

# **Policies and Procedures Handbook**

## **Illinois Institute of Technology**

Procedure No.: B.1  
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**Subject:** Reservations and Use of University  
Facilities at the Main Campus

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### **I. Introduction**

IIT departments, organizations and affiliates are encouraged to use the facilities of the university for meetings, symposia, lectures and social activities. All space must be reserved in advance through the procedures outlined below. Classroom space is subject to the prior approval of the registrar. The requesting organization has the responsibility to issue the necessary orders and authorization for use of space and services and to comply with all university regulations applicable to the event.

### **II. Non-University Organizations**

#### **A. Definition**

Organizations and groups that are not supported wholly or in part by university funds or that are not IIT affiliates are considered to be non-university organizations. In general, IIT facilities may be reserved by non-university organizations only through the Campus Reservations Office (the "Office"). IIT reserves the right to make the facilities available to non-university organizations at its sole discretion.

#### **B. Approval of Events**

Non-university organizations requesting facilities and space must make their request through their university sponsor(s) to the Office. Before the request is approved, the sponsoring department head must approve the proposed program. A representative from the sponsoring department must be actively engaged in the planning and production of the event(s). This will deter "fronting" or false sponsorship. The sponsoring department is responsible for any and all fees that the affiliate fails to pay including, but not limited to, room rental, catering and audio-visual expenses.

#### **C. Special Approval**

Requests for use of space for programs or events that do not relate to a university department may be made through the Office.

### III. Spaces That May Be Reserved

#### A. McCormick Tribune Campus Center (MTCC)

The McCormick Tribune Campus Center is intended to be the main non-academic meeting and gathering facility for student organizations and departments.

#### B. Hermann Union Building (HUB)

This Main Campus building, with its auditorium, ballroom, conference rooms, private dining rooms and lounges, should be considered first for meetings and conferences for affiliates and non-university entities. Student organizations and departments are encouraged to use the HUB when the MTCC is not available or if their event or program is too large for MTCC meeting spaces.

#### C. Classroom Buildings

Auditoriums, conference rooms, lobby areas and classrooms are reserved primarily for academic use but may be available for other use on a short-term basis, subject to the approval of the university registrar and when space is not otherwise available in the MTCC and HUB.

### IV. Fees

#### A. University Groups

For most events sponsored by a university department or organization, the use of space is allowed without rental charge. In all cases, charges are made for special services such as served meals, refreshments, sound systems, major furniture setups, special equipment and decorations. Further, if an event is sponsored for the purpose of raising non-IIT funds and/or if the estimated attendance will be less than fifty percent IIT students, then staff or faculty room-rate charges apply.

#### B. Non-University Groups

A non-university group's or individual's use of space and facilities sponsored by a university department or organization should not be subsidized by the department unless a specific and agreed upon allocations for such expenditures has been made. The cost of these events should be borne by the organization holding the event and/or the attendees.

#### C. Rates

The rates charged for services and/or room(s) will be in accordance with the then established rental rates available from the Office.

## V. Procedure for Making Reservations

The Campus Reservations Office (ext. 7-3700) located in the McCormick Tribune Campus Center handles all space requests made by any university or off-campus groups, other than requests for space associated with any *Schedule of Classes*. If the space requested includes any classroom or auditorium, the Office will coordinate with the registrar for assignment of these spaces. Additionally, the Office will make arrangements for all services that a group will use in connection with its event. If charges are incurred, an inter-divisional requisition (IDR) must be supplied by the relevant university department or organization and, if applicable, billing arrangements must be made with any outside group.

- A. Reservations are made on a date-of-request basis; if requested space is already reserved, other rooms or alternate dates will be suggested.
- B. The Office may change a reservation to another room on campus, with the understanding that adequate facilities will be provided if a change is necessary. The user will be notified of any change.
- C. Written or electronic confirmation of all space requests will be provided by the Office to all off-campus groups and to on-campus groups for special reservation requests.

## VI. Other Conditions for Using University Meeting Space

- A. Decorations may not be fastened to walls, glass or ceilings without the approval of the Office (or, if applicable, the Housing Office), nor is it permissible to carry lighted candles or display open flames.
- B. Food and beverages served in the MTCC, HUB or the residence halls must be served by IIT's food and beverage provider.
- C. Requests to serve alcoholic beverages anywhere on campus must be approved by the dean or administrative officer who exercises authority over the group requesting alcohol service. When students are invited, the Dean of Students must also approve the request. The request will be sent to the Vice President for Business & Administration for final approval and to file. *Request to Serve Alcoholic Beverages* forms are available from the Office and from the Office of Student Affairs.
- D. Non-university organizations must supply a certificate of insurance showing evidence of liability coverage. Non-university organizations that do not have the requisite insurance can secure such insurance specifically for the event from <https://tulip.ajgrms.com/>.
- E. The sponsoring IIT department or organization and its members must take an active part in safeguarding both the campus community and IIT property during the course of the event; the non-university organization must assume liability for any damage to or theft of IIT property due to the

negligence of the organization.

- F. In the event that a university-sponsored organization defaults in any way in the payment of fees for space, equipment, food services, security and extra custodial or physical resources assignments, the sponsoring department or organization must assume full responsibility for the amount due.

## **VII. Services Summary**

- A. HUB Director's Office, Extension 7-3075

The staff of the HUB is available to help with any event. They will suggest space, table, staging, audio/visual and food arrangements and will have information on bands, DJs, flower vendors, balloons and other ideas to make the event successful.

- B. Audio/Visual Service, Extension 7-3075

Sound system, public address systems, VCRs, monitors, slide projectors, flip charts, equipment operators and informational signs are available.

- C. Dining Services, Extension 7-3070

Breakfast, lunch, dinners, coffee breaks and receptions can be ordered.

- D. Office Services, Extension 7-3069

Printing, duplicating and mailing service are available.

- E. Housing Office, Extension 7-5075

Use of residence halls and overnight accommodations is coordinated through the Housing Office.