



OFFICE OF EVENT SERVICES:

Policies Guide

Updated September 2014

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Event Services Overview

Illinois Institute of Technology (IIT) Office of Event Services (ES) is a division of IIT Marketing and Communications that serves as the resource for event planning and production at IIT. Service to the university is the paramount consideration of this division. ES is committed to the successful planning and execution of your event.

The purpose of the *ES Policies Guide* is to document the parameters and methods of administering the events and event spaces at IIT for university departments and student organizations. This document offers a comprehensive listing of policies pertaining to event planning and production, and general event space use guidelines.

Any policies regarding events and/or event spaces not covered in this document will adhere to university policy.

Any updates to the *Event Services Policy Guide* will be available online at the ES website, <http://web.iit.edu/event-services>. The goal of this guide is to be comprehensive. If you discover an issue not covered in this guide please bring it to the attention of the ES staff so it may be considered for future revisions.

Event Services Staff

The Office of Event Services (ES) is the resource for reserving, planning, and producing events at IIT. ES consists of two primary teams: the Event Planning Team and the Event Production Team.

Office Location and Contact Information

ES administrative offices are located in Hermann Hall, 3241 South Federal Street, Suite 102. You may contact ES via email through events@iit.edu or by phone at 312.567.3700. You may also find more information at our website, <http://web.iit.edu/event-services>.

Event Planning Team

The ES event planning team is comprised of full-time staff members and is supported by student staff members. ES event planning team members are able to assist with requests for event space throughout IIT's Main Campus. Some spaces may be requested online through Virtual EMS, <http://reservations.iit.edu>. All event/space requests are assigned an ES event coordinator, who is a member of the ES event planning team. If you have requested a space and have received a reservation, your event coordinator is listed on your reservation. If you do not know who your event coordinator is you may contact ES via email at events@iit.edu or by phone at 312.567.3700.

You may send questions regarding space availability or finding an event space that is the right fit for your event directly to the event planning team via email at events@iit.edu or by phone at 312.567.3700. Student organizations/groups are to contact the Office of Campus Life to plan their events. www.iit.edu/student_life

Event Production Team

Event Production Team members are managed by the ES production manager with assistance from the ES production coordinator. Many aspects of event production are executed by student production staff. The production team prepares event spaces in accordance with the client's reservation requests. This includes setting up audio/visual, event furniture, and other equipment. The production team gives the client access to the event space during the client's reserved times and can assist clients with minor event-setup requests on the day of the event.

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Event Policies, Event Planning, and Event Space Usage Guidelines

Advertising

To post advertising/banners for advertisement, see the Office of Campus Life for approval. Guidelines are posted at www.iit.edu/student_life/organizations/pdfs/Spring09_Posting_Policy.pdf.

See *Decorations* for more information on use of banners and decorations at/during events.

Alcohol

Alcohol may only be served pursuant to a catering agreement with Sodexo and in compliance with state and local laws relating to alcohol. If alcohol is served at an event, event security will be required (see Security). IIT alcohol policy is found at <http://dining.iit.edu/catering/documents/IITAlcoholPolicies.pdf>.

Animals

No animals shall be allowed in ES-controlled spaces and/or other IIT buildings. Service animals with proper documentation are exempt from this policy. Trained animals such as therapy dogs may be allowed with written permission from ES. If approved, additional insurance is required (see *Event Insurance*).

Audio/Visual Policies

The use of all audio/visual (A/V) equipment requires a reservation placed five business days in advance of the event date. All changes to A/V needs that are made less than two business days prior to the event date will result in a \$100 rush charge. Not all late requests may be accommodated. All A/V requests are subject to technician and equipment availability.

ES is the provider/coordinator of A/V and related services in The McCormick Tribune Campus Center (MTCC) and Hermann Hall event spaces. ES encourages the use of our A/V equipment for MTCC and Hermann Hall event spaces. ES staff will be unable to provide technical support for client-owned equipment such as laptops and projectors.

