

Indiana University-Purdue University
Indianapolis



Policy Manual

Operating Policies
Access and Use Policy
Communications Policies and Procedures
Event Services Policies and Procedures
Theater and Group Practice Room Policies
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Emergency Action Plan

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CAMPUS CENTER OVERVIEW

The IUPUI Campus Center opened to the public on January 7, 2008. The Campus Center is the place on campus where students, faculty, and staff can meet on common ground. Opportunities abound for involvement with various activities and events.

A college union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college. (Association of College Unions International, 1996)

The Campus Center is a managed facility that provides an environment that fosters socializing and community development, a comfortable place to relax, and office and retail space for a variety of campus departments.

The Campus Center supports the mission of IUPUI by providing space for co-curricular and cultural programs and events, but it is not an academic building. Academic classes and on-going academic mentoring or tutoring organized by departments will not be scheduled to take place in the Campus Center.

Public spaces are open to all IUPUI students, faculty and staff, as well as invited guests of the University. Meeting spaces are primarily used by IUPUI departments and registered student organizations. There is limited meeting space available to non-University organizations. Reservations for campus-based organizations are filled on a first come, first served basis. Failure to comply with policies or requests established by the Campus Center administration may result in action by the staff to deny privileges and/or assess appropriate fines or charges.

The Campus Center houses a variety of campus offices and services including food services and catering, the campus bookstore, the Cultural Arts Gallery, a credit union, Campus Card Services and meeting spaces.

Information about the Campus Center can be found on our website: campuscenter.iupui.edu

BUILDING DIRECTORY

Theater Level

Bookstore Buy Back/E-Commerce Pick Up
Campus Facilities Services Zone 4 Offices
Game Room
Group Practice Room
Indiana Power and Light TV Lounge
Multi-Use Rooms (3)
Music and Arts Technology Faculty Offices
Office for Veterans and Military Personnel
Theater

Level 1

Barnes & Noble Bookstore
Campus Center Information Desk
Citizens Commons
Citizens Commons Stage
Democracy Plaza @ CE
Outtakes Convenience Store
Patio
PNC Meeting Room (148)
Ricoh Copy & Resource Center
Starbucks Café
Wunsch Hojnacki Atrium

Level 2

Admissions Center
Campus Center Administration Office
Campus Center Student Health
Caribou Coffee
Commons Seating Area
Cultural Arts Gallery
Indiana Members Credit Union
Campus Card Services (Jagtag)
Meeting Rooms 264, 268
Mondo Subs
Paw's Pantry
Registrar's Office
Student Financial Services

Level 3

APSE Red Smith Hall of Fame Room (305)
Meeting Rooms 306, 307, 308, 309, 310
Multimedia Production Center
Office of Student Involvement
Quiet Study Lounge
Student Governance Suite
Student Life/Dean of Students Suite
Student Organizations Center (Cube)

Level 4

Multipurpose Rooms (450 A/B/C)
Yale Pratt Meeting Room (405)
Distinguished Alumni Board Room (406)
Tony Sherrill Meeting Room (409)
Pre-Function Lounge
Terrace

OPERATING POLICIES

The Campus Center is a managed facility. Specific policies have been developed to assist the Campus Center management team with the daily operations of the facility. These policies are not all-inclusive and do not limit the management team from making decisions or establishing additional policies based upon unique needs and/or circumstances. All policies were created with the intent to provide for the long-term care and maintenance of the facility, as well as provide fair access to event spaces and other resources. No policy in this manual will supersede University policy.

Failure to comply with any policy or guideline outlined in this manual and/or any verbal or written requests from the Campus Center management team may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

Requests for exceptions to any of the Campus Center policies should be referred to the Director of the Campus Center or his/her designee.

Access and Use Policy

- See the separate section starting on [page 21](#).

Alcohol

- Alcohol is not permitted in the Campus Center, except during approved events catered by IUPUI Food Services. Specific Indiana University policies must be strictly followed.
- Alcohol may only be served and consumed in specific areas of the building reserved for the event. It is the responsibility of the sponsoring organization to keep guests and alcohol in the designated space.
- No alcoholic beverages may be served for any group of undergraduate students, or for any function where it is reasonable to expect consumption by persons under the age of twenty-one (21).
- The sponsoring organization may be required to hire IU Police to provide monitoring and policy enforcement at any event where alcohol is served. Details will be communicated and coordinated by IUPUI Food Services.
- Schools/departments are solely responsible for contacting the Indiana University Risk Management Office to ensure that all University policies are being followed and to understand the liability involved in hosting an event where alcohol is served. Go to <http://129.79.26.55/orm/SiteMap2.cfm?todo=alcohol> to view the policies.
- Intoxicated individuals will be asked to leave the facility and risk arrest. Students will be referred to the Dean of Students Office for disciplinary action. Faculty and staff are subject to human resources policies pertaining to a substance-free workplace.

Amplified Sound

- Amplified sound (use of microphones and/or audio speakers) will only be permitted at specific times in designated locations:

Citizens Commons:

Monday-Friday	11:00am-2:00pm and after 6:00pm
Saturday and Sunday	Anytime

Wunsch Hojnacki Atrium (space outside bookstore entry):

Monday-Friday	12:00pm-1:00pm and after 6:00pm
Saturday	After 12:00pm
Sunday	Anytime

- Although amplified sound is permitted during specific hours, the sound level will need to be controlled within allowable limits. If noise complaints are received from building tenants, or if the sound can be heard inside the quiet study lounge on Level 3 or any closed meeting rooms, the event sponsor will be required to reduce the noise level.

Animals

- Only service or therapy animals are permitted in the building. No other animals or personal pets are permitted in the building at any time.

Atrium Usage

- The primary purpose of the Wunsch Hojnacki Atrium is to be a lounge where members of the campus community can meet, relax and enjoy the space. Occasionally, on a case-by-case basis, the Atrium may be reserved for events for which the sponsoring organization deems visibility of the activity as necessary for the success of their program and can demonstrate how traffic flow will enhance the event. The following guidelines apply to reservations of the Wunsch Hojnacki Atrium:
 - Reservations must be for designated times, and events must not interfere with the normal operations of the Campus Center or the operations of any department, especially those offices adjacent to the atrium space.
 - The use of any amplified sound must be consistent with policies outlined on [page 6](#) of this manual.
 - The orange lounge chairs may be moved to the side (no extra charge) or can be moved completely from the space for a charge of \$50. All sofas and area rugs must remain in place.
 - No event may interfere with the normal flow of traffic of guests entering or exiting the facility or with the operations of any department.

Audiovisual Technology

- The Campus Center has an inventory of audiovisual equipment to assist clients with meetings or events. Do not assume, however, that the Campus Center has the same equipment as would be available at full-service conference or banquet facilities. Discuss all your event needs with the Event Services staff early in the planning stages. If signing a contract with a performer, please share the specific audiovisual requirements for the event with the Event Services staff prior to signing any contract.
- Requests for any audiovisual equipment that is not standard for the individual meeting rooms being used must be placed a minimum of five (5) business days in advance of the event. Requests made with less advance notice may not be honored. See the room profile lists ([page 38](#)) for information about equipment that is standard in each meeting room.
- The Campus Center has AV Event Technicians available for an additional charge to provide specialized assistance for events in the Campus Center. For student AV Event Technicians, the charge is \$15/hour, and for the Senior Coordinator for Facilities and Technical Services the charge is \$30/hour. Requests for an AV Event Technician must be made within 6 weeks of the event to assure availability.

Back Hallways

- Campus Center staff will monitor the back hallways on all levels of the building on a daily basis. The purpose of this monitoring will be to ensure that the hallways stay clear and in compliance with fire code
- If any items are found left in the back hallways, the designated person from the department to whom the items most likely belong will be contacted by the Campus Center staff. If that person is not available the staff member will email the director of the department.
- Any items left in the back hallway 24 hours after being reported to the department will be removed and taken to loading dock. The department director will be emailed that the items have been put on the loading dock. Any items left on the loading dock for a week after reported will be considered abandoned and will be scheduled for heavy trash pick-up or surplus for the following week. The departmental designee for the items will be contacted by email with the pick-up information, in case the department wishes to retain the items.

- Items that have been scheduled for heavy trash pick or surplus and are removed from the dock before the scheduled date should not be removed and put back in the hallway. If this occurs the items will be removed from the back hallway and remain on the previously scheduled timeline for removal.

Bicycles and Scooters

- Bicycle racks are provided outside the building. Bicycles and recreational motorized scooters (including Segways) may not be chained to any other outside railings, furniture or displays.
- A bicycle repair station is located on the south side of the Campus Center, near the main entrance.
- Bikes may not be left in any public or private area where they will impede traffic flow into or out of the building.
- Bicycles and recreational motorized scooters (including Segways) are not permitted inside the building, with one exception. IUPUI staff with private offices in the Campus Center may park their bikes inside their assigned private office space.

Building Hours

- Regular Hours
Monday-Saturday 7:00am-11:00pm
Sunday 11:00am-11:00pm
- Reduced Hours
Monday-Saturday 7:00am-7:00pm
Sunday 11:00am-7:00pm
- All public areas, meeting rooms, the Student Governance suite and the Cube must be vacated by the publicized closing time each day.
- Programs/events will usually be scheduled to end thirty (30) minutes prior to the building closing time to enable all individuals to leave the building at or before the scheduled closing time.
- Operating hours will be reduced during student break periods and summer sessions. The building will be closed on all University holidays. Contact the Campus Center Administration Office at 317-270-8511 for more information about operating hours.

Campus Center Administration Office

- Staff members in the Campus Center Administration Office are responsible for the overall management of the facility. They work with registered student organizations, University departments, and non-university groups to reserve meeting rooms, information tables, table tents and banner space within the Campus Center. They also oversee the opening and closing of the building each day and manage the Cultural Arts Gallery, Game Room and Information Desk. Questions about the Campus Center should be directed to this office in CE 270 by calling 317-270-8511 or e-mailing campcntr@iupui.edu.

Candles / Pyrotechnics / Fog / Smoke / Fire

- Equipment or substances that produce a pyrotechnic explosion, fog, smoke or fire are prohibited inside and around the Campus Center facility.
- Candles and other open flames may only be used in approved event spaces for events that are fully catered by IUPUI Food Services (this does not include Food Works Delivery or Food Works Pick-Up events or pitch-in events).
- Event sponsors must notify the Campus Center Event Services staff at least two (2) business days in advance if they plan to have candles or other open flames as decorations for an event that is catered by IUPUI Food Services.

- Any damages caused by wax dripping on table tops, carpeting, and/or flooring will be repaired and/or replaced at the expense of the event sponsor.

Catering and Food Service

- IUPUI Food Services, Coca Cola USA, and Canteen Vending are the only approved food service, catering, and beverage providers for IUPUI and the Campus Center. Event sponsors will receive a separate billing for any food/beverage expenses directly from IUPUI Food Services. Food and beverages from other sources may not be brought into meeting rooms or other event spaces in the Campus Center. To make arrangements for catering contact 274-7566, www.food.iupui.edu or catering@iupui.edu.
- Exemptions do apply for the following situations:
 - Donated food is being used in a fundraising capacity and/or for philanthropic reasons
 - o The client must provide written proof (on letterhead) from the organization making the food donation to the Food Services Catering Manager in advance. All food must be clearly marked as being donated with the name of the donation source. All food must come from a licensed restaurant, grocery store or caterer.
 - Departments hosting closed, staff-only and non-publicized events
 - o These staff-only events must be held within the department's assigned office space(s) in the Campus Center (e.g., a staff pitch-in to celebrate a birthday).
 - Events with food costs that are under \$100
- If an outside caterer is approved for an event, the following policies apply:
 - The caterer/food provider must be licensed.
 - No alcohol is permitted.
 - No food preparation may be done on-site. There is no access to water or ice or other catering supplies on-site (all supplies must be brought in).
 - No open flame.
 - All cups, plates and utensils must be disposable.
 - Items cannot be for resale.
 - Ice must be kept in a waterproof container to eliminate any spillage and carpet/floor damage.
 - The sponsoring group is responsible for all clean-up of food, trash, etc. immediately following the event. The organization is responsible for placing all trash and uneaten food in appropriate trash containers or bags.
 - All equipment and supplies must be removed immediately after the event.
 - Delivery via the loading dock must be negotiated with the Campus Center Administration Office.
- IUPUI Food Services is responsible for the operations of several food venues inside the Campus Center including: Outtakes Convenience Store, Mondo Subs, Caribou Coffee, and several food options in the food court on Level 1.

Citizens Commons

- Citizens Commons is the section of tables and chairs across from the Food Court on Level 1. The primary purpose of this area is general public use for people to eat while on campus and in the Campus Center.
- A small portion of Citizens Commons can be reserved by registered student organizations and University departments on a very limited basis at times when the Food Court is not open for business.
 - The east side of Citizens Commons, along with the Citizens Commons stage, may be reserved for exclusive use for events that begin after 6:00pm Monday-Thursday, after 3:00pm on Friday, and during regular hours of operations on Saturday and Sunday.
 - Organizations with reservations for the space may move the furniture around within the reserved area, provided they (a) do not block walkways or aisles and (b) return it to its regular setup after the conclusion of the event. A fine will be issued to any organization or department failing to return the furniture back to its regular setup.
 - All banners in the windows facing Vermont Street must also remain in place during all events.

- Groups with reservations for the east side of Citizens Commons will be held responsible for keeping noise levels at a reasonable level for minimal disturbance of other individuals that may be using other portions of Citizens Commons. See the Amplified Sound policy ([page 6](#)) for more details on allowable sound limits.
- The west side of Citizens Commons will remain a public space for people to eat, study and socialize, and it is not available to be reserved by any organization.

Citizens Commons Stage

- The Citizens Commons Stage is located in the Citizens Commons area on Level 1. The space must be reserved in advance with the Campus Center Event Services staff.
- Use of amplified sound (use of microphones and/or audio speakers) in this area will only be permitted at specific times of the day. This is not a designated free speech area. See the Amplified Sound policy ([page 6](#)) for more details on allowable sound limits.

Collection Boxes (clothing, book drives)

- IUPUI departments and student organizations wishing to collect items such as clothing and books for donation to a charitable organization must receive approval prior to setting up collection boxes in limited, designated areas in the Campus Center facility. To request approval complete the request form available on the Campus Center website at go.iupui.edu/ceeevents
- Only three (3) collection boxes will be approved at any one time. Collection boxes will be approved for a maximum of 14 days.
- During the last three weeks of the fall and spring semesters, an exception to the number of designated areas will be made, so that students may donate their used books.
- Collection boxes must be marked with the items to be collected, the name of the charity, and the name of the sponsoring IUPUI organization or department.
- Collection cans for money donations are not permitted in any public areas of the building.

Communications Policies and Procedures

- For detailed policies and procedures related to marketing and communications within the Campus Center, go to [page 22](#).

Computer, Email, Wi-Fi and Print Stations

- There are full-service computer stations on each level of the Campus Center, which IUPUI students, faculty, and staff may utilize. Some stations also have printers. All individuals must have an IU/IUPUI username and password to use the computers and must have a current Jagtag to be able to print in the Campus Center. Faculty, staff and graduate students must have money allocated to their Jagtag to pay for copies. Undergraduate students (if registered for class) are able to print up to 650 black/white copies for FREE each semester (and 650 total for both summer sessions) using their Jagtag. Once an undergraduate student is above the 650 copy per semester limit they will be required to have money allocated to their Jag Tag to make copies.
- Guests in the Campus Center can access no-fee Wi-Fi through the "attwifi" network. Guests simply need to agree to an acceptable-use policy via a web browser.
- Event clients who are not IUPUI students, faculty or staff will need to obtain an IUPUI Guest account from the Campus Center Building Manager in order to login to the meeting room computer on the media podium. Clients are strongly encouraged to make this request prior to the day of the event.

Credit Card Solicitation

- Credit Card vendors and/or solicitation are not permitted in or around the Campus Center, with the exception of credit cards sponsored by Indiana University and/or Indiana Members Credit Union.

- Approved vendors must be properly registered for an information table to solicit in or around the Campus Center.

Damage, Theft and Vandalism

- Individuals responsible for any acts of damage and/or vandalism to the Campus Center, or any unauthorized removal of items (including furniture and equipment) from the facility will be referred to appropriate authorities and will be held financially accountable for their actions. Students will be referred to the Dean of Students Office for disciplinary action. Faculty and staff will be referred to the appropriate supervisor from their assigned unit. Those not associated with the university will be referred to IU Police.
- Organizations sponsoring events will be held responsible for the actions of all their guests.
- Individuals using the Game Room are responsible for the equipment they have checked out in their name, the equipment in the room, as well as any damage to the walls, doors, equipment, and furniture in the room.

Demonstrations and Protests

- No amplified sound or yelling will be permitted in any public areas of the building except in specifically designated spaces according to existing policy related to the reservation of event spaces and meeting rooms (see [page 6](#)).
- No demonstration/protest may disrupt any scheduled event or the operations of any department or service provided in the Campus Center.
- Individuals may not block or obstruct any entry or exit door to the building, any office and/or meeting room, or obstruct any hallway or other common passageway.
- Signs may not be supported by or have attached any handles, knobs or sticks, etc.
- Individuals will be given one (1) warning if they are found in violation of this policy, with no more than 10 minutes for corrective action to take place. If individuals are unable to follow this policy the Campus Center Administration staff will call the IU Police for assistance to have policy violators removed from the facility.

Disruptive Behavior

- Disruptive behavior includes, but is not limited to: lewd, indecent or obscene conduct; disorderly conduct which interferes with teaching, research, administration of university or university-related activity; failure to comply with the directions of authorized university officials in the performance of their duties, including failure to identify oneself when requested to do so; acting with violence, and aiding, encouraging or participating in a riot. Refer to Section H of the Code of Student, Rights, Responsibilities, and Conduct for more information on student misconduct on University property
- Students or student organizations exhibiting disruptive behavior will be referred to IU Police and to the Dean of Students Office for disciplinary action.
- Non-students exhibiting disruptive behavior will be referred to IU Police.

Elevators

- There are three public elevators located in the Campus Center, which can be used to reach each level of the building.
- Individuals should not congregate in front of the elevator doors, as this will impede the normal flow of traffic.
- During a fire evacuation, the use of the elevators is prohibited, and the stairs should be the primary method of egress.

Equipment and Services

- The Campus Center is not a full-service conference center or banquet facility. Although we will provide a high level of service, we do not have the full range of equipment or services often found in full-service venues. If you have need of very specific equipment, please consult with Event Services staff about the availability during the early stages of your planning process. Examples of requested equipment that is not available directly from the Campus Center include large staging*, additional lighting, and cocktail tables. *Some staging is available. Check with the Campus Center Administration Office for more details.
- The Campus Center Administration Office employs over 50 students, and you will have contact with them at various stages during the planning and implementation of your event.

