

Non-Illinois Wesleyan University Affiliated Room Reservation Guidelines

General

Rooms are available on a first come, first served basis, dependent on availability of rooms and staffing. Once rooms are contracted, we cannot “bump” others out. The only exception to this rule is that in academic buildings, classes have priority. Rooms will be charged to outside groups as well as internal groups using the space for non-IWU functions. The University, in its sole discretion, may terminate a contract or letter of agreement at any time if the event is determined not in the best interests of the University and its mission.

Cancellations

The University reserves the right to charge a fee if cancellations are not made at least five business days in advance. Users may be charged the full rental fee, including charges for requested equipment or other costs incurred by the cancellation.

Billing

An invoice will be sent after the event and must be paid within 30 days. This will include charges for room rental, resources requested and any damages incurred. Any organization 90 days or more delinquent in payment will be prohibited from holding events until full payment is made. These groups will also be required to pre-pay for future events.

Insurance

The University requires non-IWU organizations to provide a certificate of insurance of \$1,000,000 per occurrence for personal injury and/or death AND \$1,000,000 per occurrence for personal property damage. Illinois Wesleyan University and its Board of Trustees are to be named as an additional insured. The University reserves the right to increase the coverage per occurrence for events with more than 250 participants or a type of use with heightened liability.

Evidence of insured coverage should be delivered to the University at least 30 days prior to the date of the event. If such evidence is not received at least 10 days prior to the event, the reservation may be cancelled.

Restricted Uses

Illinois Wesleyan University will strictly enforce the prohibition of the following activities:

- Public Indecency. No persons on University property shall commit an act of public indecency as defined in Illinois law, 720 ILCS 5/11-9.
- Disorderly Conduct. No person on University property shall commit disorderly conduct as defined in Illinois Law, 720 ILCS 5/26-1.
- Gambling. No person on University property shall gamble as defined in Illinois law, 720 ILCS 5-21-1, *et seq.*
- Bodily Harm. No person on University property shall inflict bodily harm as defined in Illinois law, 720 ILCS 5/12-1, *et seq.*

Admission Charges

For external events charging admission, the user will pay the regular non-affiliated room rate plus an extra 30% of the rate regardless of whether the user is affiliated with the University or not. They must also be approved by the Vice President for Student Affairs.

Marketing

Illinois Wesleyan University requires users to provide the Office of University Communications with the event registration information, brochures and/or other advertising materials used to promote the event at least 14 days

prior to the event. Events may be cancelled by the University if materials are printed with the University's name without approval.

Harassment and Intolerance

Illinois Wesleyan University does not tolerate harassment based on racial, ethnic, gender, religious or other hostility. Such harassment is intolerable to all members of the university community: faculty, staff, trustees, alumni and students. It is defined as verbal, written, or physical conduct which refers to race or which communicates slurs based on ethnicity, sexual or religious orientation, or disabilities and where such conduct has the purpose or effect of unreasonably interfering with an individual's academic, social or work related participation in the Illinois Wesleyan Community. Harassment can include, but is not limited to, hostile or intimidating verbal or written statements or symbols, or physical threats or intimidating conduct that adversely affect the mental or emotional health of the individual or group. This definition of harassment specifically includes verbal acts, which are intended to insult or stigmatize an individual or group of individuals based on their race or color, their ethnicity, their sexual or religious orientation, or a disability.

These protections are extended to prohibit harassment directed at the following groups or perceived groups:
gay • lesbian • transgender • bisexual • religion • ethnic group • disabled

Specific examples of harassment include, but are not limited, to the following:

- Using slurs
- Name-calling
- Creating derogatory graffiti
- Making offensive jokes
- Imitating stereotypes in speech or mannerisms
- Displaying cartoons of stereotypes

Parking

Parking for persons not affiliated with IWU is available along the street or in the visitor lot on campus (Sesquicentennial Parking Lot at the SE corner of Graham and Park Street). Visitors may also park in the faculty/staff lots after 5pm.

Damages

The user assumes full responsibility for the conduct of those participating in their event. The user is liable for any and all damages incurred by that conduct and will reimburse the University for damages to facilities and equipment. The University assumes no liability for property placed in the facility by users.

Safety

Exits must remain open and accessible at all times. The University must observe the maximum capacities for rooms as designated by the fire marshal. Smoking is prohibited in all IWU buildings. Open flames are also prohibited.

Decorations/Storage

Materials and decorations may not be stapled, taped or hung up in any way without prior approval. IWU does not have storage space available, and all items may be disposed of after the contracted time ends.

Catering

All food and beverages must be arranged through Sodexo Food Service. Please contact Mike Welsh at (309) 556-3167 or mwelsh@iwu.edu for catering questions/orders. Alcoholic beverages must also be provided through Sodexo food service.

Room Use

Several Memorial Center rooms cannot be reserved by non-IWU groups:

- Pillsbury – use by IWU Faculty/Staff only; no students
- Faculty Lounge – use by IWU Faculty/Staff (or IWU Students in the evenings/weekends)
- Underground – use by IWU Faculty/Staff/Students only
- Quad & Cabana – use by IWU Faculty/Staff/Students only during academic year

Set Up

Physical set up is included in the room charge. This includes normal number of tables/chairs as well as stage set up in the Main Lounge.

Making Reservations

IWU faculty, staff and student organizations should make reservations through the Webviewer. Non-IWU individuals should contact the Building Schedulers to make reservations.

