

## **INDIANA STATE UNIVERSITY**

### **GUIDANCE FOR FACILITIES USE BY NON-UNIVERSITY ORGANIZATIONS**

Indiana State University is committed to providing clear guidance for the use of its facilities by non-University organizations and groups, ensuring that such usage aligns with the institution's mission and operational capacity. This document outlines which campus spaces are available or restricted for non-University use, as well as the procedures and responsibilities associated with scheduling and managing these facilities. It also details the policies regarding rental fees, supplemental service charges, and required agreements, with the goal of promoting consistency, transparency, and appropriate utilization of university resources.

#### **SPACE AVAILABILITY**

The University may grant use of its facilities to non-University users when such use does not interfere with the normal operations of the University.

The following spaces are not available for non-University users to schedule:

- Non-athletic outdoor spaces including, but not limited to, the Quad, Dede Plaza, HHS west lawn, Lincoln Quad Lawn, and Tirey Patio.
- HHS North and South Gyms
- Academic classrooms, labs, conference rooms, and other spaces designated as dedicated facilities in classroom and administrative buildings.
- Boyce Recital Hall
- Dreiser Hall Theater
- New Theater
- Library Events Area
- HMSU Commons
- Normal Hall
- Welcome Center
- Charles E. Brown African American Cultural Center

The following spaces may be available to non-University users if the campus calendar and staffing levels allow, and such use does not interfere with the normal operations of the University:

- Hulman Center arena, main floor, glass pavilion (south lobby), and meeting room complex (Varsity Club)
- Tilson Auditorium
- McKee Family Heritage Lounge and Heritage Ballroom

- Kenneth L. Smith and Theresa Kathryn (Klein) Smith Magna Carta Courtroom
- University Hall Theater and University Hall Atrium
- Sycamore Banquet Center
- Dede activity rooms
- HMSU meeting rooms
- HMSU 9<sup>th</sup> Floor
- Sycamore Outdoor Center
- Student Recreation Center

Campus Recreation outdoor spaces are available to non-University users on a limited basis. Allowable non-University use of these spaces includes outdoor recreation and athletic activities, including those offered in conjunction with conferences, camps, Special Olympics Summer Games, and related activities. Campus Recreation outdoor spaces are not available for non-University organizations to schedule receptions, festivals, performances, or other events incompatible with the intended purpose of Campus Recreation facilities.

Classroom spaces generally are not available for rental by non-University users. Classroom and academic space may be utilized for conferences or large special events, such as Special Olympics Indiana Summer Games. Scheduling of academic space by non-University users is coordinated through Conference and Event Services.

Intercollegiate Athletics may allow non-University users to rent athletic facilities. Use of athletic space by non-University organizations must be for athletic purposes and must comply with NCAA guidelines.

The Office of Residential Life makes residence hall space available to non-University users for camps and conferences from late May through the end of July.

## **RESPONSIBILITIES FOR SCHEDULING SPACE**

The following departments are responsible for scheduling university facilities for use by non-University users. Departments, as well as individual faculty/staff, not designated in this section are prohibited from independently entering facilities use agreements with non-University users, including non-university organizations with which they have a personal or professional relationship. Furthermore, university departments, faculty/staff, and student organizations are prohibited from “co-sponsoring” non-University events as a means of circumventing these procedures. University sponsored events must be conceptualized, planned, and managed by members of a sponsoring student organization or employees of the sponsoring department.

**Conference and Event Services** is responsible for scheduling the following space for use by non-University users:

- Hulman Center
- HMSU
- Sycamore Banquet Center
- Sycamore Outdoor Center
- Tilson Auditorium
- McKee Family Heritage Lounge and Heritage Ballroom
- Kenneth L. Smith and Theresa Kathryn (Klein) Smith Magna Carta Courtroom
- University Hall Theater and Atrium
- Classroom and other academic spaces (The Office of the Registrar will not schedule academic facilities for non-University users).
- Any other spaces not referenced in this section.

Conference and Event Services will coordinate scheduling with appropriate University facility managers and/or the Office of the Registrar.

**Campus Recreation** is responsible for scheduling use of the Student Recreation Center, Wolf Field, Recreation East, Michael Simmons Building, Recreation North (Kennedy Field), Wolf Field, and Lincoln Field by non-University users.

**Intercollegiate Athletics** is responsible for scheduling athletic facilities for use non-University users. (Hulman Center is scheduled through Conference and Event Services).

**The Office of Residential Life** is responsible for scheduling residence hall accommodation for camps, conferences, and other programs involving overnight stays.

Without exception, all non-University users must complete the university's standard Facilities Use Agreement and provide a certificate of insurance. Additional information may be collected from facilities users, but all non-University users must sign the standard Facilities Use Agreement.

## **RENTAL FEES**

Facility rental fees must be established for each facility that are based on the type of space, duration of use, and the nature of the event, ensuring fair and consistent application for all non-University users of facilities. Rental fees should be reviewed annually. The Vice President for Finance and Administration is responsible for approving rental fees.

In addition to base rental fees, charges may be required for supplementary services such as security, cleaning/custodial support, AV equipment, and event staff. A fee schedule for

supplemental services should be established by the offices that offer those services and administered consistently across the university.

Facility rental fees can only be waived with the approval of the Vice President of University Engagement. Generally, all non-University users should pay a rental fee. The following charges by non-University users should not be waived: security, custodial services/cleaning, equipment use, and technical support.

A deposit may be required to secure a reservation of some facilities. Deposit requirements are indicated in the Facilities Use Agreement. Cancellations are subject to the terms specified in the Facilities Use Agreement, which may include forfeiture of deposits or partial refunds.

**For more information** please contact Conference and Event Services at [ISU-CES@indstate.edu](mailto:ISU-CES@indstate.edu) or visit [venues.indstate.edu](http://venues.indstate.edu).