



Plan an Event

Plan ahead for events big and small

So you're planning an event on the Indiana University Bloomington campus—but you're a student, not an event planner. You've come to the right place.

Student Involvement and Leadership Center (SILC) Space Reservations is the entry point for securing student organization event and meeting space, and for departments and registered student groups scheduling outdoor space on campus.

Continue reading below for event policies and guidelines, as well as information about submitting a space reservation request and securing event approvals. If you need further assistance, check out the Frequently Asked Questions below. You can also meet with a staff member by scheduling an appointment [here](#)

<<https://outlook.office365.com/book/StudentInvolvementLeadershipCenter@indiana.onmicrosoft.com/>> .



Who can host events on campus?

The Student Involvement and Leadership Center supports space reservations for registered student organizations, as well as for university departments planning outdoor events.

Members on the beINvolved <<https://beinvolved.bloomington.iu.edu/>> roster for a registered student organization may submit requests on behalf of that organization.

If you are submitting a request for **outdoor space** on behalf of an IU department or center, you must be a full- or part-time employee on that department or center's staff. Departments may request classrooms through the Office of the Registrar <<https://registrar.indiana.edu/information/apps/campus-event-scheduling.shtml>> , or other indoor spaces directly through the venue.

How to reserve space on campus

1. Read and understand all event guidelines and policies on this page.
2. For all indoor and outdoor space requests, log in to beINvolved <<https://beinvolved.bloomington.iu.edu/>> , navigate to your organization's Manage page, and click "Create Event" to get started.
3. To reserve tabling space only, submit a request through the beINvolved "Create Event" form. See "Tabling reservations" below for details.

On-campus event policies and guidelines

SILC's Space Reservation staff will assist you in event planning and help you meet the following campus requirements.

The submission request guidelines are as follows:

- Gatherings of 1 to 49 attendees are permitted at any time unless the space is already reserved. However, campus space reservation requests should be submitted at least 3 days prior to the event if you would like to reserve space on campus. This is to give staff sufficient time to process your request.
 - Gatherings of 1 to 49 that include food, amplified sound, ticketing, signage, inflatables, animals, or other high-risk activities may require additional time for review and we recommend submitting these requests as early as possible.
- Campus space reservation requests for meetings and events with 50 to 99 attendees are due at least 3 days prior to the event.
 - A UERC submission is required with the same timeline.
- Event and campus space reservation requests for events with over 100 attendees are due at least 5 days prior to the event.
 - A UERC submission is required with the same timeline.
- Events with temporary structures and/or mass physical objects are due at least 7 days prior to the event.

Consideration for Events with Extensive Logistical, Safety, and Security Planning

While a minimum advance notice is required for events, please note that events including additional elements—such as food, amplified sound, ticketing, signage, inflatables, road closures, security, or other high-risk activities—may require extra time for review and approval. To ensure your space is reserved and all components are properly coordinated, we strongly encourage early submission of your event request.

By reserving any indoor or outdoor space for an event, the student reserving the space and the affiliated organization both accept responsibility for the event, including policy compliance, conduct, or damages, and agree to cooperate with Indiana University and/or University officials.

**Greek Organizations may also be required to provide notice of certain events to the Office of Sorority and Fraternity Life as outlined in the Indiana University Office of Sorority and Fraternity Life Social Events Policy <<https://studentlife.indiana.edu/involvement-belonging/sororities-fraternities/safety-accountability/social-event-guidelines.html>> . Large Events and Events with High Profile Performers planned at Housed Greek Organizations require additional review and documentation as outlined by OSFL.*

Space reservation request and event approval deadlines

Deadlines for requesting campus space and securing event approval are based on the type of event.

Events with less than 50 attendees are not required to receive approval, however, campus reservations should be submitted at least 3 days prior to your event to allow sufficient time for processing and reserving space.

Gatherings of 1 to 49 that include food, amplified sound, ticketing, signage, inflatables, animals, or other high-risk activities may require additional time for review and we recommend submitting these requests as early as possible.

Small Events/Meetings

(1–49 people attending)

Examples of small events include, but are not limited to: student organization meetings, small gatherings, invitation-only events, and membership solicitation events with a planned attendance from 1 to 49 people.

Small to Mid-Size Events/Meetings – submit at least 3 days prior to event

(50–99 people attending)

Examples of small to mid-sized events include, but are not limited to: student organization meetings, networking events and receptions, events with guest speakers, and events with a planned attendance of 50 to 99 people. UERC submission is required for these events.