Escalators

- The escalators can be used to reach each level of the building.
- Individuals should not congregate on the landings, as this will impede the normal flow of traffic on or off the escalators.
- Individuals are not permitted to walk on the escalators anytime they are not running or when barricades are in place to prohibit use.
- During a fire evacuation, stairs should be the primary method of egress. If the escalators are used, individuals must walk down and not just ride the escalators.

Event Time Constraints

- Meeting rooms may only be occupied during the specific event and reservation times.
- If an event is scheduled to start at the same time the building opens for the day, event planners should not expect to gain early entry to the facility.
- Events will be scheduled to end 30 minutes before the building closes. All event participants must exit the building no later than the building closing time, unless the event is an official After Hours event with appropriate staffing (See [page 48](#) for more information about After Hours Events.).
- Events may be scheduled to start before the building opens and/or end after the building closes. There are specific policies in place related to Early Open/After Hours events. These events require additional fees for staffing the building, including security. There is a six (6) week advance notice required for such events. For more information, see [page 48](#).

Events

- For detailed information related to hosting events in the Campus Center, please refer to the Event Services Policies and Procedures beginning on [page 30](#).

Film and Video

- Event sponsors planning to show any portion of a film or video are required to provide a public performance license or other proof of permission from the copyright owner to the Campus Center Event Services staff before the film or video may be shown in the Campus Center. Pre-recorded video cassettes and videodiscs that are rented or sold by video stores and suppliers throughout the United States are licensed by the copyright owner for private use only. Purchase and rental of video tapes does not include the right to show the work in a public or semi-public setting.
- IUPUI students, faculty or staff may film within the Campus Center without any special permission from the Campus Center Administration Office. All others interested in filming within the Campus Center must seek permission and approval to do so from the Office of External Affairs.

Fire Alarms

- When a fire alarm sounds, Indiana law requires the complete evacuation of the building. All building occupants should leave the building quickly and follow all instructions of Campus Center or University personnel.
- Once out of the building, they should move at least 100 feet away from the building and may not block doorways or sidewalks. Moving 100 feet away will involve crossing one of the following streets: University Boulevard, Vermont Street or Michigan Street.

Flammable Materials

- Flammable materials may not be used anywhere in the Campus Center.

Food Sales / Distribution (organizational fundraising or food distribution)

- Only IUPUI registered student organizations that have 501(c)(3), not-for-profit status separate from IUPUI may hold a bake sale or other food sale to raise funds, on specifically designated dates during the academic year. There is no fee for these registered student organizations to hold these events.
- All other organizations and departments are required to purchase, at their cost, a Temporary Food Permit from the Marion County Board of Health.
- All Food sales must conform to strict guidelines set forth by IUPUI and the Marion County Health Department. The complete IUPUI Food Safety Policy and specific food fundraising dates can be found at <http://studentaffairs.iupui.edu/involved/student-orgs/policies/food-and-bev/food.shtml> or <http://www.ehs.iupui.edu/food-safety.asp>.
- The following food fundraising procedures must be followed:
 1. An information table or meeting room must be reserved in advance.
 2. The organization or department must submit an electronic Special Events form from the following site <http://www.iupui.edu/outreach/planning/oems/system.php>.
 3. The organization or department must submit a signed copy of Appendix A from the Food Safety Policy <http://www.ehs.iupui.edu/food-service-policy-appendix-a.asp>.
 4. If the group is not a distinct not-for-profit registered student organization, the group must pay for a Temporary Food Permit and have it on-site during the event.
 5. All proper food preparation and handling guidelines must be followed at all times.
 6. All food items must be provided by a licensed caterer or kitchen, restaurant, or grocery store (no homemade items).
- The IUPUI Department of Environmental Health and Safety and/or professional staff from the Campus Center Administration Office or the Office of Student Involvement are authorized to halt any event not in compliance with the provisions of the IUPUI Food Policy.

Furniture

- Furniture from common areas may not be moved into meeting rooms or vice versa. Exceptions may only be granted by Campus Center staff.

Gambling and Games of Chance

- University departments and registered student organizations may conduct drawings or other games of chance to encourage attendance at or participation in events or activities if a) the value of any prize offered does not exceed \$300 and b) the total value of all prizes offered at any event does not exceed \$900. No university funds or student activities fee funds may be used to purchase prizes.
- Raffles involving selling tickets or chances to win prizes through a random drawing are prohibited.
- All other gambling for money is prohibited in the Campus Center without proof of proper licensure by the Indiana Gaming Commission.

- Visit <http://policies.iu.edu/policies/categories/financial/miscellaneous-osvpcfo-policies/VII-4-drawings-games-and-prizes%20.shtml> for additional information on this Indiana University policy.
- Student organizations should consult the Office of Student Involvement to ensure that any game of chance activities meet with University guidelines. University departments should consult with their fiscal officers to ensure that any game of chance activities meet with University guidelines.

Game Room

- The following guidelines have been established in an effort to create an enjoyable and fair atmosphere in the Campus Center Game Room.
 - Individuals must present a current IUPUI Jagtag to use any University-owned or supplied equipment in the Game Room.
 - Children aged 17 and under must be accompanied at all times by a person with a valid Jagtag at all times.
 - The Jagtag will be kept on file until the equipment is returned, or you are ready to leave the Game Room and equipment is officially transferred to another valid user.
 - Jagtags will only be accepted from and returned to the individual pictured on the Jagtag.
 - Equipment not returned by the end of the day will be reported stolen to IU Police.
 - Users will be held financially responsible for damaged or lost equipment.
 - Food, drinks, and personal belongings may not be placed on game tables or units.
 - Sitting, leaning, or lounging on the billiards table, air hockey table or table tennis units is not permitted.
 - Individuals providing their own equipment are expected to follow all of the guidelines pertaining to behavior expectations.
 - Disruptive individuals can be removed from the Game Room by the Campus Center staff and may be referred to the Dean of Students and/or IU Police for appropriate disciplinary action, and risk revocation of privileges.
 - The Game Room will close 30 minutes before the Campus Center closes each day.
- **Game Room Reservations**
 - There are limited opportunities to reserve the Game Room for exclusive use for a fee.
 - Reservations must be made ten (10) days in advance.
 - For more information on how to reserve the Game Room for an event, visit the Campus Center website at go.iupui.edu/gameroom

Gender Neutral / Family Restrooms

- These bathrooms have lockable doors and are specifically designed to be used by transgender individuals or individuals with small children. There is one bathroom each on the Theater Level and Level 4, and both are located at the far end of the elevator bays.

Information Tables

- For more information about hosting an information table in the Campus Center, see the Communications Policies and Procedures beginning on [page 22](#).

Loading Dock

- The Campus Center loading dock is intended solely for business deliveries to the Campus Center that support the everyday needs of the facility. The loading dock is available for use by contractors, vendors, suppliers, postal workers and others that support the function of the building.
- Organizations that have events scheduled in the Campus Center need prior authorization from the Event Services staff to use the loading dock. All intended use of the loading dock should be communicated at least two business days prior to the event. A meeting room reservation or special event in the Campus Center does not automatically grant access to the loading dock.
- Barnes & Noble Bookstore, Campus Facility Services and IUPUI Food Services are responsible for making appropriate arrangements for all deliveries to support their services. Other departments must communicate and coordinate plans for deliveries with the Campus Center Administration Office.
- The Campus Center reserves the right to discard any items that are not properly located or labeled (as outlined below), that are deemed to be safety issues or that prevent use. For questions, please contact the Campus Center Administration Office at 317-278-8511 or campcntr@iupui.edu.
- **Location and Hours of Operation**
 - The loading dock can be accessed off of Michigan Street between University Boulevard and Barnhill Drive. The large overhead door gaining access to the back of the facility will remain open during the normal operating hours of the loading dock:

Monday-Friday:	7:00am-7:00pm
Saturday:	Available by appointment only
Sunday:	Available by appointment only
 - Access for all deliveries that occur outside the hours listed above must be arranged by the department receiving the delivery. Barnes & Noble Bookstore, Campus Facility Services and IUPUI Food Services are responsible for making arrangements for their employees to enter and exit the loading dock outside its normal hours of operation.
- **Receiving Deliveries**
 - In order to ensure prompt and efficient delivery service to all building tenants, users of the loading dock may only occupy dock space for the period of time it takes to load/unload materials.
 - All deliveries to the Campus Center should access the receiving dock by use of one (1) of the five (5) commercial truck bays when loading/unloading. The receiving dock has one (1) power-lift that can be used to assist in the unloading/loading process.
 - Deliveries should be made through the loading dock entrance and delivered to the various floors via the service elevator located in the rear of the building on the 1st floor. Use of other entrances or the passenger elevators for large items is strictly prohibited unless authorized by the Campus Center Administration Office. In such cases, special padding will be put in place to protect the elevators from damage.
- **General Delivery Guidelines**
 - Users of the loading dock are required to leave the area (both inside and outside) clean and free of debris.
 - All pallets, boxes and material must be removed from the premises at the time of delivery.
 - Items scheduled for pick-up should be neatly stacked against the railing.
 - Doors leading into the facility and service elevators must NOT be propped open.
 - Damage caused to the loading dock, doors, service elevator or public areas of the building must be immediately reported to the Campus Center Administration Office.

- All materials loaded onto the service elevator must be properly contained and secured.
- In emergencies the service elevator may be used to transport emergency personnel and for medical evacuations.
- The service elevator is not to be used as a passenger elevator for the general public.
- **Parking in the Loading Dock Area**
 - There are designated parking spots available at the loading dock for university and service vehicles that are authorized to be there. Once these spaces are occupied there should be no make-shift parking; each parking area is labeled for its intended use.
 - No vehicles or carts can be parked in front of the trash dumpsters (preventing trash removal) or within restricted areas.
 - Temporary parking for visitors, guests or employees is NOT allowed in the loading dock.
 - University departments in need of permanent parking should contact Parking Services. Contractors or vendors completing work inside the Campus Center are not automatically granted permanent parking in the loading dock. If prior arrangements have not been made through Parking Services, those needing permanent parking will need to pay to park elsewhere on campus. Parking Services guidelines for permanent parking can be found at <http://www.parking.iupui.edu/> or by contacting Parking Services directly at 317-274-4232.
 - It is the responsibility of the individual who enters into the loading dock to have their vehicle removed before the loading dock is closed, unless prior permission has been granted for after-hours use. Organizations that have prior permission to unload/load via the loading dock must move their vehicle after unloading.
 - Vehicles that are parked in the loading dock after the gate has been closed for the day will need to stop by the Campus Center Information Desk located on Level 1 to make arrangements to exit the dock area. Those who are parked in the loading dock after the gate has been closed and after the Campus Center has closed for the day will need to call IU Police at 317-274-7911 for assistance.
 - General Parking Guidelines for the Loading Dock Area
 - o There is no permanent parking at the loading dock.
 - o Flashers must be on while unloading/loading indicating temporary parking. Vehicles that do not have flashers on are subject to ticketing.
 - o The loading dock should not be used as an employee pick-up and drop-off zone.
 - o The loading dock should not be used for department guests to park for meetings or for the purpose of picking up or dropping off materials.
- **Trash Disposal**
 - General Trash Disposal Guidelines
 - o There are two dumpsters in the loading dock, one for trash and one for recycling (all materials).
 - o Break down boxes and other trash before placing it into the appropriate dumpster.
 - o All trash should be secured in appropriate bags and placed inside the dumpster.
 - o Do not place bags on top of the dumpster or on the ground near the dumpster.
 - o Users of the loading dock are required to leave the area(s) clean and free of debris.

- Large Trash Items and Surplus Items
 - o Large trash items should not be placed in the dumpster enclosure.
 - o The removal of large trash items, including equipment and furniture (with the exception of any property owned by the University), can be arranged by contacting Campus Facility Services (CFS). Campus Facility Services provides heavy trash pick-up for material that is too large to be disposed in the dumpster. Items that are not usable and considered "trash" will be picked-up on Fridays.
 - o Departments that have university-owned Items they no longer need and/or do not have the storage space to keep must contact the IUPUI Surplus Department for assistance. The Surplus Department offers free pick-ups of many types of items on Wednesdays (charges may apply for very large items). Information about the Surplus Department and how to arrange for pick-up can be found at <http://surplus.iupui.edu>.
 - o The Campus Center requires departments to clearly label the items indicating either surplus or heavy trash pick-up. These items should not be placed out on the dock more than two (2) business days in advance of the pick-up date. All material on the dock not properly labeled will be considered trash.

Lockers

- A limited number of lockers are available in the Campus Center for use by IUPUI students, faculty and staff. The lockers are located on Level 1 of the building.
- Lockers are provided on a first come, first served basis. Users must be currently enrolled or employed at IUPUI and must remain current to retain a locker. Users must provide their own locks.
- A User's Agreement must be completed and renewed each semester or individual summer session. A \$5 fee is collected only once as long as the locker renewal remains current. User Agreements can be obtained in the Campus Center Administration Office in CE 270.
- Failure to remove items at the end of the contract period, without a User Agreement Renewal, will result in a removal of the lock at the user's expense and removal of all personal items. Personal items will be disposed within 10 days.

Lost and Found

- Items that are found in the Campus Center should be turned in at the Information Desk on Level 1.
- Lost items will be kept at the Information Desk until the last day of the month in which they are turned in. Highly valuable items such as purses, wallets, cell phones, and credit cards are logged in and then turned over to the IU Police Department on a daily basis.
- The Campus Center staff will not be held responsible for any materials, equipment or personal items left in the building. If you believe your property has been stolen, you should contact the IU Police immediately by calling 317-274-7911.

Minors

- Minors (individuals under the age of 18) are not permitted to use the facility unless they are accompanied by a supervising adult, are currently enrolled at IUPUI, or are actively attending a specific event held in the Campus Center. In addition, minor children of students, faculty and staff may not be left unattended in the Game Room.

Multi-Use Rooms

- There are three, small rooms on the Theater Level (CE 17, CE 19, CE 21) available to IUPUI students, faculty, or staff for individual music practice, quiet study, sound-proof phone conversations, and other purposes. CE 21 has been outfitted to serve lactating mothers, but may also be used for other things.
- To gain access to these multi-use rooms, visit the Campus Center Information Desk on Level 1. Students, faculty or staff may also reserve one of these spaces for regular use. A reservation form is available on the Campus Center website at go.iupui.edu/ceeevents.

Parking

- Guest parking for the Campus Center is available in the Vermont Street Garage. There are three (3) entrances to the Campus Center from the garage, one on Level 1 at the southwest end of the building, and two on Level 2 at the northwest and southwest ends.
- The Campus Center does not validate parking for people visiting the facility for events or meetings.
- Departments/schools or student organizations hosting events in the Campus Center should contact Parking Services at 317-274-4232 regarding special event parking issues, concerns and questions.

Political Rallies / Activities

- The Campus Center may not be utilized by any student organization, University school or department, or community group for the financial benefit or for the appearance of institutional support or opposition of any political candidate or party. No campaign fundraising may occur on campus. All appropriate steps must be taken to avoid the appearance of any institutional endorsement or opposition to any political party or individual candidate. Indiana University is a public institution and places at risk its tax exempt status if the institution participates in any political campaign.
- Registered student organizations or University schools and departments sponsoring political events that are advertised and open to the general public will be charged full rates for all services provided for the event, including room and equipment rental, security and parking. Registered student organizations or University departments and schools sponsoring events that are advertised and open exclusively to IUPUI faculty, staff and/or students will be charged the normal discounted rates available to these groups. There will be no preferential scheduling.
- University departments and schools and registered student organizations are obligated to invite all legally qualified candidates or their representatives to appear at the same event or a comparable event with similar time allowances, pending availability of appropriate event space. If any candidates decline to participate, that documentation must be retained. There will be no preferential scheduling.
- External groups requesting to use space in the Campus Center will be charged full rental rates for all services provided for the event including, room and equipment rental, security and parking. There will be no discounts, preferential scheduling or other gratuities. For more information refer to the IU campus policy on political campaign activity at <http://www.iupui.edu/administration/extaff/govt/policies/>

Posting of Publicity Materials

- For more information about posting publicity materials such as posters, banners, table tents and digital signage, see the Communications Policies and Procedures beginning on [page 22](#).

Public Phones

- There is a public phone on the Theater Level of the Campus Center in the alcove near the escalator. Only campus and local calls may be made on this phone. The phone is not set up to receive any calls and is not equipped for making long distance calls.

Quiet Lounge

- There is a designated, enclosed, quiet lounge on Level 3 of the building. Individuals in this space who are disruptive to others in the room will be asked to leave. This space is for individuals that need a tranquil space for studying, eating and/or relaxing.

Railings

- Individuals may not throw or drop objects from the railings on each level or from the outside terrace on Level 4 due to the high risk of injury to others. Individuals responsible for these actions will be asked to leave the facility.
- Registered student organizations and University departments may request to hang specific types of banners from the railings on Level 2. For more information, see the Communications Policies and Procedures on beginning on [page 22](#).

Rentals

- Any equipment (staging, lighting, cocktail tables, etc.) that must be rented from a third-party vendor is the financial responsibility of the sponsoring organization. The Event Services staff and the sponsoring organization will work together to arrange for delivery of the appropriate equipment.
- Campus Center staff is not responsible for set-up and tear-down of equipment. Equipment must be dropped off, put up and taken down by the sponsoring organization.

Responsibility for Personal or Organizational Property

- The Campus Center is not responsible for loss, theft or damage of personal or organizational property. All guests to the building should take appropriate care of such items.

Room Cleaning and Re-Setting

- The Campus Center Administration Office will charge \$25 for extra cleaning needed in any area to return it to an adequate condition for use by others. This includes failure to clean up any trash and/or food at the end of your event, leaving food and beverage residue on the floor and/or leaving the room in a different configuration than it was found.

Skateboards and Skates

- The use of skateboards, in-line skates, roller blades and shoe skates is prohibited inside the Campus Center.

Smoking Policy / Tobacco Free Campus Policy

- The use and sale of any tobacco product – cigarettes, cigars, chewing tobacco, snuff, any e-cigarette-type product – is prohibited on IUPUI owned, operated and/or leased property. This Tobacco Free policy also bans the use of tobacco products in university owned, leased or operated vehicles. Advertising, sale or promotion of tobacco products and the sponsoring of campus events by tobacco companies or tobacco-promoting organizations for the purpose of promoting tobacco-related products is not permitted.
- Complaints regarding violations of the policy should be referred to the appropriate administrative office: for faculty the Office of Academic Policies, Procedures and Documentation; for staff, the department of Human Resources Administration; or for students, the Office of the Dean of Students.