All portable A/V equipment owned by ES is for use in MTCC and Hermann Hall event spaces only. A/V equipment beyond the quantity or capabilities of the equipment in the ES inventory may be rented at cost to the client.

ES will contract with outside vendors as necessary to meet client needs for out-of-stock or additional A/V needs. The costs associated with the outside vendor will be incurred by the client. Any outside A/V vendor is to be contracted by ES only for MTCC and Hermann Hall event spaces, unless approved by ES.

Please notify your ES event coordinator prior to the event if the event will involve a presentation, whether you intended to use ES A/V equipment or not. ES recommends that presentations/equipment be tested in advance of the event with the ES staff to assure the presentation will work to the presenter's satisfaction. All equipment/presentation testing prior to an event must be arranged/confirmed with ES staff prior to your event day. Please note: While ES will make every effort to accommodate those arriving with presentations on portable media (such as USB memory sticks, CDs, or DVDs), ES cannot guarantee the timely and smooth execution of the presentation without prior testing.

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Audio/Visual Technician

An audio/visual technician (A/V tech) may be requested to be dedicated for your event. All requests of an A/V tech must be made at least five business days prior to the event date. The cost of a dedicated A/V tech will be charged on an hourly basis. Please note: Some event spaces and A/V setups will require an A/V tech to be present throughout your event. If an A/V tech will be needed for your event, please alert your event coordinator when planning your event.

A/V in Classrooms/Academic Spaces

A/V support for academic spaces (classrooms, computer labs, and most auditoriums) is provided through OTS. Classroom A/V has been standardized, however, ES encourages clients to check the specific classroom to assure it has the specific A/V needs the client is requiring. Classroom A/V requests may be submitted to OTS through the Support Desk at 312.567.3375 or supportdesk@iit.edu. OTS has posted directions for the A/V equipment use in all classrooms as well as troubleshooting information.

Amplification Equipment

Inside event spaces, amplified sound needs to be kept to acceptable levels. ES reserves the right to ask any group to bring its activity within acceptable sound levels.

Laptops

ES rental laptops are Windows-based PCs and come standard with

- VGA connection
- Microsoft Office Suite
- Web browser and Wi-Fi guest Internet access

Macintosh laptops are not available for rental through ES.

Clients may bring their own laptops. ES staff members are unable to support client-provided equipment. Clients are required to bring their own Macintosh adaptors when using Mac computers.

Billing/Deposit/Payment

Payment arrangements are required to process reservations with billable charges. Payment is accepted in the following ways: FOAP number (IIT internal clients only), credit card, or money order (cash and personal checks are not accepted). All balances must be paid within seven business days of the event date.

University departments are required to place an FOAP on file with ES at least five business days prior to the event date to confirm the reservation. Any charges not paid within one week after the event will be charged to the FOAP on file.

Non-university (external and external with university sponsored) events are subject to the deposit and payment policy set forth in the Facilities Use Agreement. The Facilities Use Agreement will be made available to these clients as part of the event space confirmation process. Clients may contact events@iit.edu for more information.

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Booking Statuses

ES reserves the right to cancel your event at any time. The following is a list and definition of statuses your event may receive:

Confirmed—Space has been confirmed for your event.

Tentative—Space requested and tentatively reserved pending further action. This status is not a guarantee of space. Any space in a tentative status within five business days of an event is subject to cancellation.

Tentative FOAP Due—Status used for university clients indicating that space has been tentatively reserved pending having an FOAP on recorded for the event.

Tentative Balance Due—Status used for external clients that space has been tentatively reserved pending full payment.

Wait-Listed—Space requested but not tentative or confirmed due to other events or classes scheduled. This status will also be used for all requests to utilize classroom space prior to the Add/Drop date (see *Classroom Scheduling*). This status is not a guarantee of space.

Web Request—Space requested online through Virtual EMS pending further action. This status is not a guarantee of space.

Academic Bumped—Space requested for an academic room (classroom, auditorium, etc.) in which the request has been denied due to class scheduling. *Please note that class scheduling takes priority over event requests in ALL academic spaces.*

Cancellation/No-Show Policy

In order to accommodate as many requests for events as possible, ES asks all organizations to honor their reservations. University organizations that fail to use reserved space (without prior notification) three times within a semester will be unable to meet in ES meeting spaces for one semester.