Large Event – submit at least 5 days prior to event

(Includes events requiring extensive logistical, safety, and security planning)

(100 or more people attending)

Examples include a dance or any event requiring crowd control or security, amplified sound, electricity, ticket sales, or involving children. Refer to the University [Event Management Policy](https://policies.iu.edu/policies/ua-19-event-management/index.html?_gl=1*1ndtaix*_gcl_au*MjM4NjcwMzU3LjE3NzcwMzA2NjU.*_ga*OTk3Nzg2ODQzLjE3NzcwMzA2NjU.*_ga_61CH0D2DQW*cze3NzcwMzA2NjQ) <[https://policies.iu.edu/policies/ua-19-event-management/index.html?](https://policies.iu.edu/policies/ua-19-event-management/index.html?_gl=1*1ndtaix*_gcl_au*MjM4NjcwMzU3LjE3NzcwMzA2NjU.*_ga*OTk3Nzg2ODQzLjE3NzcwMzA2NjU.*_ga_61CH0D2DQW*cze3NzcwMzA2NjQ)

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Event with Temporary Structures and Mass Physical Objects – submit at least 7 days prior to event

(Includes events with tents, inflatables, portable stages, portable restrooms, and promotional yard signs)

Tabling reservations



The Student Involvement and Leadership Center coordinates reservations for tabling at all reservable outdoor locations on campus and indoor locations at the IMU and in Ballantine Hall. Tables are not provided by SILC for outdoor tabling. See "Outdoor spaces" below for available locations.

A variety of activities may occur at tabling locations, in accordance with campus policies.

- Food is permitted at tabling locations.
 - If you are tabling in the Indiana Memorial Union, all food must be provided either through IU Catering or purchased from a restaurant located within the IMU.
 - If you are tabling in Ballantine Hall or any outdoor tabling location, food must be produced in a commercial kitchen.
 - Pre-packaged food is recommended for tabling; however, any event with food must follow the Food Protection Policy. For tabling events with food, submit the Temporary Event Food Service Application at least 5 days before the event.
- IU's Non-solicitation on Campus Policy limits commercial activity. Tabling involving outside businesses requires approval from IU Purchasing.

Student organizations are welcome to reserve tabling space at designated locations across campus during approved tabling hours beginning at 8 a.m. To help ensure access for all organizations, tabling reservations are subject to the following guidelines:

- Organizations may reserve a tabling location for:
 - Up to two consecutive days in the same location
 - Up to three total days within a single week (Sunday through Saturday)
 - A maximum of four (4) hours per location per day

These guidelines allow multiple student groups the opportunity to share campus spaces and engage with the community throughout the week.

Tabling requests are now exclusively submitted through the beINvolved "Create Event" form. The available tabling locations will populate in the form. Note that the Sample Gates location may be reserved, but the use of tables is not permitted at this location.

Requests submitted through this form will be reviewed within 3–5 business days. Requests submitted on evenings or weekends will be reviewed during regular business hours.

Assembling and raising awareness



As an educational institution, Indiana University is dedicated to fostering an environment that values a culture of open dialogue and free expression on all our campuses.

Please review the [First Amendment Policy](https://policies.iu.edu/policies/ua-14-first-amendment-indiana-university/index.html?_gl=1*1lm45b6*_gcl_au*MjM4NjcwMzU3LjE3NzcwMzA2NjU.*_ga*OTk3Nzg2ODQzLjE3NzcwMzA2NjU.*_ga_61CH0D2DQW*cze3NzcwMzA2NjQ) <[https://policies.iu.edu/policies/ua-14-first-amendment-indiana-university/index.html?](https://policies.iu.edu/policies/ua-14-first-amendment-indiana-university/index.html?_gl=1*1lm45b6*_gcl_au*MjM4NjcwMzU3LjE3NzcwMzA2NjU.*_ga*OTk3Nzg2ODQzLjE3NzcwMzA2NjU.*_ga_61CH0D2DQW*cze3NzcwMzA2NjQ)

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Where to demonstrate

Expressive activities can occur on campus consistent with the policies listed above. While not required, students are encouraged to reserve appropriate space and seek event approval through the UERC process to help ensure public health and safety and to gain access to helpful infrastructure such as stages and sound equipment.

Classroom spaces



Student organizations may request space reservations for academic spaces on campus. When scheduled classes are completed for the day, the following academic spaces are prioritized specifically for student organizations to reserve. To request classrooms not listed here, or during other times, select "Classroom to be Determined" on the reservation request.