Stairs

- There is one general-use staircase within the Campus Center, located in the Bell Tower. There are also stairs to access the first and second floor of the Campus Center from the Vermont Garage.
- For evacuation during a fire drill or alarm, there are designated staircases on the north and west sides of the building.

Storage Space

- The Campus Center does not provide space for event clients to store materials or equipment. If space is needed, the sponsoring organization must reserve extra meeting rooms for this purpose, at their expense (if applicable).

Theater

- For detailed information about using the Campus Center Theater for events, please refer to the Theater and Group Practice Room Policies section of this manual, beginning on [page 42](#).

Using the Campus Center Outside Normal Hours

- All staff members are highly discouraged from being in the Campus Center when it is closed. However, there are instances when university employees are given special access to be in the building outside of normal hours. These guidelines are to be followed by those occupying the building before or after normal building hours.
 - After you enter the building, make sure the door you used is latched and locked behind you. It is recommended that you shake the door after it closes to make sure it is locked. Keeping the entry doors locked after you enter and exit the building is critical to your safety and the safety of others who remain in the building.
 - If you have been given swipe card access, you can enter from the Level 1 garage entrance (just inside the garage in the stairwell) or the Level 2, north garage entrance (the doors with the picture of the Campus Center). Make sure the doors are latched and locked after you enter/exit.
 - Staff members are discouraged from being in the building when it is closed to the public, unless absolutely necessary. If you plan to be in the building outside of normal hours, it is recommended that you inform another staff member of your plans.
 - There are a limited number of security cameras with monitors in the facility. The university does not monitor activity on a continuous basis. Essentially, you are responsible for your own safety when you are in the building outside of normal hours.
 - o Be aware of your surroundings at all times.
 - o Review floor maps to locate emergency exits, fire extinguishers and emergency phones.
 - o Keep the door to your office suite locked while you are inside working.
- If you feel your safety is being threatened, dial the IU Police at 274-7911 or 911 for immediate assistance (or use the panic button, if one is installed in your office suite). The address of the Campus Center is 420 University Blvd (campus building code is CE).
- All the regular emergency and evacuation procedures should be followed at all times.

Weapons

- Unauthorized firearms, weapons, ammunition, explosives and other items that IU Police consider to be dangerous are prohibited on university property. This policy includes activities such as introducing, possessing, using, buying or selling firearms. Even if you have a valid state permit to carry the firearm, you are not authorized to carry the firearm on university property. Only law enforcement officers and others who have prior approval from the IU Police Chief are authorized to carry a firearm on campus.

Windows / Glass

- Items may not be affixed to the windows or glass doors in the Campus Center. This includes paint, posters, flyers and other items. Unapproved items will be removed immediately.

ACCESS AND USE POLICY

The purpose of the IUPUI Campus Center is to serve primarily the needs of IUPUI students, faculty and staff, and secondarily to serve the needs of visitors and guests, including patients and staff from the adjacent IU Health facilities. IUPUI reserves the right to request that users produce a valid form of identification in areas that are reserved for students, faculty and staff.

All users are advised that the use of space and seating, including the use of meeting rooms, galleries, game rooms, lounges, cafés, restrooms, tables, chairs, sofas, computers, printers and the like, within the IUPUI Campus Center facility, shall be confined to the purpose(s) for which the space and property are designed and equipped and for which they are suitable. In an effort to ensure a pleasant, productive, and reasonable environment for all, users shall observe the following rules, including but not limited to:

1. Users are prohibited from engaging in disruptive behavior or other behavior and activities that substantially interfere with the enjoyment of other users of the facility.
2. Camping and excessive sleeping in the IUPUI Campus Center are prohibited. For purposes of this policy, "camping" includes sleeping for an extended period of time (not including incidental napping), lying down and sleeping on a couch, bench, floor or other surface, with or without one's belongings; excessive use of seating or space that interferes with priority usage for students, faculty, or staff; using the bathrooms for bathing, showering or for more than casual grooming; use of bedrolls, blankets and other such covering; storing personal belongings; carrying on cooking activities; and other similar behavior that amounts to using the seating or space as a temporary shelter or living quarters. Whether a given use constitutes "camping" will be determined based on the facts and circumstances of specific situations.
3. Users are prohibited from entry into unauthorized areas of the Campus Center.
4. Users other than students, faculty and staff with prior permission are prohibited from remaining in the Campus Center after closing or when requested to leave (emergency situations and drills included).
5. Users shall comply with all campus policies and procedures, including without limitation policies prohibiting weapons and animals (except for service and therapy animals that have been approved in accordance with applicable University policies).
6. Unattended property will be subject to confiscation.

Individuals who violate this policy will be asked to promptly comply or leave the premises. Failure to comply with a request to leave the IUPUI Campus Center and/or University property may subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws. In the case of students, faculty, and staff who violate this policy, IUPUI reserves the right to pursue disciplinary action in accordance with applicable rules, including without limitation the Code of Student Rights, Responsibilities and Conduct, employment policies, and the Academic Handbook.

COMMUNICATIONS POLICIES AND PROCEDURES

The options discussed herein allow for registered student organizations, university departments and, in some instances, off-campus entities to communicate messages to students, faculty, staff and visitors in the Campus Center. These policies and procedures ensure a wide variety of options for publicizing events (including those taking place in the Campus Center and those taking place elsewhere) and sharing information, while taking into consideration free movement of persons and the overall environment within the Campus Center. The Multimedia Production Center (life.iupui.edu/osi/mpc/), housed within the Office of Student Involvement on Level 3 of the Campus Center, is an excellent on-campus resource for design and fabrication of these materials.

General Communications Policies

- No materials may be taped or attached to walls, windows, doors or other unauthorized areas. Improperly posted materials will be removed immediately, and the sponsoring department or organization may forfeit their communications-related privileges within the Campus Center.
- Distributing literature or surveying in the Campus Center without a meeting room or information table reservation is prohibited. Individuals engaged in such activities will be asked to leave the premises.
- The name and contact information of the sponsoring department or organization must be clearly stated on the materials displayed.
- All materials must be professional in nature (not handmade) and must not contain any copyrighted images or inappropriate language.
- Exceptions to this policy will be made based on the needs of the University with permission from the Campus Center Administration.

Bell Tower Banners

- University departments and registered student organizations may advertise their programs and events via a banner on the interior wall of the Campus Center Bell Tower. Programs and events advertised must be open to the entire IUPUI community. Space for this type of advertising is available exclusively to university departments and registered student organizations. Reservations are confirmed on a first come, first served basis, and space is very limited. The following regulations apply:
 - **Banner Requirements**
 - Banners must be 84" (width) x 264" (length). Banners of a smaller or larger size will not be permitted in this location.
 - University departments and registered student organizations are responsible for producing their banners.
 - Banners must be constructed of fabric or vinyl. No paper banners will be hung on the Bell Tower.
 - Banners must have a horizontal sleeve/pocket (10") at the top for proper installation on the hanging rod.
 - **Installation/Removal of Bell Tower Banners**
 - Bell Tower banners will only be hung using the existing hardware on the Bell Tower.
 - Arrangements for the installation and removal of banners will be made by Campus Center staff.

- The sponsoring university department or registered student organization is responsible for all costs associated with the installation and removal of the banner (approximately \$80). University departments must include an account number on the request form. Registered student organizations must pay these costs before the banner is installed.
- Banners will be displayed for a maximum of 30 total days.
- University departments or registered student organizations will be notified by a Campus Center staff member once the banner is removed. Banners not retrieved from the Campus Center Administration Office within three (3) business days after notification of removal will be discarded.
- **Requesting a Bell Tower Banner**
 - University departments and registered student organizations must submit the Bell Tower Banner Request Form, along with an image of what the banner will look like, at least 10 business days in advance of the desired banner installation date.
 - go.iupui.edu/ceeevents

Bulletin Boards

- Bulletin boards for posting program and event publicity are located on the Theater Level of the Campus Center, near the Office for Veterans & Military Personnel.
- **Restricted Bulletin Boards**
 - Restricted bulletin boards may be used exclusively by university departments and registered student organizations.
 - Materials to be posted may not be larger than 11" x 17".
 - Registered student organizations must have publicity materials approved and stamped by the Office of Student Involvement (OSI). OSI will distribute these materials to various locations across campus, including the Campus Center, on a weekly basis. Campus Center staff will post materials to the restricted bulletin boards once per week.
 - University departments interested in posting information on the restricted bulletin boards must have publicity materials approved and stamped in the Campus Center Administration Office.
 - Campus Center staff will clean off the bulletin boards every two weeks and will remove materials for events that have taken place.
- **Open Bulletin Boards**
 - There is limited space available to non-university organizations and individuals on the open bulletin boards.
 - Campus Center staff will clean off the open bulletin boards on a weekly basis and will clear these boards at the end of each semester.

Digital Signage

- University departments and registered student organizations may publicize upcoming events on the digital signs located on each floor of the Campus Center (Campus Center digital signage is different than JAGtv. For more information about JAGtv go to <http://jagtv.iupui.edu/>). This service is available exclusively to university departments or registered student organizations. Requests will be considered on a first come, first served basis.
- **Signage Requirements**
 - The digital signage announcement (DSA) must be created as an 800 x 600 pixel image at 72 dpi in RGB color mode.

- Acceptable image formats:
 - o bmp and jpg
 - o mpg, wmv, wma, avi, asf, mov, wav, and mp3
 - o Macromedia® Flash® (swf)
 - o Microsoft® PowerPoint® (ppt file format).
- No PDF files will be accepted.
- A minimum font size of 24pt must be used for text.
- Use contrasting colors (for example, light text on a dark background or vice versa). If using an image in the background, adjust its opacity so text shows up clearly, or add dimension to the text (such as a drop shadow or outer glow) to help it stand out.
- Use only high-resolution photography (images are available in the photo gallery).
- Do not stretch, skew, or otherwise distort the aspect ratio of images.
- Avoid using clip art.
- Place pertinent information near the top of the graphic in a large font.
- At a minimum, include an announcement heading and a URL or e-mail address for further information.
- Use correct spelling and grammar.
- Be sure to provide ALL relevant information, including:
 - o Event title, description, date, time and location
 - o Admission charge, if any
 - o Contact person and contact information
 - o Website URL for more information
 - o Requested start and end date for announcement
- **Installation/Removal of Digital Signage**
 - DSAs will be posted for a maximum of 10 business days.
 - All DSAs will be posted by Campus Center staff.
 - Organizations may design their own DSA (see Signage Requirements above) or work with the Multimedia Production Center for design services.
- **Requesting Digital Signage**
 - University departments and registered student organizations must submit the Digital Signage Announcement Request Form, along with an image of what the DSA will look like, at least 3 business days in advance of the desired installation date.
 - go.iupui.edu/ceeevents

Distribution of Literature and Surveys

- Distributing literature or surveying in the Campus Center without a meeting room or information table reservation is prohibited. Individuals engaged in such activities will be asked to leave the premises.
- If an organization does have a reservation for an information table or a meeting room, the distribution of literature and surveys must be done from behind the table or inside the meeting room respectively. Representatives of the organization may not distribute materials from any other location inside the building.

Easels *add Jagboard info to manual*

- The use of easels in the Campus Center will be limited to day-of-event information only. Hosting organizations should supply the Campus Center staff with 8.5" x 11" flyers (landscape layout required) that will be placed in specific areas of the Campus Center for directional purposes.

Information Tables

- Limited space is available for information tables inside the Campus Center for both internal and external entities to promote themselves, their activities and/or their products.
- **Information Table Specifications**
 - An information table reservation will consist of one table (6 feet in length) and two chairs. The table will be covered with a Campus Center table cloth.
 - Organizations may not supply their own tables or booths.
 - Only one table can be reserved for an organization per day.
 - External clients may reserve an information table as long as they are not offering a service found in the Campus Center
 - Locations
 - o There are eight (8) information table locations on Level 1
 - 1 table is located near the Bell Tower staircase
 - 2 tables are located under the Citizens Commons sign
 - 5 tables are located in very specific spots along the railing overlooking the TV Lounge
 - o There is no guarantee that the organization will be placed in its preferred table location.
 - o The tables may not be moved.
- A member of the sponsoring organization **MUST** check in at the Information Desk on Level 1 of the Campus Center.
- All organization representatives must remain behind the table. Also, all displayed material must be confined to the table and must be removed and stored by the exhibitor at the end of each day.
- There must be at least one and not more than three representatives of the organization behind the table at all times.
- There is no electricity access at the information tables.
- The use of audio tapes, recordings, music or a sound system is not permitted.
- Tables may not be taken from meeting rooms, lounges or office suites to be used as information tables.
- Organizations must follow strict campus policies regarding the sale and/or distribution of food items at an information table. Failure to follow the IUPUI Food Policy could result in the cancellation of the event. <http://ehs.iupui.edu/food-safety.asp?content=food-fundraising-dates>
- The Campus Center reserves the right to suspend or terminate information table privileges from any organization, department or external company that acts in contradiction to these specifications.

- **Reservation Fees**
 - Registered student organizations and university departments will not incur any fee for the reservation of an information table. However, a \$25 late cancellation fee will be charged for any reservation cancelled less than 2 business days prior to the confirmed date of the reservation. A \$25 no-show fee will be charged if the organization or department fails to cancel the reservation and is not present at the reserved information table.
 - External companies or organizations will be charged \$150 per day for an information table, to be paid up front prior to reservation confirmation. All terms related to cancellation or no-shows will be prescribed in the reservation contract.
- **Requesting an Information Table**
 - Option #1: Information Tables may be requested via go.iupui.edu/ceeevents website.
 - Option #2: Information Tables may be requested via the rooms.iupui.edu website*.
**In order to use the rooms.iupui.edu website, you must have an account. If you do not have an account, you may follow the instructions on the site to request one. You will be notified via email when your account is set up. Campus Center event clients with questions about rooms.iupui.edu may contact Event Services staff at campcntr@iupui.edu or 317-278-8511.*

Newsstand Ad Panels

- Registered student organizations, university departments and external entities hosting events open to IUPUI students may publicize these events on the newsstands located outside the Campus Center. This service is available exclusively for promoting events taking place in the Campus Center. Space is limited, and requests will be considered on a first come, first served basis.
- **Ad Specifications**
 - Ads must be 87" (width) x 31" (height). The viewable area is 86" (width) x 30" (height), and any copy or graphics should be at least 2" within the edge to assure viewability. Ads of a smaller or larger size will not be permitted in this location.
 - The newsstands have a plastic casing that secures the advertisement in place; however, it is not 100% waterproof. For best results, artwork should be laminated.
 - Organizations may design their own ads or may have Campus Center staff create the ad for a fee of \$50.
 - Graphic design specifications:
 - o Document should be created at 50% of printed trim size.
 - o All tiffs created for and placed into the 50% document should be 300dpi.
 - o Bleed images and background screens or tints to trim edge.
 - Advertisements should indicate the sponsoring organization, name of the event, building location and room number, date of the event and time of the event.
 - Events being advertised must be open to IUPUI students.
 - Ads may be booked for 2 weeks, 1 month or 2 months.
 - No group may occupy two newsstand locations at one time.
- **Newsstand Locations**
 - Southwest Entry (Location 1)
 - o The newsstand at this entrance is located along Vermont Street, close to the Vermont Street garage. The advertising panel is visible on the west side, towards Barnhill Drive.

- East Entry (Location 2)
 - o The newsstand at this entrance is located along University Boulevard, near the intersection of Michigan Street (across from Cavanaugh Hall). The advertising panel is visible on the east side towards University Boulevard.
- **Fees for Newsstand Ads**
 - Registered student organizations pay no fees for posting a newsstand ad, however these ads may only remain up for 14 days.
 - University departments must pay the following fees for a newsstand ad:
 - o \$45 1-14 days
 - o \$80 15-30 days
 - o \$150 31-60 days
 - External entities must pay the following fees for a newsstand ad:
 - o \$85 1-14 days
 - o \$160 15-30 days
 - o \$350 31-60 days
- **Installation/Removal of Newsstand Ad Panels**
 - Newsstand ad panels will be installed by Campus Center staff.
 - Ad panels will be removed by Campus Center staff according to the end date listed on the request form.
 - Groups wishing to keep their ad panels after they have been removed from the newsstands must indicate such on the request form and pick up their materials from the Campus Center Administration Office (CE 270) within 3 business days of the event date. If materials are not picked up after 3 business days, they will be discarded.
- **Requesting Newsstand Ad Panels**
 - To request a newsstand ad, complete the Newsstand Ad Request Form and submit it no less than 3 days in advance of the desired installation date.
 - Requests will be reviewed for the following criteria:
 - o Contributes to the overall marketing scheme of IUPUI
 - o Contributes to the overall marketing and success of Student Life departmental programs and/or student-led programs open to all
 - o University departments and academic programs highlighting achievement, recruitment or special programs
 - o Non-profit and non-university organizations, government agencies and K-12 schools conducting educational and community service activities open to IUPUI students
 - go.iupui.edu/ceeevents

Railing Banners

- Registered student organizations and university departments may hang banners on the railings facing the atrium on the Level 2 of the Campus Center to publicize events open to IUPUI students.
- **Railing Banner Requirements**
 - Railing banners may be used exclusively by IUPUI departments and registered student organizations.
 - Banners must be of professional quality and measure exactly 55" wide x 36" high. Banners of a smaller or larger size will not be permitted in this location.
- **Installation/Removal of Railing Banners**
 - Banners should be brought to the Campus Center Administration Office (CE 270) for installation at least 1 business day in advance of the requested installation date.