Standard room-reservation cancellations must be made at least five business days in advance of the reservation date. Clients that cancel an event less than five business days in advance of the reservation date will be charged for any costs incurred.

Catering

Any questions regarding catering can be sent to IIT Catering at catering@iit.edu or 312.567.5251.

The Catering Guide may be found at <http://dining.iit.edu/catering/index.html>.

Catering Tables

ES will provide catering tables on Main Campus in conjunction with Sodexo Catering only. Sodexo Catering will determine how many tables are needed based on the catering request and communicate that to the ES event coordinator. An ES Production Team staffing charge will be assessed for catering tables provided in any building other than Hermann Hall and MTCC. This charge will vary based on the number of tables needed by catering. Any catering that requires more than eight tables will need to be rented from an outside vendor.

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You may contact your event coordinator for assistance with renting tables from an outside equipment vendor and with renting catering tables required for any non-Sodexo catering. All rental and staffing costs will be billed to the client.

All catering tables required for outside parks will be rented from an outside equipment vendor. All rental and staffing costs will be billed to the client.

Catering Payment Guidelines

A fund, organization, account, and program (FOAP) number, a deposit, or an agreement of payment arrangements that are written and signed are required to process catering orders with billable charges. Catering and associated charges must be paid in full prior to or on the day of the event, unless charges are by consumption. Any balance remaining will be billed after the event.

Classrooms/Event Scheduling

Classrooms will not be available for event booking each semester until after the last day to add/drop a class with no tuition charges, also referred to as the Add/Drop date. Please see the Office of the Registrar's website for specific dates: www.iit.edu/registrar.

Also see *Booking Statuses, Audio/Visual Policies*.

Access to classrooms is arranged with IIT Public Safety. A list of all events outside building and event hours is furnished weekly to IIT Public Safety. If a confirmed space is inaccessible at the time of your reservation please contact IIT Public Safety directly to request access at 312.808.6300, or email publicsafety@iit.edu.

Decorations

Decorations are permissible but must be approved by ES staff prior to use or installation.

Items of any kind may not be affixed in any way to any furniture, fixtures, or equipment without prior approval from ES staff. ES will charge for damage, cleaning, or item removal resulting from items affixed to furniture, fixtures, or equipment approved or unapproved.

The following is a list of prohibited decoration: Client shall not (i) use any smoke or fog machines; (ii) use any candles, incense, or fire; or (iii) use any birdseed, confetti, flower petals, glitter, rice, sand, or any item that can become imbedded in carpet/fabric; (iv) helium-filled balloons. ES will charge for the cleanup and/or removal of any prohibited item, as well as any costs associated with damage or excessive cleaning/item removal resulting from decorations prohibited or approved.

ES staff will coordinate any approved banner installation. Banners will be installed at an additional charge.

Dedicated Event Staffing

Clients may request an ES team member to be dedicated to your event. The cost of this dedicated staff member will be billed directly to the client. Please note that based on size and scope some events may require a dedicated ES member to be present throughout your event. This dedicated staff member may be in addition to other staffing such as an A/V technician.

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Deliveries and Event Load In

Departments that require event equipment including A/V equipment outside Hermann Hall and MTCC must use an external equipment rental vendor. A department contact will be required for delivery, pick up, and setup approval. The department contact information will be given directly to the rental vendor for set up questions on the day of the event and delivery approval. ES will not be responsible for equipment deliveries outside Hermann Hall and MTCC unless arranged in writing directly with your event coordinator. Additional staffing charges will apply for any equipment rental delivery or pick up for which ES staff is present. The client must be present to accept and approve deliveries unless arranged directly with your event coordinator. All costs associate with the rental equipment, including staffing costs, will be billed to the client.