Building Schedulers:

Ames Library	Katy Ritter Mike Limacher (Beckman Auditorium – Academic Use only)	556-3172 556-3323	kritter@iwu.edu limacher@iwu.edu
Chapel Reservations	Cheri Armstrong	556-3035	carmstro@iwu.edu
Wedding Only	Elyse Nelson Winger	556-3005	enelsonw@iwu.edu
Classroom Buildings	Gaye Bailey Talley Gentry	556-3162 556-3161	gbailey@iwu.edu tgency@iwu.edu
Summer Conferences/Facilities	Terrance Bond	556-3591	tbond@iwu.edu
Hansen Center	Colin Stewart	556-3850	cstewart@iwu.edu
Memorial Center (and quad)	Cheri Armstrong	556-3035	carmstro@iwu.edu
Presser / Westbrook	Stephanie Kohl Ringle	556-3062	skohlrin@iwu.edu
Shirk	Mike Wagner	556-3341	mwagner@iwu.edu
Wilder House	Terrance Bond	556-3591	tbond@iwu.edu

Technology Resources

Technology must be requested in advance. Requests are filled on a first-come, first-served basis and may not be available upon request.

Timeline for Requests

	Spring Semester	Fall Semester	Summer*
Non- Classroom Space	Considered after October 1	Considered after March 1	Considered after May 1
Classroom Space	Considered after December 1	Considered after May 1	Considered after May 1

*Summer Conferences are exempt from this date.

Building Fee Schedules

Partial days are less than 4 hours; Full days are 4 hours or more.

Academic Buildings

Style	<u>Non-Profit/Affiliated</u>	<u>For Profit</u>
Classroom	\$12.50 per hour	\$25.00 per hour
Lecture Hall/Auditorium	\$25.00 per hour	\$50.00 per hour
Reception Area	\$25.00 per hour	\$50.00 per hour

Evelyn Chapel Fee Schedule

Charge	IWU Affiliated	Non-Affiliated
Wedding Room Fee	\$300	\$500
Organist	\$200	\$200
Chaplain Fee	\$200	\$200
Instrument Usage Fee	\$100 organ; \$50 piano	\$100 organ; \$50 piano
Cancellation Fee	\$100	\$100
Rice/Birdseed Cleanup Fee	\$50	\$50

Memorial Center

Room	Style	Capacity	<u>Non-Profit/Affiliated</u> Full/Partial Day	<u>For Profit</u> Full/Partial Day
Young Main Lounge	Banquet/	374	\$300/150	\$600/300
	Lecture	374		
Turfler	Banquet	96	\$250/125	\$500/250
Davidson	Banquet/	56	\$200/100	\$400/200
	Lecture/	80		
	Classroom/	30		
	Open square	30		
Cartwright	Boardroom	26	\$150/75	\$300/150
Henning	Open square	24	\$100/50	\$200/100
Dug Out Conference	Boardroom	16	\$100/50	\$200/100
Titan	Boardroom	12	\$50/25	\$100/50
Faculty Lounge	Boardroom	16	Not available	Not available

Presser Hall

Room	Capacity	<u>Non-Profit/Affiliated</u> Full/Partial Day	<u>For Profit</u> Full/Partial Day
Westbrook Auditorium	350	\$300/\$150	\$600/\$300

Resource Fee Schedule

***Partial days are less than 4 hours; Full days are 4 hours or more*

Resource	<u>Non-Profit/Affiliated</u> Full/Partial Day	<u>For Profit</u> Full/Partial Day
25" TV/VCR/DVD cart	\$27/13.50	\$30/15
Deluxe AV cart with screen	\$45/22.50	\$50/25
Standard AV cart with screen	\$36/18	\$40/20
Deluxe in-room AV (Turfler only)	\$45/22.50	\$50/25
*Piano – baby grand, tuned (Main Lounge only)	\$135/67.50	\$150/75
*Piano – upright (Main Lounge, Davidson/Henning only)	\$45/22.50	\$50/25
Podium	\$18/9	\$20/10
Standard Audio (one mic or in-house CD player in Main Lounge/Turfler)	\$18/9	\$20/10
Deluxe Audio (more than 1 mic; other	\$TBD	\$TBD

sound equipment)		
Internet Access with AV cart	\$9/4.50	\$10/5
Conference Phone (arranged in advance through Telecommunications)	\$22.50 + .075 per minute per line	\$25 + .075 per minute per line

*The baby grand piano will be tuned each time it is requested. The upright pianos are periodically tuned. When additional tuning is requested, charges will be added to the invoice.

Computer Fee Rental Schedule

Computer Lab – Capacity	Full Day (8am-4pm)	Half Day (any four hour period ending no later than 4pm)
Up to 28	\$500	\$300
Up to 15	\$300	\$175

Multi-day rental discounts: If a lab is rented for more than one day, the daily rental rate is reduced by 10%

Special Setup

All computer labs have Internet access. Labs are available with either Microsoft Windows based or Mac OS based systems. All computers have the Microsoft Office Professional package, web browsers, and access to a network printer. All labs have instructor station projection with amplified computer audio.

IT staff can install and configure lab computers for specific applications at a rate of \$50/hr. Any non-IWU software must have proper software license documentation prior to installation.

A lab consultant is available at \$25/hr

Computer Lab Cancellation Policy:

Cancellations must be made two weeks in advance or 10% of the lab reservation fee will be charged.