Space Reservation Policies and Procedures

Guidelines for Reserving Space

A. The person, group, or department requesting the space must be a student, staff, faculty, or administrative member of IUPUI.
   a. With regards to students, only students who live in Housing and Residence Life are permitted to reserve space for meeting purposes.
   b. With regards to staff and faculty, each reservation may only be approved if the staff/faculty member is sponsoring an activity/program that directly related to their role at this University.

B. The space can be reserved to serve one of two purposes.
   a. Meeting space
      1. The resident who submitted the reservation must be present during the meeting while the space is in use.
      2. Long-term/re-occurring reservations will not be approved.
      3. Maximum limit of three approved reservations per semester for each group.
   b. Event spaces
      1. The group must partner with a Resident Assistant (co-program).

C. The activity/program must be planned primarily for the IUPUI community and must be consistent with the independent nonpartisan, nondenominational status of IUPUI.

D. The activity/program must contribute to the academic, cultural, and/or social experiences for the residential community and must not conflict with any federal, state, local, or university regulation.

E. The group must not conduct fundraising activities including drives or donations, and will strictly abide by the no-solicitation policy found in the handbook.

F. The person/group/department reserving the space must abide by the IUPUI Student Rights, Responsibilities, and Conduct code and all Housing and Residence Life policies as noted in the Residential Handbook.

G. The person/group/department reserving the space is responsible for the condition of the room/space and the behavior of their guests.

H. Applicable quiet hours in each residence hall and common area space must be respected.

I. If moved, all furniture must be returned to the original setup. Failure to return furniture to its original location will result in a $100 charge.
J. During the event, those responsible for the event are responsible for any messes, spills, or accidents and should clean up accordingly.

K. Any additional clean-up required beyond routine cleaning services following the event will be billed to the person/group/department. A minimum of $50 will be charged for clean-up.

L. The individual making the reservation will be held accountable if any items are not returned or are missing after an event.

M. Upon leaving, please wipe down all countertops/tables and dispose all trash in the large dumpsters. Trash includes, but is not limited to:
   a. Food and beverages
   b. Papers
   c. Personal belongings

N. Catered food is not permitted unless your function is co-sponsored with a member of HRL staff.

O. Additional guidelines for outdoors areas are as follows:
   a. Failure to abide by the following policies will result in the cancellation of all future group reservations privileges and a minimum $100 fine.
   b. Activities that directly damage the surface of the grass is prohibited.
   c. No events involving amplified sound will be permitted after 10:00pm. Groups may be granted special permission in select cases only, please note on your request if this is needed.

P. Any violation of these procedures will result in a loss of privileges.

**Space Reservation Procedures**

A. In order to reserve spaces you must fill out the Housing and Residence Life Space Reservation Form, available on the housing website (housing.iupui.edu). All requests should be submitted at least five days prior to the event. Reservations submitted on Friday will not be considered until the following week. Submitting a form does not guarantee an automatic approval. The Housing and Residence Life Office hours are 8:00am-5:00pm, Monday-Friday. Email confirmation will be sent for spaces including an electronic signature request.

B. Changes and cancellations need to be submitted at least 24 hours prior to the event. Changes are subject to approval and based on availability and should not be considered approved until confirmation is given.
   a. Failure to notify us of cancelations may result in a loss of privileges.
Available Spaces

Indoor Meeting Spaces

A. Ball Residence Hall
   a. First floor lounge: Informal common area open to Ball entry-way. This space is equipped with a large flat-screen television, couches and chairs.
B. University Tower
   a. Bistro/Game Room: Large seating area in the old hotel restaurant with tables and chairs.
C. Riverwalk Apartments
   a. Walker 170: Large conference room with moveable tables and chairs equipped with A/V.
   b. Thornborough 150: Large classroom with tablet arm chairs equipped with A/V. Folding tables are also available in this space for use when needed.

Outdoor Areas

A. Ball Residence Hall
   a. Patio/Backside
   b. Patio/Grass Area
B. Riverwalk Apartments
   a. Amphitheater (Outdoor area near Orvis House)

**Note:** Since these outdoor spaces are highly visible common green space centrally located, many students choose to use this space for unscheduled events without reserving it first, which is allowed. However, groups should plan on reserving the space prior to any pre-scheduled event to ensure availability and full use for your group.

Furniture

Housing and Residence Life does not provide furniture or equipment other than what is currently provided in that space. Additional furniture or equipment must be obtained from an outside rental company. A representative of the group must be available for delivery and pick-up of those goods.