- Any delivery of equipment or materials for an event at Hermann Hall or MTCC must be coordinated/scheduled with ES.
- Deliveries of client items prior to an event must be approved by ES.
- ES does not provide overnight storage.
- All delivery of items is the responsibility of the organizers of the event, and a designated individual from the event must be present to receive the delivery.
- All deliveries must be loaded in and out through the loading dock doors.
- ES will not act as a receiving agent or a pick-up agent unless arranged in writing directly with your event coordinator.
- ES is not responsible for ensuring the return of any rental items procured by outside organizations.

Event Coordinator

See *Event Services Staff* (page 1).

Event Hours

Event hours are the hours in which Hermann Hall and MTCC are available for events and ES is able to provide staffing. Any events outside event hours will incur an extended event hours staffing cost billed directly to the client. Please contact your ES event coordinator for additional information and costs.

Event hours are posted on the ES website, <http://web.iit.edu/event-services>. Event hours exclude university holidays and days in which the university is closed.

External Events with University Sponsorship

An external client with university sponsorship is a non-university business, organization, group, or individual that is sponsored by an IIT organization, office, college, department, division, institute, or center. Please see the Event Reservations and Pricing Guidelines document, located in the Quick Links Menu of <http://web.iit.edu/event-services>. This document outlines pricing policies and guidelines pertaining to reservation of IIT facilities. University student organizations, individuals, or departments may not serve as "fronts" for off-campus groups in order to gain free use of meeting space for the off-campus user.

Film Screening

Groups or organizations that plan to rent media and show it in one of the ES-controlled spaces and/or other IIT spaces will be in clear violation of copyright law. Whether charging a fee or not, it is not permitted to do this. The burden of proof rests with the group or organization. If there is a question, the group must provide written

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documentation giving permission from the production company to screen the film in the chosen venue. Showing a film for educational purposes is allowed.

Filming and Photography

IIT clients must identify to the ES event coordinator if there will be photography or filming at the event, or if press/media of any kind have been invited to and/or plan to attend the event. Posters to make attendees aware they may be photographed or put on film will be posted at the entrance to the event. These posters are only intended for IIT events.

Approval for filming in ES-controlled spaces and/or other IIT spaces can be obtained from IIT's Office of Marketing and Communications; please call 312.567.3206. Any individual or crew filming in a public space without approval will be asked to discontinue filming. At all times, ES will determine the time, place, and manner that photography/filming may occur in the event spaces.

Any additional event costs associated with filming or photography will be charged directly to the client. External and sponsored organizations will adhere to a fee schedule based on the location, size of the crew, and the scope of the photo shoot.

Firearms

Concealed Carry and Prohibition Regarding Firearms and Weapons On IIT Campus

Policy: Illinois Institute of Technology ("IIT" or "University") hereby establishes the IIT Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus Policy (the "Policy") pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66/1 et seq.) and its enabling regulations. As IIT is committed to providing a safe and secure environment for the IIT community and its guests, IIT establishes restrictions on the ability to carry firearms or weapons, concealed or otherwise, on the Campus (as defined below) in accordance with the 2013 Illinois Firearm Concealed Carry Act and other applicable laws. **Persons Covered by this Policy:** This Policy applies to all employees, students, persons conducting business, or individuals visiting the Campus. Visitors include, but are not limited to, members of the general public as well as prospective students, former students, and their respective families.

Food and Beverages

Also see *Catering (page 4)*.

Sodexo Campus Services, IIT's contracted food-service company, must provide food service. No outside catered food for meetings, events, or groups may be brought into The McCormick Tribune Campus Center (MTCC) or Hermann Hall (HH). If catering services are to be provided, details of the service and the charges will be included on the Catering Plan, which will be issued as a contract by Sodexo. Sodexo will not provide bottled water for catered events. All water will be served from containers or pitchers.

Food or beverages for events may incur additional janitorial charges based on the time/day of the event. Food, beverages, and outside catering for meetings, events, or groups brought in to spaces outside MTCC and HH must be identified to your ES event coordinator. Check your reservation for your event coordinator's name to contact him/her with questions, or email questions to events@iit.edu.