- Railing banners will be installed and removed by Campus Center staff.
 - The Campus Center will provide the zip ties for hanging the banner.
 - Banners will be removed by Campus Center staff according to the end date listed on the request form, but will only be posted for a maximum of 30 business days.
 - Groups wishing to keep their banners after they have been removed must specifically request this on the request form and pick up their materials from the Campus Center Administration Office (CE 270) within 3 business days of the removal date. If materials are not picked up after 3 business days, they will be discarded.
- **Requesting Railing Banners**
 - To request a railing banner, complete the Railing Banner Request Form and submit it no less than 3 days in advance of the desired installation date.
 - go.iupui.edu/ceeevents

Table Tents

- University departments and registered student organizations may use table tents to promote upcoming programs and events.
- **Table Tent Requirements**
 - The use of table tents is restricted to the tables located in the Citizens Commons and the second floor commons area. Table tents will not be placed in meeting rooms, lounges, the Game Room, or any other areas in the Campus Center.
 - Table tents must be constructed of cardstock, in such a way that they will be free-standing
 - The organization must provide 10, pre-assembled table tents.
 - Table tents will be displayed for no longer than 10 business days.
- **Installation/Removal of Table Tents**
 - Pre-assembled table tents must be delivered to the Campus Center Administration Office (CE 270) no less than 1 business day in advance of the first scheduled display date.
 - Table tents will be placed by Campus Center staff according to the requirements outlined above.
 - At the end of 10 business days, Campus Center staff will remove and discard the table tents.
 - Campus Center staff will remove any table tents that have been damaged (torn, soiled, etc.) or defaced.
- **Requesting Table Tents**
 - To request the use of table tents, complete the Table Tent Request Form and submit it, along with a copy of what the table tent will look like, to the Campus Center Administration Office, at least 3 business days in advance of the desired installation date.
 - go.iupui.edu/ceeevents

EVENT SERVICES POLICIES AND PROCEDURES

University Sponsored Events (IUPUI Departments/Schools and Registered Student Organizations)

- Campus Center Event Services, located in the Campus Center Administration Office, is responsible for reserving and coordinating the use of all meeting rooms and event spaces, information tables, table tents, banners and digital signage in the Campus Center.
- The Event Services staff will also work with registered student organizations seeking to hold meetings and events in academic classroom spaces across campus.
- We want your event to be successful, and we have outlined policies to aid you with your planning process. Failure to follow these policies could negatively affect your reservation and could result in additional costs or cancellation of your event. We may not be able to accommodate requests if not given accurate information in a timely manner.
- The Campus Center is not a full-service conference center or banquet facility. Although we will provide a high level of service, we do not have the full range of equipment or services often found in full-service facilities, such as the Indiana Convention Center or downtown conference hotels.

Eligibility to Reserve Rooms and Event Spaces

- **IUPUI Registered Student Organization**
 - Organizations must be properly registered with the Office of Student Involvement.
 - A student organization that is in the process of forming will be able to reserve space for two organizational meetings within a 30-day period, before full registration will be required to request space.
 - Student organizations not registered with the Office of Student Involvement will be considered non-university organizations and will be required to pay fees to use meeting rooms or information tables.
 - Each registered student organization must have an up-to-date Student Organization Room Request Authorization Form on file with the Campus Center Administration Office. This form identifies the individuals from the organization with permission to make and cancel room reservations for the organization. A new form must be submitted at the beginning of each academic year and as information changes. See the "Authorized Requestors" section below for more information on obtaining this form.
- **IUPUI Departments/Schools**
 - The sponsoring organization must be officially associated with IUPUI.
- **Non-University Organizations**
 - The purpose/mission of the group or purpose of the event may not contradict the mission/purpose of IUPUI, at the discretion of the Campus Center administration. Space may not be used for non-university fundraising.
- **Individuals**
 - The purpose of the event may not contradict the mission of IUPUI. Use of space is at the discretion of the Campus Center administration. Space may not be used for non-university fundraising.
- **Authorized Requestors**
 - Every registered student organization is required to have a list of authorized requestors (those who can make and/or cancel reservations on behalf of their organization) on file with the Campus Center Administration Office.

- Student organizations are required to update their list at the beginning of every academic year (August) or other times when there are changes to authorized users (e.g., officer elections, etc.).
- Providing this information is optional for schools/departments. The form can be found on the Campus Center website at go.iupui.edu/ceeevents

Priorities and Timing for Submission of Requests

- **Major, Annual, Campus-Wide Events**

First consideration for use of the Campus Center will be given to approximately five (5) major, annual, campus-wide events (e.g., New Student Orientation). Determination of which events are considered major, annual, campus-wide events will be made by the Director of the Campus Center in consultation with the Vice Chancellor for Student Affairs. Requests for these events may be submitted up to three years in advance. Failure to submit finalized dates at least one year (365 days) in advance will result in a loss of priority scheduling.

- **Registered Student Organizations**

Requests may be submitted beginning on December 1st for the upcoming summer sessions, and on March 1st for the upcoming academic year. Reservations made using the rooms.iupui.edu website cannot be submitted more than 6 months in advance of the event. If planning more than 6 months in advance, use the meeting room reservation form on the Campus Center website (go.iupui.edu/ceeevents) and submit it to Event Services.

- **IUPUI Departments/Schools**

Requests may be submitted no more than 13 months (396 days) in advance. Reservations made using the rooms.iupui.edu website cannot be submitted more than 6 months in advance of the event. If planning more than 6 months in advance, use the meeting room reservation form on the Campus Center website (go.iupui.edu/ceeevents) and submit it to Event Services.

- **IUPUI-Sponsored Conferences**

Student organizations and departments requesting to host state-wide, regional and /or national conferences in the Campus Center may be allowed to schedule space up to two (2) years (730 days) in advance. A written confirmation including the dates; anticipated attendance; an overview of the conference schedule; and facility expectations from the national, regional, or state governing organization will be required at the time the reservation is made.

- **Non-University Organizations/Individuals**

Requests may be submitted up to six (6) months in advance of the event. Exceptions to the policy can be made at the discretion of the Campus Center Director or his/her designee. Event Services staff will create an official contract for all non-university and individual clients. For more information, call the Campus Center Administration Office at 317-278-8511.

Reservation / Request Time Frames

- **Advance Notice Required**

- **At a minimum**, event clients are asked to provide the following information in the following time frames. Requests made with less advance notice may not be honored or only limited services may be available.
- **Six (6) weeks advance notice:**
 - o Request for After Hours Events
- **Two (2) weeks advance notice:**
 - o Requests for use of the Theater
 - o Contract riders for contracted professionals performing at events in the Campus Center

- **Ten (10) business days advance notice:**
 - o Room requests for events involving any type of catering through IUPUI Food Services
 - o Registered student organization requests for academic classroom space and technology
 - o Bell Tower Banner Request forms
- **Five (5) business days advance notice:**
 - o Room requests (without catering needs) for the Campus Center
 - o Audiovisual technology requests for the Campus Center
 - o Finalized room setup information for Campus Center reservations
- **Three (3) business days advance notice:**
 - o Requests for digital signage announcements, newsstand ads, railing banners, table tents and window banners
- **Two (2) business days advance notice:**
 - o Cancellation of Campus Center meeting rooms and event space, audiovisual technology, information tables and other resources (less notice will result in a cancellation fine for the client)

Submitting Room Reservation Requests

- **E-Requests** (using rooms.iupui.edu)
 - Clients are encouraged to submit room requests electronically using the rooms.iupui.edu website.
 - In order to use the rooms.iupui.edu website, you must have an account. If you do not have an account, you may follow the instructions on the site to request one. You will be notified via email when your account is set up. Campus Center event clients with questions about rooms.iupui.edu may contact Event Services staff at campcntr@iupui.edu or 317-278-8511.
 - E-requests may not be used for the Theater, Group Practice Room, or the Multipurpose Rooms (450 A/B/C). See below for information about submitting a paper room reservation request for these spaces.
- **Paper Requests**
 - While e-requests are encouraged, those clients wishing to submit paper room reservation requests will find the request forms on the [Reserve Space page](#) of the Campus Center website, or may obtain forms in the Campus Center Administration Office (CE 270).
 - Paper request forms may be faxed in to 317-278-0828, emailed to campcntr@iupui.edu, or brought to the Campus Center Administration Office (CE 270).
 - Reservations made using the rooms.iupui.edu website cannot be submitted more than 6 months in advance of the event. If planning more than 6 months in advance, a paper request form must be submitted to Event Services.

General Policies

- Submitting a request form is only a request for space. Do not assume you have space until you receive an official confirmation. Requests for space will not be accepted over the phone or via email communication. You may, however, submit a completed request form as an email attachment as a method of delivering your request to the Event Services staff. If your request is denied, you will receive an email with that information. Do not advertise the use of any space until you have received an official confirmation.
- All requests for Campus Center event spaces, audiovisual technology, and other resources should be submitted a minimum of five (5) business days in advance. Allow at least three (3) business days for requests to be processed. (*Business days are defined as Monday-Friday, excluding holidays when the building is closed.*)

- The Event Services staff reserves the right to assign, and if necessary, reassign rooms based on the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.
- Registered student organization requests for space in academic buildings (BS, CA, ES, IT, LD, LE, SL, NU) should be submitted to the Campus Center Administration Office at least ten (10) business days in advance. Processing may take several days.
- Administrative personnel in University Library and University College coordinate use of meeting rooms in those facilities. You must contact them directly to reserve rooms. For contact information go to rooms.iupui.edu.
- Event sponsors must check their email for any questions or clarifications from the Event Services staff that will need to be answered before a space can be confirmed. It is your responsibility to make sure that contact information on each request form is correct and current.
- All events will be cancelled in the event that the University is closed and/or classes are cancelled due to weather, natural disaster, or national emergency. In these instances, no cancellation fees will be charged. Events will not be scheduled to take place anytime the University is closed, including holidays.
- Event resources and technology equipment such as easels, markers, portable projectors, portable screens, portable sound equipment, etc. will not be loaned out or permitted to be used in other buildings or locations not associated with the Campus Center. All technology equipment for academic classrooms and buildings is provided by UITS.
- Any organization, department, or individual requesting the use of event space before or after published building hours will be assessed fees for staffing the building, including security. A minimum six (6) weeks advance notice is required for scheduling. All participants in these events will be expected to enter the building using specific entrances. Participants will be expected to stay in the event area and will not have access to the entire building. A separate After Hours Event Policy ([page 48](#)) is in place for these events, including registered student organization social events.

Admission Charges or Merchandise Sales

- Registered student organizations that charge admission, registration fees, or take money at the door as part of a fundraiser or raffle will be charged a \$100 fee. The fee will be waived if the organization is paying for other services through the Campus Center (e.g., audiovisual technology, extra staffing, etc.)
- Registered student organizations that sell merchandise at their events will be charged a \$25 fee.

Building Hours

- Regular Hours
Monday-Saturday 7:00am-11:00pm
Sunday 11:00am-11:00pm
- Reduced Hours
Monday-Saturday 7:00am-7:00pm
Sunday 11:00am-7:00pm
- Building Hours will be reduced during student break periods (semester break, spring break). Check with the Campus Center Administration Office (campcntr@iupui.edu) for more specific information.
- If planning an event to start at the same time the building opens for the day, event planners and event participants should not expect to be allowed to have early admittance to the building before the event begins, unless they request an early open at least six weeks in advance and pay for staffing.

- Event planners and all event participants will be expected to wait until the building is open for the day before gaining entry.
- Events will generally be scheduled to end 30 minutes prior to the building's closing time to help facilitate all guests leaving the building on time.

Building Use

- All Event Services clients are expected to read and be familiar with all policies outlined in the Campus Center Building Manual. The building manual outlines what is and is not permitted in the Campus Center.

Billing (if charges are applicable)

- University departments and schools are expected to pay via internal billing or an IU Foundation account. Billing is processed at the end of each month. Departments and schools must provide an account number and signature of the appropriate fiscal officer at the time the reservation is made.
- Registered student organizations will be billed following each event with applicable fees.
- Departments or organizations not paid in full within 30 days risk having upcoming events cancelled, and no new requests will be accepted until the department or organization is paid in full.
- Applicable Indiana sales tax will be added when appropriate.

Cancellations and No-Shows

- Registered student organizations and university departments that fail to use reserved meeting space and/or fail to cancel reserved meeting space at least two (2) business days prior to the scheduled event will be charged a late cancellation/no-show fee. To avoid late cancellation fees for meeting space and information tables, written notice must be sent to the Event Services staff at least two (2) business days prior to the event (business days are Monday-Friday).
- The following incremental fine system will be used for late cancellations or no-shows for meeting/event space, using a July 1-June 30 calendar year:
 - 1st late cancellation/no-show per year: \$50
 - 2nd late cancellation/no-show per year: \$75
 - 3rd late cancellation/no-show per year: \$100
- The fee for late cancellation/no-show for information tables is \$25 per individual date.
- Meeting space or information tables cancelled at the last minute due to bad weather, national disaster/emergency, or illness or death of the speaker will not be charged a cancellation fee.
- Event Services staff will work with clients using the Campus Center as an event rain location to establish a mutually agreeable deadline to cancel Campus Center space.
- Catering agreements with IUPUI Food Services have separate cancellation requirements.

Copyright Infringement

- Individuals and groups using the meeting rooms or event space in the Campus Center are expected to comply with all copyright and licensing agreements and expectations (i.e., plays and movies.) The Campus Center and IUPUI will not assume the responsibility for any copyright or licensing fees or penalties assumed by the sponsoring organization.
- Please see the Indiana University copyright website at <http://copyright.iu.edu/> for more details.

Decorations

- Freestanding displays must be utilized.

- Doorways, emergency exits and fire equipment may not be blocked or obstructed.
- Confetti, rice, glitter, beads, marbles, flower petals and feather boas are not permitted at any time.
- Nailing, tacking or taping materials to walls, woodwork, windows, sprinklers, ceilings or projectors, or fastening display materials to draperies or light fixtures is not permitted.
- Groups may not cover the doors to any rooms without prior approval from Event Services staff. Permission is not guaranteed. Organizations must provide a valid rationale.
 - Organizations that use meeting rooms for private membership induction services or as changing rooms for performances may request permission to hang white fabric over meeting room doors and interior windows.
 - Organizations must request permission when they submit their room request form, or submit a written request at least 5 business days in advance of the event. Organizations that fail to request permission in writing at least 5 days prior may be denied permission. Organizations that act without permission will be fined \$25 for failure to follow building policy.
 - The specific type of fabric used and the type of adhesive used must be approved in advance by Event Services staff.
- Organizations that cause damage to meeting room walls, furniture or windows will be held financially responsible for all repairs.
- All display materials/decorations must be removed immediately after the event, before the reservation end time. A clean-up fee will be charged for items not removed and/or if rooms are left messy.
- The Campus Center is not responsible for any items left behind in meeting rooms.
- A group may be assessed a charge for damages in the Campus Center from improper use of decorations and displays.
- Candles, incense and/or fire (or anything with an open flame) are not permitted anywhere in the Campus Center. Limited candle use is only permitted for events with full catering service from IUPUI Food Services, when catering staff is present and managing the event.
- Any balloons used inside the Campus Center must have sufficient ribbon attached to allow the balloon to be removed by a person of average height at the end of the event. Organizations that have balloons that float into the Atrium will be required to pay the expense of getting the balloons down. Balloons should not be used in any area where the balloons can float to the top of the Atrium.
- All rooms should be left in the same condition in which they were set. This includes cleanliness of tables, chairs and floors, as well as the furniture setup. A \$25 fee will be charged to any group that does not comply.

Emergencies

- In case of emergency, please instruct event attendees to remain calm and proceed accordingly based on the nature of the emergency (i.e., fire alarm-exit the building; severe weather-proceed to back hallway or lower level, active shooter-take cover away from doors, etc.), and follow any instruction provided by the Campus Center staff or volunteer emergency team.
- Please contact the Information Desk if you have a personal emergency or need assistance.
- One may also call 317-274-7911 or 911 to report an emergency.

- If an emergency is reported to the event host, he/she should immediately contact the Campus Center staff. The easiest way to do this may be to call the Information Desk at 317-278-2533. On the Theater Level, there is a Campus Center employee in the Game Room during the operating hours of the Game Room.

Fronting

- Registered student organizations or university departments may not serve as "fronts" for non-university groups or university departments (in the case of registered student organizations) in order for these departments/groups to gain free or discounted use of Campus Center meeting space or access to information tables.*

**The only exception to this policy pertains to those external entities that have an official or contractual relationship with Campus Card Services (Jagtag) or the Office of Student Employment. These departments may reserve information tables (at the regular university department rate) to be used by specific external entities. They must provide specific information on the information table request form and are responsible for ensuring that the external entities they are representing are aware of all Campus Center policies. They will be held accountable for any problems or violations that might occur.*

- To avoid questions of fronting, reservations made by registered student organizations or university departments must be for events that meet the following guidelines:
 - The event/meeting must be conceptualized, planned, and managed by student members of the registered student organization (for events registered as student organization events) or staff employed by the university department (for events registered as department events) and must be associated with a documented organization or department initiative.
 - Any costs associated with the event/meeting must be paid by the registered student organization or university department either by providing a university account number or from the checking account belonging to the registered student organization.
 - In the case of an information table, the table must be to promote an event or initiative of the department or student organization and must be staffed at all times by members of the department staff or the student organization.
- Campus Center staff will make the final determination as to whether an event is a registered student organization or university department event by considering the nature of the event and potential attendees, the purpose/goals of the university department or registered student organization, and past experience with respect to similar events.
- In order to be a good steward of the resources provided through University fees, the Campus Center implements a fee-structure that promotes and supports the initiatives and programs of the University, schools/departments and registered student organizations. Groups who abuse this privilege to front for other entities are compromising the integrity of the fee structure and the success of the Campus Center. Any registered student organization or university department determined to be fronting for another organization will face consequences including but not limited to payment of appropriate reservation and related fees and/or the suspension of Campus Center use privileges for a period of no less than 1 academic year, depending on the severity of the situation.

Internet (Wi-Fi) Access

- Guests in the Campus Center can access no-fee Wi-Fi through the "attwifi" network. Guests simply need to agree to an acceptable-use policy via a web browser.
- Event clients who are not IUPUI students, faculty or staff will need to obtain an IUPUI Guest account from the Campus Center Building Manager in order to login to the meeting room computer on the media podium. Clients are strongly encouraged to make this request prior to the day of the event.

Loading Dock

- Event clients do not automatically obtain access to use of the loading dock because they are hosting an event in the Campus Center. Specific permission must be granted and prior arrangements confirmed.
- For information about the policies and procedures associated with using the Campus Center loading dock, see [page 15](#).

Parking

- Guest parking for the Campus Center is available in the Vermont Street Garage. There are three (3) entrances to the Campus Center from the garage, one on Level 1 at the southwest end of the building, and two on Level 2 at the northwest and southwest ends.
- The Campus Center does not validate parking for people visiting the facility for events or meetings.
- Departments/schools hosting events in the Campus Center should contact Parking Services at 317-274-4232 regarding special event parking issues, concerns and questions.

Rental Charges and Event Responsibility

- Sponsoring organizations/departments and the individual completing the reservation request form are responsible for all charges, fees and any damage resulting from anyone attending the event.
- The sponsoring organization/department or individual will be assessed the full replacement costs for any damaged furniture, audiovisual technology, draperies or carpeting/flooring.

