileges. The opportunity to reserve/host activities on University-owned or -leased property may be revoked for one fiscal year.

Spaces outside the UC may have additional restrictions. Please discuss all intended decorations, displays, and exhibits with your event planner.

Campus Posting Policies

The following policies are per the USI Student Handbook and apply to all entities (students, faculty/staff, off-campus groups, etc.)

Posting on campus is restricted to USI campus groups, organizations, USI Departments, students, faculty and staff. Space is not available for commercial advertising by non-USI firms or organizations unless a request is received in writing and permission is granted in writing by the Dean of Students.

All posting is limited to those activities open to the student body; events that bear some direct relationship to the educational purpose of USI and/or that provide an exceptional or beneficial service to students, faculty, and staff not normally available; and information about a Student Organization or USI Department, including educational material related to their purpose or function.

All posting must have the name of the sponsoring group or organization and follow the posting policies and procedures. If the posting is not in English, an English language translation must be included with the posting.

The posting policy applies to all forms of posting. Additional policies may apply to specific forms or areas. No posting of flyers or literature on car windows, light poles, sidewalks, building doorways, trash cans or unapproved locations. Violations to the campus posting policy will be reported to the Dean of Students.

Posters/Flyers must be brought to Special Events and Scheduling Services for approval. Upon approval, Special Events and Scheduling Services will distribute posters/flyers in approved locations. Posters/flyers must be delivered to the Special Events and Scheduling Services Office, UC 017, at least 10 days in advance of your event.

Posting Guidelines and Procedures

[Information Materials, Publicity/News Releases, and Advertising](#) policy per the USI Student Handbook, Section C.11 (page 191-192), and apply to all entities (students, faculty/staff, external groups, etc.).

Guidelines included:

- Bulletin boards
- Banners
- Staked signs/A-frames
- Tables/Tents
- Chalking
- Handbills/flyers

Special Events and Scheduling Services reserves the right to make adjustments, changes, or exceptions to the guidelines and procedures provided herein as applicable and appropriate.