Any organization that brings in food or beverages in violation of these policies will lose its right to meet in ES-controlled space for a minimum of one semester.

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Furniture and Room Sets

ES event equipment is for use in Hermann Hall and MTCC only. Event equipment required for all other buildings or outdoor events must be rented from an equipment rental vendor. The rental cost shall be the responsibility of the client.

Clients planning events must contact the ES event coordinator at least 10 business days in advance to discuss room sets.

All ES event furniture/equipment is subject to availability and is provided on a first-come, first-served basis.

If rental furniture is requested or required as a result of inventory shortfall, all costs associated with the rental equipment, including staffing costs, will be billed to the client.

Furniture/equipment for outside park events must be rented from an equipment rental vendor (see *Outside Parks*). The rental cost shall be the responsibility of the client.

Furniture removal for select "fixed set" event spaces may be requested through the ES administration office. ES determines if furniture removal is possible and when partial or full removal of furniture is necessary. The client is responsible for the costs incurred by removing and retuning "fixed set" furniture.

Insurance

External events and external events with university sponsorship will require a tenant users liability insurance protection (TULIP) policy. Securing insurance and the associated costs will be the responsibility of the client. Events without proof that the proper insurance has been secured will be cancelled.

Lost and Found

ES is not responsible for items that are lost or stolen from the facilities; however, if items are found in ES-controlled spaces staff will turn items over to Public Safety, located in Farr Hall. ES does not assume responsibility for damage to or loss of any materials or equipment left in the buildings.

Media

Media are not allowed on campus without advance approval of the Office of Marketing and Communications. Any advance knowledge of media attending events must be shared with your ES event coordinator.

Outside Parks

Outside parks refers to outdoor spaces that are available for bookings at IIT. Clients utilizing these outdoor spaces must book their event through ES in order to hold the space. All equipment needs for outside park events must be rented from an outside vendor. ES will not be responsible for equipment deliveries in outside parks unless arranged in writing directly with your event coordinator. Additional staffing charges will apply for any equipment rental delivery or pick up for which ES staff is present. The client must be present to accept and approve deliveries unless arranged directly with your event coordinator. All costs associated with the rental equipment, including staffing costs, will be billed to the client.

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Parking

All events with parking needs, including buses, must work with Access, Card, and Parking Services (ACaPS) to plan for appropriate parking space. For additional details, please visit the AaCPS website, www.iit.edu/~parking/visitor.html.

Political Activities

As a tax-exempt entity, IIT is legally prohibited from directly or indirectly participating or intervening in any campaign of behalf of or in opposition to any candidate for elective office and has an affirmative obligation to refrain from engaging in any partisan political activity. Violation of these prohibitions against such activities could jeopardize the university's tax-exempt status.

While individuals are free to express their opinions and support political candidates on their own, it must be clear that the individual is acting on his or her own behalf and not on behalf of IIT. To this end, an individual should not identify himself or herself as an employee of IIT, and if he or she is identified as such, he or she should, prior to any speech or as part of any writing, indicate that his or her comments are personal and not intended to represent the views of IIT. Further, no individual or event may use the name, symbols, or resources of the university to participate or intervene in any political campaign on behalf of or in opposition to any candidate for political office.

Specific examples of impermissible activities include, but are not limited to (i) using university letterhead, campus mail, telephones, or IIT email accounts to solicit support or contributions for a candidate; (ii) using university funds to purchase tickets for a candidate's fundraiser; and (iii) putting campaign posters on university property.

Political candidates may use or rent IIT facilities only if all candidates are allowed the opportunity to use or rent such facilities on equal terms and conditions.

Subject to certain conditions and restrictions, political candidates may be invited to speak at events without jeopardizing IIT's tax-exempt status; however, no such invitation should be extended without the extending party first discussing the invitation with the General Counsel's Office, so as to ensure that the invitation complies with applicable laws.

Certain voter-education activities, including voter registration and get-out-the-vote drives, are permissible but only if they are undertaken in accordance with applicable rules and regulations and are conducted in a non-partisan manner. Again, before any such activities are undertaken the initiating party should contact the General Counsel's Office.