Fee Structures and Criteria

- Individuals or groups may use space in the Campus Center based on their classification. The different classifications are based on individual and group identification.
- **Category A**
 - All registered student organizations recognized by the Office of Student Involvement
- **Category B**
 - University departments/offices meeting to conduct business directly related to their function, operations, or the mission of the University
- **Category C**
 - Non-profit* and non-university organizations sponsoring community service related events
 - Government agencies sponsoring non-profit educational or service-related events
 - School districts, including charter schools sponsoring educational activities
 - *Non-profit organizations must provide a copy of their tax exempt certificate*
- **Category D**
 - Non-university organizations and individuals without non-profit status
 - Students, employees, or alumni of IUPUI hosting non-university related events (e.g., weddings, private parties, etc.)
- All current, specific rental rates and information are outlined the Campus Center website at go.iupui.edu/ceeevents

Campus Center Room Profiles

**Equipment Notes: (1) The Campus Center does not provide a wireless remote/mouse for advancing presentation slides. It is the responsibility of the event sponsor to obtain such devices for use by their presenters. Contact the Event Services staff for technical specifications as to the appropriate equipment. (2) All rooms have laptop connections with audio capabilities. MAC users MUST supply their own VGA monitor output adapter.*

CE 002 (Theater)

Maximum Seating Capacity
Fixed Theater-245
Wheelchair Accessible-8

Use of this equipment may require a Campus Center AV Event Technician. (See [page 40](#) for applicable rates.) Please contact the Campus Center Event Services office (campcntr@iupui.edu).

Room Equipment

- Projector (12000 Lumens, WXGA Resolution)
- Projection screen (11' x 19' 6")
- # HD Videoconferencing System
- # Full Stage Lighting Rig
- # Follow Spotlights
- # Professional Sound System
- # Wireless Microphones
- 7.1 Surround Sound
- Windows PC
- Blu-Ray/DVD Player

CE 031 (Group Practice Room)

Maximum Seating Capacity
Lecture-100
Banquet-70

Use of this equipment may require a Campus Center AV Event Technician. (See [page 40](#) for applicable rates.) Please contact the Campus Center Event Services office (campcntr@iupui.edu).

Standard Room Equipment

- Dry Erase Board
- # HD Videoconferencing system
- # Media Podium (PC, DVD) with sound system
- # Projector (5500 Lumens, WXGA Resolution)
- Projection screen (6'8" x 11'8")

CE 148

Maximum Seating Capacity
Classroom-30
Lecture-30
Open Square-28

Standard Room Equipment

- Dry Erase Board
- Media Podium (PC, DVD) with sound system
- Projector (5500 Lumens, WXGA Resolution)
- Projection screen (6'8" x 11'8")

CE 264

Maximum Seating Capacity
Classroom-20
Lecture-20
Open Square-16

Standard Room Equipment

- Dry Erase Board
- Media Podium (PC, DVD) with sound system
- Projector (3500 Lumens, WXGA Resolution)
- Projection screen (4'10" x 8'6")

CE 268

Maximum Seating Capacity
Classroom-40
Lecture-40
Open Square-32

Standard Room Equipment

- Dry Erase Board
- Media Podium (PC, DVD) with sound system
- Projector (5500 Lumens, WXGA Resolution)
- Projection screen (5'4" x 9'9")
- Electric blackout window shades

CE 305, 307, 309

Maximum Seating Capacity
Classroom-52
Lecture-75
Open Square-36

Standard Room Equipment

- Dry Erase Board
- Media Podium (PC, DVD) with sound system
- Wired gooseneck & wireless handheld microphone
- Projector (5500 Lumens, WXGA Resolution)
- Projection screen (6'8" x 11'8")
- Electric blackout window shades

CE 306, 308, 310

Maximum Seating Capacity
Classroom-22
Lecture-25
Open Square-20

Standard Room Equipment

- Dry Erase Board
- Media Podium (PC, DVD) with sound system
- Projector (3500 Lumens, WXGA Resolution)
- Projection screen (4'10" x 8'8")

CE 405, 409

Maximum Seating Capacity
Classroom-82
Lecture-100
Open Square-48

Standard Room Equipment

- Dry Erase Board
- Media Podium (PC, DVD) with sound system
- Wired gooseneck & wireless handheld microphone
- Projector (5500 Lumens, WXGA Resolution)
- Projection screen (6'8" x 11'8")
- Electric blackout window shades

CE 406 (Distinguished Alumni Board Room)

Maximum Seating Capacity
40 (24 at table, 16 along wall)

Standard Room Equipment

- Conference Table & Mobile lectern
- Media Podium (PC, DVD) with sound system
- Projector (5500 Lumens, WXGA Resolution)
- Projection screen (5'4" x 9'9")
- Coat Closet

Pre-Function Lounge

Maximum Occupancy: 160

4th Floor Terrace

Maximum Occupancy: 160

CE 450 (Multi-Purpose Room – A/B/C)

Maximum Seating Capacities
Lecture-850
Banquet-480 (Rounds of 10)

Standard Room Equipment

- (Available in all sections individually)
- Media Podium (PC, DVD) with sound system
- Standing lectern w/gooseneck microphone
- (2) Wireless microphones (handheld or lapel in any combination per section of 450)
- Projector (10,000 Lumens, SXGA+ Resolution)
- Projection screen (21' W x 11'10" H)
- 6'D x 16"W skirted stage with one step

CE 450 Section A Only

Maximum Seating Capacities
Lecture-260
Banquet-130 (Rounds of 10)

CE 450 Section B Only

Maximum Seating Capacities
Lecture-260
Banquet-130 (Rounds of 10)

CE 450 Section C Only

Maximum Seating Capacities

Lecture-300

Banquet-150 (Rounds of 10)

CE 450 Section A/B

Maximum Seating Capacities

Lecture-520

Banquet-260 (Rounds of 10)

CE 450 Section B/C

Maximum Seating Capacities

Lecture-560

Banquet-280 (Rounds of 10)

Campus Center Rooms:

- Furniture may NOT be removed from rooms
- All technology equipment and resources must be requested in advance per Campus Center policy. Contact the Event Services staff for any questions.

Technical Support

- For information about technical specifications for the Theater and Group Practice Room please see [page 38](#).
- For Theater reservations where the Campus Center audiovisual equipment (more than two wireless microphones & basic lighting needs) is being used, it is required* that an AV Event Technician be in attendance to run the necessary equipment during the reservation .
- For Group Practice Room events where the video conferencing equipment or sound system is being used, it is required* that an AV Event Technician be in attendance at the event.
- For any other meeting rooms, there are typically no requirements* for using the services of an AV Event Technician, however clients may choose to do so in order to ensure a successful event.

** All needs for an AV Event Technician will be evaluated on a case-by-case basis and decisions will be at the discretion of the Senior Coordinator for Facilities and Technical Services and/or Assistant Director for Conference and Event Services.*

• AV Event Technicians

- The Campus Center technical staff is composed of the Senior Coordinator for Facilities and Technical Services and student AV Event Technicians.
- If an AV Event Technician is required by the Campus Center (see above) or desired by the event sponsor and available, the following charges will be assessed and added to any room rental fees:
 - o Senior Coordinator for Facilities and Technical Services - \$120 for up to 4 hours
 - \$30/hour for additional hours
 - o Student AV Event Technician - \$15/hour
- Members of the Campus Center technical staff do not assist with actual load-in or load-out of equipment or with stage changes during performances. Clients must provide their own staffing for these purposes.
- Technical support for the Theater consists of setting of the stage prior to an event; setting up sound, lighting and/or video equipment; running sound, lighting and video equipment during a performance; operating the stage curtains; and/or audio recording of performances, if requested.

- For major events, the Senior Coordinator for Facilities and Technical Services provides on-site supervision of road crews and student stage crews and directs technical elements for events including but not limited to staging, lighting, sound and labor. The fee for this service is \$120 for up to 4 hours and \$30/hour for additional hours (for detailed information about fees for technical assistance see page 45.)
- Audio recording of performances and rehearsals in the Theater and Group Practice Room are available, and arrangements should be made in advance and noted on the reservation request form. There will be a charge of \$30 per hour for audio recording in addition to the extra staffing charges. Standard rates for an AV Event Technician apply.

THEATER & GROUP PRACTICE ROOM POLICIES

Located in the Campus Center, the Theater and Group Practice Room are the premier sites at IUPUI for performing arts events, miscellaneous meetings and numerous special events, where guests can enjoy the SAPB Film Series, Department of Music and Arts Technology concerts and recitals, Theater Studies Program plays and many other types of events. The facilities are available for use and rental to both campus and community organizations.

Accessibility

- There are eight (8), designated, accessible seating locations for patrons in the Theater.

Box Office

- A box office is located in the Game Room on the Theater Level and is available for the sale of tickets prior to a performance. There must be two people from the sponsoring organization in the box office. The Campus Center will have one staff member in the box office to supervise Game Room activities. Groups using the box office are responsible for providing their own tickets and staffing. Access to the box office will begin 60 minutes prior to a show starting and will end 30 minutes after the event starts.

Cancellation

- Registered student organizations and university departments that fail to use reserved meeting space and/or fail to cancel reserved meeting space at least two (2) business days prior to the scheduled event will be charged a late cancellation/no-show fee. To avoid late cancellation fees for meeting space and information tables, written notice must be sent to the Event Services staff at least two (2) business days prior to the event (business days are Monday-Friday).
- The following incremental fine system will be used for late cancellations or no-shows for meeting/event space, using a July 1-June 30 calendar year:
 - 1st late cancellation/no-show per year: \$50
 - 2nd late cancellation/no-show per year: \$75
 - 3rd late cancellation/no-show per year: \$100
- Meeting space cancelled at the last minute due to bad weather, national disaster/emergency, or illness or death of the speaker will not be charged a cancellation fee.
- Event Services staff will work with clients using the Campus Center as an event rain location to establish a mutually agreeable deadline to cancel Campus Center space.
- Catering agreements with IUPUI Food Services have separate cancellation requirements.

Copyright Infringement

- Individuals and groups using the meeting rooms or event space in the Campus Center are expected to comply with all copyright and licensing agreements and expectations (i.e., plays and movies.) The Campus Center and IUPUI will not assume the responsibility for any copyright or licensing fees or penalties assumed by the sponsoring organization.
- Please see the Indiana University copyright website at <http://copyright.iu.edu/> for more details.

Custodial Fee

- Anytime the Theater or Group Practice Room is used prior to or past normal Campus Center operating hours, there may be a need for IUPUI Building Services to do additional cleaning. When it is required for additional custodial staff to be present, the charge is \$30 per rental hour. This will be based on the length of the actual performance.

Damages

- Groups reserving the Theater or Group Practice Room and its equipment shall be responsible for damages due to vandalism, loss or misuse that occurs during the timeframe of their reservation.

Decorations / Fastening Devices

- No material shall be attached to the walls, curtains, seats, doors or other surfaces of the Theater or Group Practice Room without the approval of the Assistant Director for Events and Conference Services.
- Nails, screws and other fastening devices shall not be permitted to be anchored into the stage floor or walls.

Emergencies

- In case of emergency, please instruct event attendees to remain calm and proceed accordingly based on the nature of the emergency (i.e., fire alarm-exit the building; severe weather-proceed to back hallway or lower level, active shooter-take cover away from doors, etc.), and follow any instruction provided by the Campus Center staff or volunteer emergency team.
- Please contact the Information Desk if you have a personal emergency or need assistance.
- One may also call 317-274-7911 or 911 to report an emergency.
- If an emergency is reported to the event host, he/she should immediately contact the Campus Center staff. The easiest way to do this may be to call the Information Desk at 317-278-2533 On the Theater Level, there is a Campus Center employee in the Game Room during the operating hours of the Game Room.

Firearms, Explosives and Pyrotechnics

- The use of firearms is prohibited throughout the Campus Center. Stage or prop “firearms” may be allowed on stage in the Theater, with approval from the Assistant Director for Events and Conference Services, if they are pertinent to the performance.
- Equipment or substances that produce a pyrotechnic explosion, fog, haze, smoke, or open-flame/fire are prohibited inside and around the Campus Center facility.

Food and Drink

- Limited snack food and beverages (e.g., popcorn, chips, candy, drinks with lids, bottled beverages, or mugs with lids) are permitted in the Theater and Group Practice Room. All other food and drinks are permitted only in the lobby area (reception) and in the stage area of the Theater (only if part of performance). Any other food or drink found in the Theater or Group Practice Room may result in cleaning charges being assessed to and/or future reservation privileges being suspended for the event sponsor.
- Failure to leave the Theater or Group Practice Room in the condition in which you found it will result in additional cleaning fees assessed to the sponsoring organization.
- In an event where food and drink is being served, the IUPUI Food Services policy <http://ehs.iupui.edu/food-safety.asp?content=food-safety-policy-appendix-c> must be followed. IUPUI Food Services is the exclusive catering provider for the Campus Center. They can be reached at (317) 274-7566.

Money

- Groups are responsible for making arrangements for the handling of their own money. The Campus Center and its staff will not be responsible for storing, saving or securing money for events.
- The Campus Center staff will not provide a cash box for events.

Rehearsals

- Rehearsals may be scheduled in the Theater for thirty (30) days prior to a performance. Exceptions may be made when appropriate rationale is provided and the space is not otherwise reserved.

- Rehearsals may be scheduled in the Group Practice Room on a first come, first served basis as space is available.

Reservations

- Any registered student organization, department or school is able to reserve the Theater and Group Practice Room. Individuals and non-IUPUI affiliated entities also have access to the space at a different rental rate. Please refer to the rental rates outlined on the Campus Center website: go.iupui.edu/ceeevents
- The process for reserving the Theater or Group Practice Room is the same as for other meeting rooms and event spaces in the Campus Center, with one exception. More advance notice is required for reservations of the Theater. Please refer to the Event Services Policies and Procedures, beginning on [page 30](#), for specific information.
- Reservation priority for the Theater will be given to the Department of Music & Arts Technology, the Theater Studies Program and the Student Activities Programming Board. These events can be booked from January 1 to February 28 of the current year for the next academic year. On March 1, priority registration ends, and other clients may start reserving space. Other events are scheduled on a first come, first served basis as space is available.
- A reservation confirmation will be sent to each contact person making a reservation request. Every effort will be made to honor each reservation request. However, the Campus Center staff has the right to change or cancel a confirmed reservation if doing so would serve the best interests of the University.
- **Fronting**
 - Registered student organizations and departments may not reserve space on behalf of off-campus groups in order to gain free or reduced prices for use of the Theater or Group Practice Room for the off-campus user. Events reserved by registered student organizations, individuals, or departments must fall under the following guidelines:
 - o The event/meeting must be conceptualized, planned, and managed by student members of the registered student organization or staff employed by the university department and must be associated with a documented organization or department initiative.
 - o Any costs associated with the event/meeting must be paid by the registered student organization or university department either by providing a university account number or from the checking account belonging to the registered student organization.
 - The Director of the Campus Center will make the determination as to on-campus vs. off-campus sponsorship if there seems to be a disagreement between the student organization/department and the Event Services staff.
 - Individuals must complete a reservation request form that includes detailed information regarding staging needs, technical needs, dressing room needs, time frames, and other contract rider information *at least two weeks prior to the day of use*. Groups signing a contract with an external client should contact Campus Center Event Services before signing the contractual rider for a performer.

Seating Capacity

- The maximum seating capacity for the Theater is 245, with eight handicap accessible spots. The event sponsor/host is solely responsible for ensuring that no more than 245 people are invited and/or allowed to be seated in the Theater during an event. Guests in wheelchairs may only be positioned in the specially designated spaces. Individual(s) are not permitted to sit on the floor or in the aisles. The Campus Center reserves the right to enforce room capacity guidelines and remove guests if necessary.

- The maximum capacity for the Group Practice Room is 100 for lecture setup and 70 for banquet setup. The event sponsor/host is solely responsible for ensuring that no more than 100 people are invited and/or allowed to be in the Group Practice Room. The Campus Center reserves the right to enforce room capacity guidelines and remove guests if necessary.

Smoking

- IUPUI is a smoke and tobacco-free campus. No smoking or use of tobacco products or e-cigarette-type products shall be permitted in any IUPUI building and will only be allowed on stage if it is pertinent to the performance and meets all IUPUI guidelines and policies.
- Any use of smoke for performances must be compliant with IUPUI guidelines and policies and must be approved by the Assistant Director for Events and Conference Services.

Technical Support

- For information about technical specifications for the Theater and Group Practice Room please see [page 38](#).
- For Theater reservations where the Campus Center audiovisual equipment (more than two wireless microphones & basic lighting needs) is being used, it is required* that an AV Event Technician be in attendance to run the necessary equipment during the reservation .
- For Group Practice Room events where the video conferencing equipment or sound system is being used, it is required* that an AV Event Technician be in attendance at the event.
- For any other meeting rooms, there are typically no requirements* for using the services of an AV Event Technician, however clients may choose to do so in order to ensure a successful event.

** All needs for an AV Event Technician will be evaluated on a case-by-case basis and decisions will be at the discretion of the Senior Coordinator for Facilities and Technical Services and/or Assistant Director for Conference and Event Services.*

- **AV Event Technicians**

- The Campus Center technical staff is composed of the Senior Coordinator for Facilities and Technical Services and student AV Event Technicians.
 - If Campus Center technical staffing is required by the Campus Center (see above) or desired by the event sponsor and available, the following charges will be assessed and added to any room rental fees:
 - o Senior Coordinator for Facilities and Technical Services - \$120 for up to 4 hours
- \$30/hour for additional hours
 - o Student AV Event Technician - \$15/hour
 - Members of the Campus Center technical staff do not assist with actual load-in or load-out of equipment or with stage changes during performances. Clients must provide their own staffing for these purposes.
- Technical support for the Theater consists of setting of the stage prior to an event; setting up sound, lighting and/or video equipment; running sound, lighting and video equipment during a performance; operating the stage curtains; and/or audio recording of performances, if requested.
 - For major events, the Senior Coordinator for Facilities and Technical Services provides on-site supervision of road crews and student stage crews and directs technical elements for events including but not limited to staging, lighting, sound and labor. The fee for this service is \$120 for up to 4 hours and \$30/hour for additional hours (for detailed information about fees for technical assistance see [page 40](#).)

- Audio taping of performances is available, and arrangements for audio taping should be made in advance and noted on the reservation request form. There will be a charge of \$30 per hour for audio recording in addition to the extra staffing charges. Standard rates for an AV Event Technician apply.

Use of Theater and Group Practice Room Equipment

- For safety reasons, no one is authorized to use any equipment such as curtains, lights, sound equipment, etc. without prior permission and supervision by the Senior Coordinator for Facilities and Technical Services and/or his/her staff. Personal use of Theater and Group Practice Room equipment owned by IUPUI is prohibited.

