

Space Request Form

By completing this request form I understand and agree to Illinois Institute of Technology's guidelines for facility use as available at www.ccc.iit.edu

Event Date: _____ **Start Time:** _____ **End Time:** _____

Event Name: _____

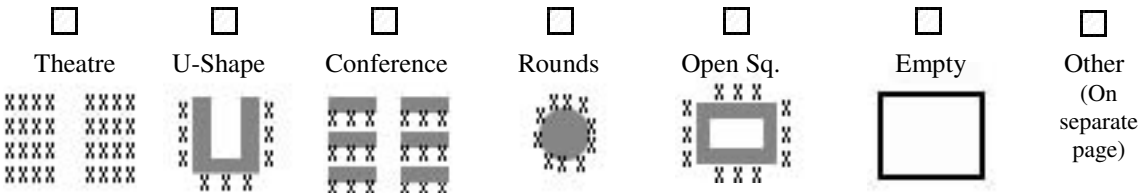
Event Type: Lecture Dance/Party Banquet Information/Fair Movie/Film
(check one) Meeting Performance Reception Student Workshop Other _____

Building Request : Hermann Hall MTCC Academic Building
(circle one)

Room Request: _____ **Number of Persons Expected to Attend:** _____

Will Food be Served? Yes No **Will Your Group Need Parking?** Yes No
Sodexho Catering Service is the exclusive food and beverage service provider for Illinois Institute of Technology. Contact the catering department at catering@iit.edu. Please Note: outside caterers will not be permitted.

Set-Up Info: (check one) Theatre U-Shape Conference Rounds Open Sq. Empty Other (On separate page)



Equipment Request: (check all that apply and indicate quantity.):

Amplified Sound

- Sound System
- CD Player
- Speakers
- Mixers

Projectors

- LCD Projector & Screen (for PowerPoint)
- Overhead Projector & Screen (for transparencies)
- Slide Projector & Screen

Easels

- Flipchart w/paper
- Easel
- White Board

Visuals

- VCR
- DVD
- TV

Wireless Microphones

- Handheld _____
- Lavalier (clip-on) _____
- Lectern w/ Microphone

Others

- Conference Phones
- Linen and Skirting
- Auditorium Light Package
- Podium
- Dry Erase Erasers/Markers
- Stage Piece (6' X 8')
- Internet Connection
- Laptop

Corded Microphones

- Handheld _____
- Microphone w/stand _____
- Lectern w/ Microphone

Client Information: (Please PRINT. Confirmations for available space and equipment will be sent to you via email.)

Name: _____ Organization/Department: _____

Phone: _____ Email: _____

Mailing Address _____

Signature _____ Date _____

CAMPUS & CONFERENCE CENTERS ROOM USE POLICIES

The administration of IIT Campus & Conference Centers reserves the right to cancel the reservation if it conflicts in any way with the general policy of the University regarding meetings and events on campus. The administration also reserves the right to change the location to other spaces on campus with the understanding that adequate facilities will be provided if a change is necessary. Changes will be made in consultation with the client.

Reservations are categorized according to the following system:

Registered IIT Student Organizations – Special Events/Meetings which are sponsored by student organizations consisting of at least 50% of Illinois Institute of Technology students, who maintain up to date registration with the Office of Student Activities.

IIT Academic Departments and Offices - Special Events/Meetings which are sponsored by Illinois Institute of Technology academic departments and administrative offices, whose participants consist in majority of Illinois Institute of Technology students, faculty, staff, alumni, or prospective students.

IIT Sponsored - Special Events/Meetings which are sponsored by Illinois Institute of Technology academic departments, student organizations and administrative offices, whose participants do not consist in majority of Illinois Institute of Technology students, faculty, staff, alumni, or prospective students.

External Clients – Special Events/Meetings which are sponsored by 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.

IIT SPONSORSHIP

If an IIT academic department, student organization or administrative office desires to partner with a non-IIT organization to sponsor an event whose participants do not consist in majority of IIT students, faculty, staff, alumni, or prospective students, the IIT sponsor should be aware that they are responsible for all payments, and for maintaining the proper condition of the facility. Representatives from the IIT sponsor must sign the Request for Space Form, and act as a liaison throughout the event planning process.

Events scheduled in the IIT Campus & Conference Centers are primarily for the members of Illinois Institute of Technology and must comply with the policy prohibiting “fronting.” Fronting occurs when an on-campus department/organization is used to represent primarily the interests of an off-campus group. Registered student organizations or campus departments may reserve space only for events that they directly sponsor, are integrally involved in, and will be present at.

PAYMENT/DEPOSIT

50% of projected charges is required to confirm the reservation. The balance of all charges is due **1 week prior** to the event. Additional charges incurred during event, will be billed following the event.

INSURANCE

Ten business days before the event the Client must provide IIT Campus & Conference Centers staff with a Certificate of Insurance confirming that the Client has current comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The coverage obtained by the Client will be primary and non-contributory. The Certificate of Insurance shall name the Illinois Institute of Technology as an additional named insured on the general liability policy.

SET-UPS

All Set-up requirement and any subsequent changes must be made in writing at least **48 hours prior** to the event. Any Request for Space Forms the do not include set-up instructions will be arranged with lecture style set-up. Changes made day of will incur a \$125 reset charge.

PARKING

All events organized through the Campus and Conference Centers will be required to arrange parking for off campus attendees. Please contact your Event Planner to discuss your event needs.

FOOD SERVICE

Sodexho Dining Services must serve all food in the IIT Campus & Conference Centers. No outside food can be served, or brought into, IIT Campus & Conference Center facilities. The final guarantee of people attending the event must be provided to Sodexho Catering Services **3 working days prior** to event date. Changes made after 3 working days will incur late charges. For catered events, any delay of serving time over 10 minutes caused by client will result in additional labor charges.

ALCOHOLIC BEVERAGE

Alcoholic beverages may not be served to anyone under the legal drinking age of 21.

DECORATIONS

All Decorations must be flame retardant. No open flame may be used. No decorations may be fastened to the walls, glass, or ceiling. Glitter and confetti may not be used. The Campus & Conference Centers staff reserve the right to remove any decorations that violate the aforementioned stipulations.

SECURITY

Depending on the size and nature of the event, Campus & Conference Centers staff may require the Department of Public Safety to provide security for your event. There is an additional charge for this service.

CANCELLATIONS

All cancellations must be made in writing at least **15 days prior** to event. Failure to do so will result in deposit loss.

More than 15 days prior to event: Full deposit returned

15 to 7 days prior to event: 50% of deposit returned

Less than 7 days prior to event: 0% of deposit returned

CUSTODIAL

Rooms left in poor condition will be assessed a cleaning fee as determined by Campus & Conference Centers staff. Some events may require additional custodial staffing at the clients expense.

EXITS

All exit doors must be kept clear and unobstructed during the event.