Pricing

Please contact your ES event coordinator for equipment and staffing costs. Any general pricing inquiries may be directed to events@iit.edu or 312.567.3700.

Production Team

Also see *Event Services Staffing (page 1)*.

A production team staffing charge will be applied to any reservation that requires production time outside of posted event hours.

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Property Damage

All groups using IIT ES-controlled spaces are responsible for any and all damages or excessive cleanup in the facility resulting from their events. ES reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the equipment or spaces.

- No ES property may be removed from the building without the express consent of the ES administration.
- ES reserves the right to charge at least a minimum cleaning fee to return the event space to a condition adequate for continued use by other groups.

Religious Services in Event Services Space

By mandate of the federal government, overtly religious services may not take place in those buildings that are bond funded. Of the buildings controlled by ES, religious services may take place in Hermann Hall or Carr Memorial Chapel only. Religious services may not take place in The McCormick Tribune Campus Center or any academic building on campus.

A religious service is defined as a gathering designed for ritual worship. These services would include (but are not limited to) Catholic mass, Passover, or Diwali. Events not included in this definition would be gatherings designed for learning or exploration of a particular faith, such as Bible study.

The intent of this policy is not to limit the expression of faith in the ES facilities. ES is committed to providing legally appropriate space to groups of all faiths.

Reservation Priority

Early space requests are encouraged for all event locations. Requests will not be confirmed earlier than one (1) year in advance.

All tentative, wait-listed, or Web request statuses are not a guarantee of the space requested.

Once all requests have been considered and all deliverables have been received (i.e. FOAP) a space request may be moved to either tentative or confirmed statuses. Space will be made available for events in the order listed below:

1. University events
2. External events with university sponsorship
3. External events

For questions regarding organization type and external clients with university sponsorship please see the *Event Reservation and Pricing Guidelines* document on the ES website at <http://web.iit.edu/event-services>.

Security

Event security is provided by IIT Public Safety. Event security may be needed for an event depending on many factors including the nature of the event, the number of attendees, the attendee affiliation to IIT, if alcohol is served, etc. The cost of the security detail will be incurred by the client. This cost will be billed as part of the overall costs of the event through ES. The client should not book its own security detail.

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When booking a space with ES the client must state its expected attendance, details of the event, if alcohol is to be served, etc. IIT Public Safety may be contracted for an event at the discretion of ES as deemed necessary.

If alcohol is served at an event, event security will be required for the event for a minimum of four hours. One officer will be contracted per 100 guests regardless of age.

Staffing

ES will staff Hermann Hall and MTCC for the production of events and client access to event space during event hours only (see *Event Hours*). Staff requested for events outside event hours, required in excess of standard event and event production staffing, or required by the nature of the event will be brought on at an additional charge to the client. This staffing includes audio/visual technician, Bog staffing, dedicated event staff, extended event hours staffing, facilities staff, janitor, production team staffing, professional staff, and IIT Public Safety officer.

Storage

ES does not offer long-term storage space for any departments or programs.

Undesirable Conduct Policy

Any person who engages in misconduct in ES-controlled spaces and/or other IIT spaces may be requested to leave the premises. In the event that any person(s) engaged in misconduct refuse(s) to leave the premises, Public Safety assistance will be requested. Misconduct shall be defined as behavior that in any way defaces or damages the premises, or obstructs or interferes with the intended use of the premises. Federal and state law, city ordinances, and university policies apply.

Virtual EMS

Virtual EMS (VEMS) is a Web-based system that allows only IIT users to request certain spaces for events on campus. VEMS may be found at <http://reservations.iit.edu>.

All requests placed through VEMS are automatically placed in the status of Web Request (see *Booking Statuses*, page 4). The Web Request status is only a request for space and not a confirmation or guarantee of space. Once a Web Request has been submitted, ES staff will follow up with the requestor. Please note that any classroom requested for an event booking cannot be confirmed for that semester until the Add/Drop date of each semester (see *Classroom Scheduling*, page 5).