Ushers

- Ushers are recommended for each performance in the Theater and are to be provided by the organization or department using the space. The Campus Center may require the event sponsor to provide ushers/crowd control in certain situations.
- Ushers are to monitor room capacity, take tickets, pass out programs, respond to emergencies, provide assistance, and ensure that only allowable food or drink is brought into the seating areas.

Theater Rate Schedule

- **Daily Base Charge**
 - Rates for reserving the Theater may be found in the Reserve Space of the Campus Center website at go.iupui.edu/ceeevents
 - Reservations of the Theater and Group Practice Room are made separately. However, those organizations needing to use the Group Practice room related to events held in the Theater must make reservations for the two spaces at the same time. Availability is not guaranteed.
- **Rehearsal Fees (for events in the Campus Center Theater)**
 - Many groups who need to reserve the Theater for an event also need to use the space for one or more rehearsals. There are different (reduced) rates for rehearsals associated with an event/program taking place in the Theater. For more information on these rates, visit the Reserve Space section of the Campus Center website at go.iupui.edu/ceeevents
- **Technical Staff Fees**
**Based on availability and scheduling of the technician(s)*
 - Senior Coordinator for Facilities and Technical Services - \$120 for up to 4 hours
- \$30/hour for additional hours
 - Student AV Event Technician - \$15/hour
 - Groups reserving the Theater or Group Practice Room for technical rehearsals may be required to pay for an AV Event Technician to be present.

Group Practice Room Rate Schedule

- **Daily Base Charge**
 - Rates for reserving the Theater may be found in the Reserve Space of the Campus Center website at go.iupui.edu/ceeevents
 - Reservations of the Theater and Group Practice Room are made separately. However, those organizations needing to use the Theater related to events held in the Group Practice Room must make reservations for the two spaces at the same time. Availability is not guaranteed.

Theater Audiovisual (A/V) Pricing

- **Standard A/V Equipment**

**AV Event Technician NOT included*

- Desktop PC w/ Internet Connectivity (Back Stage)
- Booth-Mounted Projector/Ceiling-Mounted Screen
- 2 Wireless Microphones (Any combination of Handheld or Lapel)
- CD/DVD Player (Back Stage)
- MP3 Player Connectivity (Back Stage)
- Standing Lectern

- Category A (Student Organizations): Standard AV Equipment - N/A
- Category B (University Departments): Standard AV Equipment - N/A
- Category C (Non-Profit Orgs): Standard AV Equipment - \$200.00
- Category D (For Profit/Private): Standard AV Equipment - \$200.00

- **Additional AV Equipment**

**All items listed below are priced a la carte and subject to availability.*

- Wireless Power Point Remote/Pointer Call for quote
- Wired Microphone (Shure SM58) \$10.00
- Wireless Handheld Microphone \$25.00
- Audio Mixer (4 channel) \$25.00
- Document Camera/Visual Presenter \$40.00
- Video Conference System (IP Only) \$80/hour

AFTER HOURS EVENT POLICIES AND PROCEDURES

General Information

- Sections of the multipurpose room of the Campus Center can be available after regular building hours for special social events. These special events may only take place on Friday or Saturday evenings during the regular academic year when classes are in session. Some exceptions will also be made for events to occur during the summer. Generally, After Hours Events will not be scheduled during final exams, over any break period when classes are not in session or on a University holiday. There may be other dates when the Campus Center building will be closed, which are dates associated with holiday weekends.
- All After Hours Events must be scheduled in writing at least six (6) weeks in advance, and additional charges will apply. These events are reserved on a first come, first served basis provided that specific conditions are met. After Hours Events will not be scheduled on two consecutive nights; nor will two After Hours Events be scheduled on the same night. Any registered student organization interested in hosting an After Hours Event must have its student organization paperwork up-to-date with the Office of Student Involvement (OSI), must be in good standing with the Dean of Students Office and must have no outstanding payments for other event charges and/or damage expenses related to other events on campus. Failure to follow the timeline and rules outlined in this document can result in the cancellation of an event.
- All After Hours Events must be monitored by IU Police officers. Expect to have a ratio of one (1) police officer for every 100 guests.
- Security guard(s) from ESG Security will be required to check ID and wand guests as they enter the facility.
- Professional staff and student employees from the Campus Center must also be present, and in some circumstances professional staff from the Office of Student Involvement will also be present.
- The expense of hiring police officers, security guards and Campus Center student employees are the responsibility of the sponsoring organization.
- The exact type and number of event monitors and security will be determined on a case-by-case basis, depending on the exact nature and size of the event.
- The sponsoring organization must also arrange for its own members to serve as event monitors.
- Events in the Campus Center must end no later than 2am.
- **Registered student organizations can choose to have an attendance limit of either 250 or 500 guests. (The guest limit includes all members of the sponsoring organization(s) and all guests).** Once the attendance limit is set, it cannot be changed, and all billing for the event will be based on this number.
- The only entrance/exit to the building for an After Hours Event is the main entrance at the corner of University Boulevard and Vermont Street.

How to Reserve Event Space and Planning Timeline

- After Hours Events must be scheduled in writing at least six (6) weeks in advance. Those eligible to host After Hours Events include IUPUI departments and IUPUI registered student organizations in good standing with the Office of Student Involvement and the Dean of Students Office. Non-university organizations may schedule events on a case-by-case basis. Each of the following steps must be completed in advance of the event as indicated.

- **Six Weeks Before the Event**

- Submit a Campus Center Room Request Form to the Campus Center Administration Office (CE 270) at least six (6) weeks prior to the event. The form is available on the Campus Center website at go.iupui.edu/ceeevents
- The number of people estimated to attend, which must be included on the Room Request form, will be used to determine the number of police officers and staff needed to monitor the event. The sponsoring organization must choose to have an attendance limit of either 250 or 500 guests. Whichever limit is selected will become the maximum number of people permitted to attend the event. Once the attendance limit is selected it cannot be changed.
- The Campus Center staff will contact IU Police to arrange for officers to monitor the event. The sponsoring organization is responsible for this cost (\$50 per hour, per officer, and a four hour minimum). There will be a minimum of one (1) officer per 100 guests.
- IU Police will contact ESG Security to arrange for staff to be at the Campus Center to check ID's, wand guests as they enter the event, and to check purses, bags, and coats. Expect to have 2 guards at each event. The sponsoring organization is responsible for this cost (\$15 per hour, per guard, and a four hour minimum).

- **Four Weeks Before the Event**

- A meeting with the Assistant Director for Events and Conference Services must take place prior to the event. It is highly recommended that the meeting take place at least four (4) weeks in advance.
- During this meeting, various aspects of the event will be discussed. If, at this point, all steps in the process have been followed and there is appropriate professional and/or student staff available to monitor the event, the event will receive final approval.
- No advertising of the event should take place until final approval has been received.

- **One Week Before the Event**

- Identify members of your organization who will serve as Event Monitors. There should be one (1) Event Monitor for every 50 guests. These Event Monitors must be visible throughout the event to monitor the following areas: bathrooms, stairwells, the event area, entrance/exit. The group should decide on what items will be used to identify these individuals as Event Monitors (e.g., bright colored t-shirt, etc.). Event Monitors should be easily identifiable and may be rotated throughout the event.
- A list/schedule of event monitors must be provided to the Campus Center staff the night of the event prior to the start.

- **On the Night of the Event**

- The sponsoring organization is responsible for setting up the event space with supervision provided by professional staff and student employees hired to monitor the event.
- If there is a pre-determined list of attendees (guest list), an official typed copy of the guest list must be given to the professional staff monitor before the event begins. Another copy of the guest list must be kept at the door. All guests on the guest list must present valid picture ID and sign in. Individuals not on the list will not be admitted. Changes to the list cannot occur during the event. If there is not a pre-determined list of attendees, all guests must still present valid picture ID and sign in.
- Prior to the start of the event, the sponsoring organization must provide a list/schedule of Event Monitors to the Campus Center staff.
- The sponsoring organization is responsible for providing a money collection box, if there is an entry fee.

- IUPUI will provide appropriate signage regarding rules and policies (to be posted at the door and in the event space), sign-in sheets, a people counter and a security wand for use at the door.
- The organization must provide an easily-read sign with the admission fee, if any, to be clearly posted at the door.
- **At the End of the Event**
 - At the end of the event, the sponsoring organization must complete the After Hours Event Clean-Up Checklist. This form should be returned to the professional staff person that attended the event, before the representatives of the sponsoring organization leave for the night. The form is attached included at the end of this policy.
 - The sponsoring organization is responsible for all clean-up of the event space and resetting all furniture, with supervision provided by professional staff and student employees hired to work the event.

Fees

- The sponsoring organization(s) will be responsible for paying fees associated with the following:
 - Campus Center Student Employee Building Monitors \$120 with a four (4) hour minimum (3 monitors included); \$30 for each additional hour; \$10 per hour for each additional monitor needed
 - IU Police Expect to pay no more than \$50 per hour/per officer; expect to have a minimum of one (1) officer for every 100 anticipated guests; four (4) hour minimum
 - ESG Security This security company will check ID's; wand individuals; and check bags, purses, etc., as guests enter the event. The rate is \$15 per hour. There is a four (4) hour minimum.
 - Fees for damages or excessive cleaning Event sponsor will be charged by Campus Facility Services for any services needed. There is a minimum \$40 charge for any additional cleaning.

Event Rules for Student Organization Events

- The following rules apply to all After Hours Events, and these rules must be clearly posted at the entrance of every event:
 1. ALL participants must present a valid picture ID from an accredited college/university to enter the event AND must sign-in before entering the event.
 2. One (1) non-college guest per person is permitted. Each guest must have a valid picture ID and sign in before entering. Non-college guests must arrive with a college student with proper ID.
 3. If there is a pre-determined guest list, individuals not listed on the guest list will not be admitted.
 4. No one under 18 will be admitted unless the person presents a Jagtag.
 5. No alcohol, illegal drugs, or drug paraphernalia will be permitted in the Campus Center.
 6. No one under the influence or appearing to be under the influence of alcohol or drugs, or who smells like alcohol will be admitted to the event. Anyone not admitted to the event will be required to leave the Campus Center immediately.
 7. IUPUI is a tobacco-free campus. Smoking and tobacco products, including e-cigarette-type products, are not permitted anywhere on campus.
 8. No weapons (guns, knives, etc.) are permitted on campus.

9. Guests are strongly encouraged NOT to bring coats, bags, purses and/or book bags. These items are subject to search prior to entrance to the event.
10. There are NO in/out privileges. If you exit the building, you will not be permitted to re-enter.
11. The admission fee policy for the event will be clearly posted at the entrance of the event.
12. Once the attendance limit is reached, the event will be closed, and no additional guests will be permitted to enter (even if some guests eventually leave).

Responsibilities Related to Monitoring an After Hours Event

- **Campus Center Student Employee Building Monitors**
 - All After Hours Events will require a minimum of three to five (3-5) Campus Center student employee building monitors. The monitors are on duty to help keep event guests out of non-authorized portions of the building, to assist in the evacuation of the building as needed, and to unlock and lock the building before and after the event.
 - In the event that an activity does not end at the agreed upon time, the sponsor will be billed at the hourly rate for the extra time (0-60 min equals 1 hour; 61-120 minutes equals 2 hours, etc.).
- **IU Police**
 - After Hours Events must be monitored by IU Police at the expense of the sponsoring group. Expect to have one (1) officer for every 100 anticipated guests. IU Police fees can be as much as \$50 per hour for each officer (depending on the officer's rank and day of the week).
 - Their responsibilities will consist of monitoring the entrance/exit, monitoring the event space, patrolling areas in and around the building and enforcing state and local laws and University policy. At the conclusion of the event, IU Police will work with the sponsor and staff to clear and secure the building.
 - Police officers have the authority, in consultation with the professional staff monitoring the event, to shut down the activity if the event gets out of control; if state, local, or university regulations are being violated; and/or if the sponsoring organization is not following proper event procedures outlined in this document. IU Police will be stationed at the entrance/exit and throughout the event to monitor activities.
- **ESG Security**
 - For all student organization After Hours Events, this private security company will be required to work at the door to wand individuals as they enter the event and check bags, purses, coats, etc. for inappropriate items. ESG Security may or may not be required for After Hours Events sponsored by university departments. Decisions on this aspect of the event will be made by IU Police on a case-by-case basis.
 - ESG Security is not hired to provide security for the actual event; that function is served by IU Police officers. The sponsoring organization is responsible for the cost of ESG Security service. The private security company will be under the supervision of the IU Police.
- **Professional Staff**
 - All After Hours Events require the on-site supervision of at least one professional staff member from the Campus Center and, in certain circumstances, a professional staff member from the Office of Student Involvement, at no cost to the sponsoring organization.
 - Staff will arrive before the event begins and will stay until all clean-up is done and the building is ready to be locked. The responsibilities of professional staff monitors include regular monitoring of the event space and surrounding building space, serving as a liaison with IU Police, and enforcing university policies.

- Professional staff monitors have the authority, in consultation with IU Police, to shut down the activity if the event gets out of control; if state, local, or university regulations are being violated; and/or if the sponsoring organization is not following proper event procedures outlined in this document.
- **Sponsoring Organization Event Monitors**
 - The sponsoring organization is expected to identify members to act as additional Event Monitors. These Event Monitors should be clearly identified by wearing brightly colored shirts, hats and/or buttons that identify them as Event Monitors.
 - The sponsor should expect to provide one (1) Event Monitor for every 50 anticipated participants.
 - The Event Monitors must be visible throughout the event to monitor the following areas: bathrooms, stairwells, the event area and entrance/exit. Monitors may be rotated throughout the event. A list/schedule of all members that will serve as Event Monitors and their assigned shift times must be submitted at the beginning of the event.

Responsibilities of the Event Sponsor(s)

- The event sponsor must oversee all aspects of planning and implementation of the event.
- The sponsor is responsible for the actions of all event participants and hired vendors (DJ, caterer, etc.). Relevant state and local laws, as well as University policies, must be understood and shared with all event participants. This is accomplished by posting After Hours Event Rules at the entrance of the event and calling attention to the rules to all that enter the event.
- The event sponsor must provide at least two (2) members to work at the entrance to collect any admission fees, check for proper IDs, and monitor the sign-in sheets. Use of the security wand and searches of personal property will be conducted by a security company.
- The event sponsor must keep an accurate count of the number of people attending the event. A counter will be provided. The maximum number of individuals able to attend the event is set when you turn in the original Room Request form. Student organizations can choose to have a maximum attendance limit of either 250 or 500 guests. Once the limit is reached no additional guests will be admitted to the event (even when or if some guests choose to leave the event).
- The event sponsor must have contingency plans to assist with maintaining control of the event and ensure compliance with all laws and University policies.
- The sponsoring organization is expected to identify members to act as additional Event Monitors.
 - These Event Monitors should be clearly identified by wearing brightly colored shirts, hats and/or buttons that identify them as Event Monitors.
 - The sponsor should expect to provide one (1) Event Monitor for every 50 anticipated participants.
 - The Event Monitors must be visible throughout the event to monitor the following areas: bathrooms, stairwells, the event area and entrance/exit. Monitors may be rotated throughout the event. A list/schedule of all members that will serve as Event Monitors and their assigned shift times must be submitted at the beginning of the event.
- The sponsoring organization is responsible for the set-up and clean-up of the event area, under the supervision of the professional staff and student employees assigned to work the event. The sponsor should utilize the Clean-Up Checklist at the end of the event (see attached sheet for checklist form):
- If food is to be served, the food must be provided by IUPUI Food Services. This is the only approved caterer for the Campus Center. Organizations will be fined for bringing food in from outside sources.

Shutting Down an Activity

- All After Hours Events are scheduled to end no later than 2am. At the scheduled ending time or 2am (whichever comes first) all lights will be turned on, all music and entertainment will stop, and the sponsoring organization will help direct participants to exit the building. There will also be a walk-through of the event area to check for any damages, and the Cleanup Checklist will be completed.
- When the safety of persons and/or property is in question or when state and local laws and/or university regulations are being violated, IU Police, the professional staff monitor, and the event sponsor have the responsibility to direct the early shut down of the activity and the total evacuation of the premises. However, the ultimate authority to shut down an activity in progress resides with IU Police and the professional staff at the event.
- The sponsor must take steps to help enforce compliance with directions from all University officials. The DJ or other entertainment and hired vendors must be instructed to comply with all directions given by University officials. The DJ or other entertainment and hired vendors must never interfere with the shutting down of an event. Failure to comply will result in disciplinary action against the sponsoring organization and possibly individual student members.

Penalty for Non-Compliance and Policy Violations

- The personal safety of those who participate in campus activities is of foremost importance, thus compliance with these policies and procedures, state and local laws, and university policy will be strictly enforced. The sponsoring organization is responsible for the actions of all event guests and the DJ or other entertainment. The event sponsor is responsible for ensuring that all event participants are aware of all relevant laws and University policies.
- Failure to comply, and violations of state and local laws and/or university policy will result in a loss of Campus Center event privileges; and an investigation into other possible penalties against the sponsor, including sanctions under the Code of Student Rights, Responsibilities and Conduct, will be initiated. Violations of University policies will be reported to the Dean of Students Office and the Office of Student Involvement.

Three Strike Policy

- A Three Strike Policy is in effect for all organizations hosting After Hours Events. Each time there is damage, a need for additional or excessive cleaning or a violation of any law or University policy, the sponsoring organization will receive a strike. Notification of a strike will be made via email to the individual that requested the event space. After three (3) strikes an organization will lose the privilege to host an After Hours Event for one calendar year.
- In the case of serious misconduct, a loss of privileges may occur before three strikes have been issued.
- An organization may also be referred to the Dean of Students Office and/or the Office of Student Involvement for further disciplinary action anytime a strike is issued.

Cleaning / Damage Charges

- Event sponsors will be charged for damages and any extra cleaning needed above and beyond a reasonable level. Event Monitors from the sponsoring organization should regularly monitor the area during the event to help prevent damages and excessive and unnecessary trash from occurring.
- At the end of the event, there will be a walk-through of the entire event area (bathrooms, stairwells, event space), and the Clean-Up Checklist will be completed. Organizations may be required to pay a deposit for cleaning or damage fees prior their event. If there are no charges for damage or cleaning, the deposit will be returned, or it can be applied to costs for security.

Payment of Charges

- The Campus Center expects prompt payment of all charges. University departments and registered student organizations with university accounts will be required to provide an account number at the time of the room reservation for any event for which charges will be incurred. For registered student organizations without a university account, the individual student responsible for organizing the event will be held personally responsible for charges.
- Organizations and departments with charges more than 30 days past due will be denied further use of any Campus Center meeting room or event space until all outstanding charges are paid.
- Student organizations or university departments with charges more than 60 days past due will continue to be denied further use of any Campus Center meeting room or event space and, in the case of student organizations, will also be referred to the Dean of Students Office and/or Office of Student Involvement for disciplinary action.

Campus Center After Hours Event Clean Up Checklist

The event sponsor should utilize this checklist at the end of the event to ensure that the event space is left in good condition. Any costs associated with damages and/or extra cleaning will be the financial responsibility of the event sponsor.

EVENT SPONSOR(s): _____ DATE: _____

PROFESSIONAL STAFF MONITOR: _____ DATE: _____

Check the Following at the End of Your Event	Sponsor (✓)
All furniture has been returned to its original position.	
All DJ equipment and decorations have been removed.	
The floor is clear of all trash and debris.	
All trash has been bagged and moved to the back hallway (not the catering hall).	
Bathrooms have been cleared of trash and/or bodily fluids on the floor, sinks, and mirrors. CFS must be contacted to clean up bodily fluids	
Areas adjacent to the event space are clean and clear of trash and/or bodily fluids (hallways and stairwells used by guests, etc.). CFS must be contacted to clean up bodily fluids.	
There is no damage to furniture or other room furnishings.	
The event space in good condition.	

Comments Section:

Did you notice any damages in the room/area before the event began? NO YES If yes, please list them here.

Did damage to furniture or other room furnishing occur during your event? NO YES
 If yes, please list the damages here.

Were there any damages, trash, and/or bodily fluids that you could not clean up, in the bathrooms and/or areas adjacent to the event area (hallways, stairwells used by guests)? NO YES If yes, please list the damages or conditions here?

Completed By: _____
Printed name Signature

**THIS FORM SHOULD BE RETURNED THE NIGHT OF THE EVENT
 TO THE PROFESSIONAL STAFF MONITOR**

AFTER HOURS EVENT RULES & GUIDELINES

- ALL participants must present a valid picture ID from an college/university to enter the event AND must sign in before entering the event.
- One (1) non-college guest per person is permitted. Non-college guests must have a valid State picture ID and sign in before entering and must arrive with a college student with proper ID.
- If there is a pre-determined guests list, individuals not listed on the guest list will not be admitted to the event.
- No non-IUPUI enrolled guests under 18 will be admitted to the event.
- No alcohol, no illegal drugs, and no drug paraphernalia.
- No one under the influence or appearing to be under the influence of alcohol or drugs will be admitted to the event. If you smell like alcohol you will not be admitted to the event or will be asked to leave.
- IUPUI is a tobacco-free campus. **Smoking is not permitted on campus, including the use of any e-cigarette-type product.**
- No weapons (guns, knives, etc.).
- Coats, bags, purses, and book bags are highly discouraged and are subject to search.
- No in/out privileges. If you exit the event you will not be permitted to re-enter.

These guidelines are enforced by the event sponsors, Campus Center staff, Office of Student Involvement staff, and the IU Police Department.

CAMPUS CENTER EMERGENCY ACTION PLAN

Purpose

- The purpose of the Campus Center Emergency Action Plan (EAP) is to protect IUPUI employees, students, and guests from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster, and to assist IUPUI employees, students, and guests in responding to any emergency incident which requires the evacuation of the building or finding shelter inside the building.
- In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees, students, and guests until the appropriate university or municipal responders take over.

Scope

- For the protection of IUPUI employees, an Emergency Action Plan (EAP) is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors.
- It is a requirement that the employer review with each employee upon their initial assignment or when the plan changes, those parts of the plan that the employee must know to protect her/himself in the event of an emergency. In addition, the written plan shall be made available for employees to review and plan for the evacuation.
- The entire EAP will include the Building Specific EAP, the Emergency Procedures Handbook, and evacuation maps, and is available in the Campus Center Administration Office (CE 270).

Statement of Limitations

- There is no guarantee implied or expressed by this document that a perfect response to an emergency or crisis situation is possible or practical. Building personnel will be trained and provided information necessary to take actions to protect themselves during emergency incidents.

GENERAL PROCEDURES

This plan is a building specific guide provided to building occupants to familiarize them with basic emergency planning, response, and evaluation. This section provides basic guidance and general procedures to be used before, during, and after an emergency or crisis situation impacts building occupants.

Responsibilities of Campus Center Staff and Emergency Volunteers

- In order to facilitate actions to be taken within the Campus Center during emergencies or crisis situations, the Building Coordinator will designate personnel with specific roles and responsibilities. These positions include the Emergency Coordinator, Floor Wardens, Assistant Floor Wardens, and individuals tasked with assisting people with access and functional needs known as "Buddies."
- Because the Campus Center is a managed facility, the professional and student staff will also have specific assigned roles during emergencies or crisis situations.
- All university employees in the Campus Center should try to provide assistance to guests when possible during an emergency situation. Each Campus Center tenant will receive detailed information as to the specific people assigned to various roles.
- **Emergency Coordinator**
The Emergency Coordinator plays an important role in the implementation of the Campus Center's Emergency Action Plan by assuming the following key responsibilities:
 - Coordinate the development, maintenance and implementation of the Campus Center Emergency Action Plan
 - Serve as an essential contact for the Campus Center in the event that emergency information must be distributed in a timely manner to building occupants
 - Participate in training exercises to test building evacuation plans and other emergency action

procedures

- Make the Campus Center Emergency Action Plan documents available for all building occupants, either electronic or hard copy
 - Use and apply guidance materials developed and provided by IUEMC
 - Maintain a working NOAA All-Hazards radio for the Campus Center at all times
 - Identify and select Floor Wardens and Assistant Floor Wardens
 - Develop methods of monitoring for emergency situations that may impact the Campus Center and maintain a list of trained employees
 - Attend Emergency Coordinator training, Building Incident Management Team training, and other trainings, as necessary for the position
 - Verify that Campus Center maps are accurate and updated annually
 - During emergencies where evacuation is required, the Emergency Coordinator will proceed to the ground floor and instruct all persons leaving the building to move to the pre-determined Emergency Assembly Point.
 - During an emergency, the Emergency Coordinator will work with assisting staff to determine if people still remain in the building and where they might be, and relay this information to public safety personnel responding to the incident.
 - For incidents requiring shelter-in-place or moving personnel to a designated safe location within the Campus Center, the Emergency Coordinator will work with the Floor Wardens to determine if people remain in potentially unsafe areas and help move these individuals or relay their location to public safety personnel.
 - In any emergency situation, the Emergency Coordinator or Floor Warden present shall have initial authority to coordinate procedures and amend, modify, or supersede any provisions of this plan in order to ensure employee, student, and guest safety, including all of the following:
 - o Obtain volunteers to carry out specific actions
 - o Develop a system to assist persons who need assistance
 - o Order evacuation if deemed necessary
 - o Take any other action necessary to protect life
 - Following any incident or drill, the Emergency Coordinator will conduct an evaluation with Floor Wardens, Assistant Floor Wardens, Buddies, Campus Center staff, IUEMC, and Fire Protection Services.
- **Floor Wardens**
 - Floor Wardens assist the Emergency Coordinator and Campus Center staff with emergency preparedness and response. Each Floor Warden will be tasked with coordinating the emergency efforts for a specific floor and performing the following functions:
 - o Assist the Emergency Coordinator in activating the Emergency Action Plan, including accomplishing a full evacuation of their floor when necessary, and if possible or practical
 - o Assist the Emergency Coordinator in identifying and selecting personnel to serve as Buddies who may assist people with access and functional needs
 - o Participate, if requested, in the planning, execution, and evaluation of emergency-based exercises and drills
 - o Attend the BIMT training and other additional trainings offered by IUEMC, as requested by the Emergency Coordinator.

- Be familiar with the location of all exits on their assigned floor; the location of all fire alarms/pull stations and fire extinguishers; and the location of designated safe areas and areas of rescue assistance
 - If an evacuation is being conducted, Floor Wardens should meet the Emergency Coordinator outside of the building and communicate if and where people may still remain in the building/on their floor.
 - **NOTE:** Floor Wardens are not expected to place themselves at risk by attempting to extinguish a fire or by moving into areas of the Campus Center that may be potentially dangerous.
- **Assistant Floor Wardens**
 - Assistant Floor Wardens will assist the Floor Wardens, upon request, with any and all of the responsibilities outlined above.
- **Buddies**
 - Buddies are people, usually from specific departments within the Campus Center, who have been identified to provide help and support to colleagues needing access and functional assistance during emergency situations. Buddies take on the following responsibilities:
 - Be familiar with the Campus Center Emergency Action Plan, especially the guidelines for providing help to people needing access and functional assistance (see below).
 - Be familiar with the particular needs of the people for whom they are providing assistance
 - Know their designated evacuation routes, the location of the nearest stairwell, or those areas of rescue assistance where persons needing access or functional assistance can wait safely to be rescued during an emergency
 - Buddies may assist their designated colleagues out of the building to safety, to a safe stairwell or to a designated area of rescue assistance. The choice as to which of these actions will be selected will depend upon the precise nature of the incident, the specific needs of the individual being evacuated, and the time required to move people from the Campus Center.
 - **NOTE:** Buddies are not required to stay with the person they are assisting, once that person has been helped to a designated area of rescue assistance, but should report to their Floor Warden and Emergency Coordinator the exact location inside the building of the person to be rescued.

Training

- All Emergency Coordinators, Floor Wardens, Assistant Floor Wardens, and Buddies, as well as members of the Campus Center professional and student staff will receive training from the IUEMC and/or the Emergency Coordinator, so that they are prepared to fulfill the responsibilities outlined above. They will also be immediately apprised of any changes to the Campus Center emergency action plan.
- Fire drills and tornado drills will be conducted annually in conjunction with Fire Protection Services and IUEMC.

Providing Help to Persons Needing Access or Functional Assistance

- Supervisory staff with persons needing access or functional assistance under their direction shall meet with them as soon as possible after their introduction to the area to discuss the Campus Center Emergency Action Plan. A discussion of the Emergency Action Plan should include information about the location of exits, stairwells, areas of rescue assistance, and other pertinent data that will assist them. They should become acquainted with the availability of the Buddy system and encouraged to take advantage of this assistance. Since the Buddy system is optional, no one should be pressured in any way to utilize a Buddy as a means of assistance during an emergency. It should be pointed out however, that we are all responsible for ourselves (e.g., getting out of the building, getting to a shelter area), and if a person has access or functional needs we are willing to help meet those needs.

- The Floor Warden and at least one Buddy (two would be better) should meet with the person needing assistance to discuss emergency procedures. The Buddy should assist the person to whom he/she is assigned at the time of emergency drills or actual incidents. A discussion should follow each situation to allow input from both parties and to allow the fine tuning of the action plan. In the event there are problems which cannot be resolved, the Floor Warden or Emergency Coordinator can assist.
- Because the Campus Center is a public building, there are many people in the building at all times who do not work in any designated office. Thus, it will be impossible to always know who might need access or functional assistance at any given time. The Emergency Coordinator, Floor Wardens, Assistant Floor Wardens, and Campus Center staff should follow these guidelines in providing assistance as necessary:
 - People who are ambulatory should be evacuated or assisted to shelter areas at the same time as other building occupants, as long as they can do so without becoming an obstruction. If necessary, those who are mobility-impaired or vision-impaired should be sheltered in a designated area of rescue assistance. They should be equipped with hearing protection, if available (earplugs) and be assured that public safety responders will be notified of their location so that they may rescue them, if need be.
 - People who are dependent upon equipment for their mobility should not use elevators unless they are instructed to do so by the fire department. These individuals should be assisted to a designated area of rescue assistance to wait for public safety responders to arrive and rescue them.
 - If you provide help to a person needing access or functional assistance, as soon as you exit the building or get yourself to the designated safe area inside the building, you should notify a Floor Warden or the Emergency Coordinator about the location of the person you have assisted.

Armed Subjects / Active Shooter Situations

- An armed subject/active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases armed subjects use firearm(s), and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement to stop the shooting/violence and mitigate harm to innocent victims.
- How you respond to an armed subject/active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one perpetrator involved in the same situation. If you find yourself involved in an armed subject/active shooter situation, try to remain calm and use the following guidelines to plan your strategy for survival.
- **If an armed subject/active shooter is outside your building**
 - Proceed to a room that can be locked; close and lock all windows and doors; and turn off all the lights. If possible get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should dial IU Police at 274-7911 to advise the dispatch operator as to what is occurring and your specific location.
 - Remain calm and in place until Police arrive, or a campus administrator known to you, gives an “all clear” indication. Unfamiliar voices may be the armed subject/shooter attempting to lure victims from their safe place; do not respond to any voice commands until you can verify that they are being issued by a Police officer or other trusted campus administrator.

- **If an armed subject/active shooter is in the same building:**
 - Get Out:** If it is safe to do so, leave the building immediately.
 - Call Out:** Once you get to a safe location, call IU Police (274-7911) and be prepared to share details of the situation, including location, number of shooters, physical descriptions, etc.
 - Hide Out:** If it is not safe to leave the building, find a location in the building where you can hide. This can be a meeting room, classroom, or office.
 - Keep Out:** Once you find a safe place to hide, find ways to lock and/or barricade the door closed. Ensure that individuals are not visible from outside the room. Turn out the lights. Individuals in the room should spread out around the room as much as possible.
 - Take Out:** If the armed subject/active shooter is able to reach your hiding place, be prepared to take action to attack him/her.

- **If an armed subject/active shooter enters your office or meeting room**
 - Try to remain calm. Dial IU Police at 274-7911, if possible, and give dispatch the subject's/shooter's location and your location. If you cannot speak, leave the line open so the dispatcher can listen to what is taking place.

 - If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the armed subject/shooter. Attempting to overpower him/her with force should be considered only as a very last resort, after all other options have been exhausted.

 - If the armed subject/shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area you are leaving.

- **If you decide to flee during an armed subject/active shooter situation**
 - No matter what the circumstances, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any Police officers you may encounter.

 - Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.

 - Do not try to drive off campus until advised it is safe to do so by Police or campus administration.

- **What to expect from responding public safety personnel**
 - Public safety personnel responding to an armed subject/active shooter are trained to proceed immediately to the area in which shots were last heard or the armed subject is known to have been seen. Their purpose is to stop the violence/shooting as quickly as possible.

 - The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times.

 - If you know where the armed subject/shooter is, tell the officers in any way that you can (verbally, hand signals, etc.).

 - The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.

 - Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Public safety personnel will usually not let anyone leave the vicinity until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Bomb Threats

- Most bomb threats are received by telephone. The person receiving the telephone call should remain calm and obtain as much information as possible.
- Immediately call the IU Police at 274-7911. Inform them of the situation with as much information as is available. Things to remember if you receive a bomb threat by telephone:
 - Exact wording used by the caller
 - When will bomb explode (ask the caller) Where is the bomb (ask the caller)
 - What building is it in (ask the caller) What floor is it on (ask the caller) Who is the caller (ask the caller) Date and time call was received
 - The caller's voice sound and manner
 - Your name and phone number
- IU Police are responsible for ordering an evacuation of the building. A phone tree system will be used to notify all departments of the evacuation.
- The police may ask those working in the area to assist with the search, as they will be more familiar with what does and does not belong in the area. If a suspicious package or device is found, immediately notify the police. **DO NOT TOUCH OR HANDLE** the item.
- If the bomb threat is received by written communication, immediately notify the IU Police at 274-7911. Do not handle the communication any more than is absolutely necessary. Surrender the document to the Police upon their arrival.

Chemical or Hazardous Materials Spill

- **No Immediate Danger**

Chemical spills involving materials for which the responsible person has definitive information indicating the released material does not pose an immediate threat to themselves or other building occupants should be handled as follows:

 - If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and cleanup spills, and have access to the appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
 - If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with generous amounts of water.
 - Notify or have someone notify the IU Police at 274-7911 and give them:
 - o Building Name
 - o Floor
 - o Room Number
 - o Type of Incident Chemical[s] involved
 - o Estimated Volume of material[s] involved
 - IU Police will then notify the appropriate response departments to assist in the cleanup of the released materials. Continue to rinse body contact areas with large amounts of water for at least 15 minutes.
- **Immediate Danger to Life or Health**

If a chemical spill takes place which, in the opinion of the person[s] responsible for the material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

 - Sound the building fire alarm if there is any reason to believe that the released material may affect individuals outside the immediate spill area. Make every attempt possible and reasonable to direct evacuating individuals away from the immediate spill area.

- If you come into physical contact with spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with generous amounts of water.
- Call or have someone call Campus Police at 274-7911 and give:
 - o Building
 - o Floor
 - o Room Number
 - o Type of Incident
 - o Chemical[s] Involved
 - o Estimated Volume of Material[s] Involved
- Evacuate the building to a safe distance and leave a clear access for arriving emergency personnel. Do not return to the building until instructed to do so by representatives of the IUPUI Department of Fire Protection Services, IUPUI Department of Environmental Health and Safety, or the IU Police Department.
- Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.). Continue to rinse body contact areas with large amounts of water for at least 15 minutes unless directed otherwise by appropriate emergency medical personnel.

Earthquake

- During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off of your feet. Or, you may be jarred first by a violent jolt as though your building was hit by a truck. A second or two later, you will feel the shaking and, as in the first example, you will find it very difficult (if not impossible) to move from one room to another.
- **During the Quake**
 - If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay clear of windows, outside walls, bookcases, mirrors and fireplaces. If possible, extinguish any open flames or sources of ignition immediately. Remember to Drop, Cover, and Hold On.
 - If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
- **After the Quake**
 - Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.
 - Do not use the telephone immediately unless there is a serious injury, fire or gas leak.
 - If you suspect or know that someone is trapped in the building, contact IU Police at 274-7911. Have someone post a message at the front of the building noting the time, date, number of victims and their last known location in the building.
 - Check for utility failures inside your building, such as gas or water leaks, broken electrical wiring or broken sewer lines. Check the interior and exterior for cracks or damage. If there is gas leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area. Call Campus Facility Services for assistance immediately. If there is damage, report that also to Campus Facility Services at 278-1900 or IU Police at 274-7911. Attempt to block off damaged areas to keep people away from the hazard until help can arrive. Do not touch downed power lines or damaged building equipment.
 - If the building is severely damaged, evacuate, and attempt to secure the building against entry. Notify IU Police at 274-7911, and Campus Facility Services at 278-1900 of the damage and evacuation. Do not re-enter the building.

- If you need to evacuate, post a message in clear view indicating the building has been evacuated and where you will be. If you have a cell phone or Campus Alert Radio, take them with you. Turn on a battery powered radio for news and information.
- Be prepared for aftershocks. Aftershocks are usually smaller than the main quake, but may be large enough to do additional damage to structures weakened during the main shock.

Fire, Smoke or Explosion

- If you discover fire, smoke, or an explosion in the Campus Center, pull the nearest fire alarm. If possible, call IU Police at 317-274-7911. You should proceed to evacuate and may warn others by yelling "fire" on your way down the stairs.
- If the fire is small enough to be extinguished and you have extinguisher training, use a portable fire extinguisher and put out the fire. If you are not certain that you can put the fire out, do not try. Never attempt to extinguish a fire with a fire extinguisher or any other means unless someone is already notifying IU Police.
- **When a fire alarm sounds, the law requires complete evacuation of the building.** There are no exceptions. Walk to the nearest stairway or exit door. Close doors behind you as you leave. Do not use elevators unless instructed to do so by the fire department. Leave the building and move away from it to a designated area. You may take personal items such as purses, wallets.
- Leave sidewalks and driveways open for use by the fire department and other public safety responders. Standing too close to the building could result in injury from glass or debris. Designated Emergency Assembly Points have been established 100 feet from the building, as outlined below. Do not return to the building until you are instructed to do so by authorities.

Emergency Assembly Points

1. Safely cross University Blvd to areas around Cavanaugh Hall and Lecture Hall
 2. Safely cross Vermont Street to surface parking lots 80 and 58
 3. Exit to Cavanaugh Hall via the connector on Level 2
 4. Safely cross Michigan Street to areas a gathering area in front of the Simon Cancer Center.
- Persons trained to help those needing access or functional assistance should do so. Others should evacuate the building immediately. If you pass any persons needing access or functional assistance on your way out, such as those in wheel chairs, you should inform your Floor Warden or any public safety personnel of their location once you get outside.
 - If you are unable to exit the building, go into a safe room or area of rescue assistance and close the door. Call the IU Police at 274-7911, if possible, to let them know where you are. In the event of a fire or explosion, you might want to place towels (wet towels are ideal) or other materials under the door if you see smoke coming in. Write your room number and number of people on an exterior window with lipstick or a marker. Stay low to the ground and as far away from the point of smoke entry as possible.
 - Make it a point to know the location of manual fire alarm pull stations and portable fire extinguishers in your area.
 - Never re-enter a building until public safety personnel tell you it is safe to do so.

Flood or Utility Failure

- In the event of a utility failure, immediately call Campus Facility Services at 278-1900. Be prepared to give the following:
 - Building Name
 - Floor
 - Room number
 - Nature of Problem
 - Person to contact and phone #

- During a power failure, areas of the building may not have enough natural light to clearly see exit corridors. Make every effort to exit the building while emergency lighting is still available. Emergency lighting is temporary and is not provided to continue building operations. Re-entry to the building should not be made until power is restored.
- If the basement is flooding, it will be necessary to shut down power to the building. If you are in the area of the flooding before power is terminated, you should stay out of the water and contact Campus Facility Services at 278-1900 for instructions.
- Loss of domestic water or fire protection water, while not an emergency, will eventually interrupt the building operations. If this occurs, be prepared to evacuate.

Tornado / Severe Thunderstorm

- **Severe Thunderstorm Watch**
Storms are possible; continue normal activities but have someone monitor the situation. Weather radios or television are reasonably good for this.
- **Tornado Watch**
Tornadoes and severe thunderstorms are possible; continue normal activities but have someone monitor the situation.
- **Severe Thunderstorm Warning**
Severe storms are occurring; be prepared to move to a place of shelter if threatening weather approaches. Keep people indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter. Report injuries and damage to the IU Police at 274-7911. Notify your department administrative office.
- **Tornado Warning**
An actual tornado has been identified in the area. Seek shelter immediately if you are in the warning area. Do not open windows; this can actually increase damage to the building. Stay away from window and exterior doors. Interior hallways on the lower level and small interior rooms on the lower levels offer the best shelter.

Report injuries and damage to the IUPUI Public Safety Dispatch Center at 274-7911. Notify your department administrative office. After the all clear, leave badly damaged buildings and do not attempt to return to the building unless directed to do so by public safety personnel. Do not attempt to turn utilities or equipment on or off.

SECURITY, EVACUATION AND EMERGENCY GUIDELINES FOR UNIVERSITY EMPLOYEES IN THE CAMPUS CENTER

The following measures are guidelines for your security and safety while you are working in the Campus Center. It is in your best interest to read this document and become familiar with the location of the emergency phones, panic buttons, fire extinguishers, and the appropriate steps to take during an emergency situation.

No matter how complete our safety measures, they can never be successful without your common sense and awareness of your surroundings. As a university employee, you are responsible for assisting all Campus Center guests during an emergency. This means helping to instruct guests and students on how to properly exit the building or shelter in place.

Each department should review specific safety and security procedures for that department, in order to help facilitate overall safety and quick action in an emergency situation.

Safety Procedures

- If you feel your safety is being threatened, dial the IU Police at 274-7911 for immediate assistance. The address of this building is 420 University Blvd. (campus building code is CE).
- If you are not near a telephone, or a panic button, use the code word provided by your supervisor (each department should designate a code word), which will alert other staff members in your area of a threatening situation. They will dial the campus police and then notify your supervisor. Do not put yourself at risk by trying to take matters into your own hands. It is best not to agitate the situation.

Panic Buttons

- Panic buttons are located at the Campus Center Information Desk, in the Campus Center Administration Office, and at the reception desk/area in most office suites within the building.
- Panic buttons relay a SILENT alarm directly to the IU Police. In a threatening situation, only the individual pressing the buttons will know that IU Police have been summoned.

Fire

- If you see flames or smoke, pull a fire alarm station and evacuate the building. Close doors behind you as you leave.
- Do not use the elevators, unless instructed to by the Fire Department. Use the stairs throughout the building to exit. As a last resort, walk down the escalators (do not stand/ride).
- Persons needing access or functional assistance should be helped to a safe location. Public safety personnel are trained to assist them in exiting the building. Once you get the person needing assistance to safety, remember to notify emergency personnel so they can evacuate the individual when it is appropriate.
- Upon exiting the building, all individuals should move at least 100 feet away from the building and proceed to one of the following Emergency Assembly Points:
 - Across University Blvd near Cavanaugh Hall and the Lecture Hall.
 - One of the two surface parking lots across Vermont Street (Lots 80 and 58)
 - Through the connector to Cavanaugh Hall on Level 2
 - Across Michigan Street near the Simon Cancer Center
- Do not evacuate to the Loading Dock.
- Each department is encouraged to designate a specific area to meet outside. All sidewalks and streets, and the loading dock areas adjacent to the Campus Center must remain clear for public safety personnel. In the case of an actual emergency, it could be dangerous to remain too close to the building.
- You will be instructed when it is clear and safe to reenter the building.
- Although employees MUST evacuate according to these guidelines some people may refuse to evacuate the building or seek shelter. If this occurs, don't put yourself at risk. You need to evacuate and let the proper authorities know a person is left on a specific floor.
- NOTE: By not leaving the building during an evacuation, the individual puts him/herself at risk for a Class A Misdemeanor. It is against Indiana law not to leave a building under an alarmed situation.

Tornado

- It is best to seek shelter anytime the Indianapolis/Marion County sirens go off. Sirens are activated when an actual tornado or a funnel cloud has been spotted in the area. Each department should have a Campus Alert Radio to listen for additional information from campus safety officials.
- Seek shelter on the lowest level possible in an interior room with no windows. Do not stay in the hallways or near any windows. When exiting a room or office, close the door.
- Employees should make sure the public is properly assisted in evacuating.
- Once the warning has been lifted, you will be given instructions to enter your floor again.
- If you are in the building before or after normal building hours, you are responsible for your own safety. You will need to be on alert to any weather warnings and take the necessary precautions.
- Tornado sirens in Indianapolis/Marion County are usually tested on the first Friday of each month at 11am, as long as the weather is clear.

Medical Emergency

- In the case of a medical emergency, dial 274-7911 to reach IU Police.
- One person should try to stay with the individual(s) needing assistance and another, if possible, needs to meet the emergency team at the front door of the Campus Center to direct them to a location.

Bomb Threats

- If you receive a bomb threat:
 - Call Campus Police at 274-7911 or 911
 - Alert the Information Desk to start the evacuation process using the building phone tree.

Areas of Safety and Refuge for Persons Needing Access or Functional Assistance

- The following are the designated areas of rescue assistance to which persons needing access or functional assistance during emergency situations should be taken to wait for assistance from public safety personnel.
- **Fire Alarm**
 - Theater: Level: Game Room (CE 009)
 - Level 1: Meeting Room 148 (preferably, they should exit the building)
 - Level 2: Art Gallery (CE 240) or exit to Cavanaugh Hall via the connector
 - Level 3: Student Life Suite (CE 350)
 - Level 4: Meeting Room 406 (Boardroom)

Severe Weather Shelter-in-Place Areas for All Building Occupants and Guests

- Theatre Level Game Room, Theater, Group Practice Room, restrooms, interior back hallways
- Level 1: Restrooms, Student Locker area
- Level 2: Restrooms, interior back hallways
- Level 3: Restrooms, interior back hallways

- Level 4: Restrooms, interior back hallways, 450A/B/C

Evacuation Routes to Exit the Building

- In emergency situations where evacuation of the Campus Center is required, those in the building should use the routes outlined below to proceed outside in a calm and orderly fashion. Once outside the building, move 100 feet away from building to one of the following designated areas:
 - **Emergency Assembly Points**
 1. Safely cross University Blvd to areas around Cavanaugh Hall and Lecture Hall
 2. Safely cross Vermont Street to surface parking lots 80 and 58
 3. Exit to Cavanaugh Hall via the connector on Level 2
 4. Safely cross Michigan Street to areas a gathering area in front of the Simon Cancer Center.
- **From Theater Level**
 - From Game Room, TV Lounge, Theatre, CFS Offices, Music Department offices and practice rooms
 1. Walk up (do not stand/ride) the escalators to Level 1 and exit through the main entrance.
 2. Walk up the Bell Tower stairwell to Level 1 and exit through the main entrance.
 - From Bookstore
 1. Walk up the northwest emergency stairs to Level 1 and exit the building along Michigan Street.
 2. Walk up the central stairwell inside the Bookstore to Level 1, proceed out of the bookstore, and exit the building via the east entrance to University Boulevard.
- **From Level 1**
 - From Information Desk, Citizens Commons, Food Service Offices, Kitchen
 1. Exit through the main entrance.
 2. Exit through the southwest entrance.
 - From Room 148, Outtakes, Bookstore
 1. Exit through the east entrance to University Boulevard.
 2. Exit through the main entrance.
 3. Walk through the bookstore and exit through the northwest emergency stairwell to Michigan Street.
- **From Level 2**
 - From Campus Center Administration Office, Rooms 268 and 264, Office of the Registrar, Student Financial Services, Cultural Arts Gallery
 1. Walk down (do not stand/ride) the escalator to Level 1 and exit the building via the east entrance to University Boulevard.
 2. Walk down the Bell Tower stairs to Level 1 and exit via the main entrance.
 3. Exit to Cavanaugh Hall through the connector.
 - From Admissions Center
 1. Exit through the northwest emergency stairwell in the 260 space, proceed to Level 1, and exit the building along Michigan Street.
 2. Walk down (do not stand/ride) the escalator to Level 1 and exit the building via the east entrance to University Boulevard.
 - From Credit Union, Caribou Coffee, Mondo Subs, Jag Tag, Post Office
 1. Exit to Cavanaugh Hall via the connector.
 2. Walk down the Southwest stairs to Level 1 and exit via the southwest entrance to Vermont Street.
 3. Walk down the Bell Tower stairs to Level 1 and exit via the main entrance.

- **From Level 3**
 - From Office of Student Involvement and Student Organization Center (Cube)
 1. Walk down the northwest emergency stairs (inside the 370 suite) to Level 1 and exit the building along Michigan Street,
 2. Walk down (Do not ride) the escalator to Level 1 and exit the building via the East doors University Blvd
 3. Walk down the tower Stairs to Level 1 and exit the building.
 - From Meeting Rooms 305, 306, 307, 308, 309, 310
 1. Walk down the Bell Tower stairs to Level 1 and exit via the main entrance.
 2. Walk down (do not stand/ride) the escalators to Level 1 and exit via the main entrance.
- **From Level 4**
 - From 450 A, B, C
 1. Use the exits on the west side of the room (heading toward the interior back hallway and away from the main doors to the room). Turn left as you exit the room follow the corridor to the left, and walk down the northwest emergency stairs to Level 1. Exit the building along Michigan Street.
 2. Walk down (do not stand/ride) the escalator to Level 1 and exit the building through the east entrance to University Boulevard.
 3. Walk down the Bell Tower stairs to Level 1 and exit via the main entrance.
 - From Meeting Rooms 405, 406, 409
 1. Walk down the Bell Tower stairs to Level 1 and exit via the main entrance.
 2. Walk down (do not stand/ride) the escalator to Level 1 and exit via the main entrance.
 3. Proceed to the back of the building into the interior back hallway to the northwest emergency stairs. Walk down to Level 1 and exit the building along Michigan Street

Shelter Areas During Severe Weather

- Because the Campus Center has many windows, the number of safe areas in the building in which to seek shelter during severe weather is somewhat limited. The safest locations are always on the lowest level possible in the center of the building away from exterior walls and windows. If severe weather occurs at a time when the Campus Center is extremely busy (e.g., lunchtime on a weekday, when a large conference is being held), all those in the building may not fit into interior spaces on the Theater Level. During such times, employees with interior offices without windows should consider staying in their offices.
- The following is a listing of shelter areas on each level of the Campus Center:
 - **Theatre Level**
 - o Game Room
 - o Theater
 - o Group Rehearsal Room
 - o Interior Back Hallways (Proceed to the back of the elevator bay and turn right)
 - o Restrooms
 - **Level 1**
 - o Bookstore (Patrons can move to the lower level of the bookstore.)
 - o Locker Area (Proceed to the back of the elevator bay and turn right)
 - o Food Service employees can shelter in their Administrative offices
 - **Level 2**
 - o Interior Back Hallways (Proceed to the back of the elevator bay and turn right)
 - o Restrooms
 - o Some Credit Union employees and patrons can shelter in the rear area of the Credit Union
 - **Level 3**
 - o Interior Back Hallways (Proceed to the back of the elevator bay and turn right)
 - o Restrooms

- Those in meeting rooms may access the interior back hallways from the doors on that side of the building
- **Level 4**
 - Interior Back Hallways (Proceed to the back of the elevator bay, through double doors on right, then go left)
 - Restrooms
 - Those in 405, 406, and 409 may access the interior back hallways from the doors on that side of the building
 - 450 A/B/C

Armed Subjects / Active Shooter Situations

- An armed subject/active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases armed subjects use firearm(s), and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement to stop the shooting/violence and mitigate harm to innocent victims.
- How you respond to an armed subject/active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one perpetrator involved in the same situation. If you find yourself involved in an armed subject/active shooter situation, try to remain calm and use the following guidelines to plan your strategy for survival.
- **If an armed subject/active shooter is outside your building**
 - Proceed to a room that can be locked; close and lock all windows and doors; and turn off all the lights. If possible get everyone down on the floor and ensure that no one is visible from outside the room.
 - One person in the room should dial IU Police at 274-7911 to advise the dispatch operator as to what is occurring and your specific location.
 - Remain calm and in place until Police arrive, or a campus administrator known to you, gives an "all clear" indication. Unfamiliar voices may be the armed subject/shooter attempting to lure victims from their safe place; do not respond to any voice commands until you can verify that they are being issued by a Police officer or other trusted campus administrator.
- **If an armed subject/active shooter is in the same building**
 - Determine if the room you are in can be locked and, if so, lock all doors and windows and turn off all lights. If possible get everyone down on the floor and ensure that no one is visible from outside the room.
 - If you are not in a secure room, determine if there is a nearby location that can be reached safely and subsequently secured.
 - Or, if you can do so safely, exit the building.
- **If an armed subject/active shooter enters your office or meeting room**
 - Try to remain calm. Dial IU Police at 274-7911, if possible, and give dispatch the subject's/shooter's location and your location.
 - If you cannot speak, leave the line open so the dispatcher can listen to what is taking place.
 - If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the armed subject/shooter. Attempting to overpower him/her with force should be considered only as a very last resort, after all other options have been exhausted.
 - If the armed subject/shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area you are leaving.

- No matter what the circumstances, if you decide to flee during an armed subject/active shooter situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any Police officers you may encounter. Do not attempt to remove injured people. Instead, leave wounded victims where they are and notify authorities of their location as soon as possible.
- Do not try to drive off campus until advised it is safe to do so by Police or campus administration.
- **What to expect from responding public safety personnel**
 - Public safety personnel responding to an armed subject/active shooter are trained to proceed immediately to the area in which shots were last heard or the armed subject is known to have been seen. Their purpose is to stop the violence/shooting as quickly as possible.
 - The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.
 - Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the armed subject/shooter is, tell the officers in any way that you can (verbally, hand signals, etc.).
 - The first officers to arrive will not stop to aid injured people. Rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.
 - Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene. Public safety personnel will usually not let anyone leave the vicinity until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Using the Campus Center Outside Normal Hours

- All staff members are highly discouraged from being in the Campus Center when it is closed. However, there are instances when university employees are given special access to be in the building outside of normal hours. These guidelines are to be followed by those occupying the building before or after normal building hours.
- After you enter the building, make sure the door you used is latched and locked behind you. It is recommended that you shake the door after it closes to make sure it is locked. Keeping the entry doors locked after you enter and exit the building is critical to your safety and the safety of others who remain in the building.
- If you have been given swipe card access, you can enter from the Level 1 garage entrance (just inside the garage in the stairwell) or the Level 2, north garage entrance (the doors with the picture of the Campus Center). Make sure the doors are latched and locked after you enter/exit.
- Staff members are discouraged from being in the building when it is closed to the public, unless absolutely necessary. If you plan to be in the building outside of normal hours, it is recommended that you inform another staff member of your plans.
- There are a limited number of security cameras with monitors in the facility. The university does not monitor activity on a continuous basis. Essentially, you are responsible for your own safety when you are in the building outside of normal hours.
- Be aware of your surroundings at all times.
- Review floor maps to locate emergency exits, fire extinguishers, and emergency phones.

- Keep the door to your office suite locked while you are inside working.
- If you feel your safety is being threatened, dial the IU Police at 274-7911 or 911 for immediate assistance. The address of the Campus Center is 420 University Blvd (campus building code is CE).
- All the regular emergency and evacuation procedures should be followed at all times.