Ballantine Hall, BH 144 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=1&room_number=144>

Moveable desks

Capacity: 36

Ballantine Hall, BH 005 <<https://cts.iu.edu/rooms/index?room=1595>>

Tiered tables, chairs in semi-circle

Capacity: 59

Ballantine Hall, BH 003 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=1&room_number=003>

Moveable tables and chairs

Capacity: 87

Ballantine Hall, BH 110 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=1&room_number=110>

Theater, fixed seating

Capacity: 140

Biology Building, JH 065 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=8&room_number=065>

Moveable desks

Capacity: 63

Ernie Pyle, EP 256 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=4&room_number=256>

Moveable desks

Capacity: 24

Ernie Pyle, EP 257 <<https://cts.iu.edu/rooms/index?room=127>>

Theater, fixed seating

Capacity: 168

Geology Building, GY 1050

<https://cts.iu.edu/rooms/search?campus_id=1&building_id=6&room_number=1050> Theater, fixed seating

Capacity: 69

Global International Studies, GA 1100 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=48&room_number=1100>

Moveable tables and chairs

Capacity: 64

Global International Studies, GA 1128 <<https://gisb.indiana.edu/building/facilities/index.html#classrooms>>

Moveable tables and chairs

Capacity: 64

Lindley Hall, LH 102 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=1&room_number=110>

Theater, fixed seating

Capacity: 100

Myles Brand Hall, I E150 <<https://cts.iu.edu/rooms/index?room=1095>>

Fixed tables with rolling chairs

Capacity: 60

Psychology Building, PY 115 <<https://cts.iu.edu/rooms/index?room=200>>

Large table with chairs

Capacity: 34

Psychology Building, PY 100 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=15&room_number=100>

Theater, fixed seating

Capacity: 255

SPEA Building, PV 272 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=19&room_number=272>

Moveable tables and chairs

Capacity: 48

Swain West, SW 218 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=29&room_number=218>

Moveable tables and chairs

Capacity: 29

Wells Library, LI 028 <<https://cts.iu.edu/rooms/index?room=3989>>

Moveable desks

Capacity: 42

Woodburn Hall, WH 111 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=24&room_number=111>

Theater, fixed seating

Capacity: 64

Woodburn Hall, WH 004 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=24&room_number=004>

Theater, fixed seating

Capacity: 68

Wright Education, ED 1210 <https://cts.iu.edu/rooms/search?campus_id=1&building_id=3&room_number=1210>

Desks

Capacity: 45

Wylie Hall, WY 115 <<https://cts.iu.edu/rooms/index?room=281>>

Moveable tables and chairs

Capacity: 48

If you are looking for classrooms outside of this list of available spaces, you can search the [Classroom Database](https://cts.iu.edu/services/classroom-database.html) <<https://cts.iu.edu/services/classroom-database.html>> to determine classroom space that meets your organization's needs.

Food and beverages



Food service

All student organization events that are open to the public and include food for public consumption are subject to approval by the Department of Environmental Health and Safety (EHS). These events can use a food truck, IU approved caterer, pre-made and pre-packaged food items, or a restaurant. If the event is open to the public, you cannot give out homemade food items.

Read the full [Food Protection Policy](https://policies.iu.edu/policies/ps-ehs-05-food-protection/index.html) <<https://policies.iu.edu/policies/ps-ehs-05-food-protection/index.html>>.

Alcohol

Events serving alcohol must adhere to the alcohol policy as specified by Insurance, Loss Control, and Claims. Read the [full policy on Service of Alcohol](https://policies.iu.edu/policies/fin-ins-10-service-alcohol/index.html) <<https://policies.iu.edu/policies/fin-ins-10-service-alcohol/index.html>>.

Hoosier Welcome restrictions



Hoosier Welcome at Indiana University is a part of an invaluable orientation process and early transition period for new students. As such, the university wants to provide an optimal matriculation experience during that period before classes begin.

There are often official volunteer opportunities for student groups to participate in Hoosier Welcome and IU Guide Programs. Please contact First Year Experience for more information on ways groups can formally participate. Organizations interested in developing virtual programs or appropriate in-person events that align with the goals and purpose of Hoosier Welcome may submit program proposals to the Office of First Year Experience using [this form](https://iu.co1.qualtrics.com/jfe/form/SV_2oFPVbU9MszafjL) [<https://iu.co1.qualtrics.com/jfe/form/SV_2oFPVbU9MszafjL>](https://iu.co1.qualtrics.com/jfe/form/SV_2oFPVbU9MszafjL).

Student organizations are prohibited from hosting events, tabling, or distributing flyers or other materials for the express purpose of membership recruitment and/or social activities involving first year students during Hoosier Welcome through the end of the IU Guides Program without prior approval from the Campus Space Committee.

Hoosier Welcome concludes at the close of the IU Guides program on the first day of the fall semester. At that time student organizations may begin to have recruitment and social events.

Insurance, loss control, and claims



Select **Self-Governed Student Organizations** and select student organization events based on size and scope of the event, and all non-IU, outside organizations must provide proof of general liability insurance to the Office of Insurance, Loss Control, and Claims to provide services or products for a campus event.

Late-night events



Dances, socials, and parties occurring on campus are a vibrant part of student life. To ensure these events are safe, well-organized, and compliant with university standards, hosting organizations must follow the guidelines and timelines outlined below. This policy applies to all student organizations, and university-affiliated dances, social, and parties held on campus that begin at or after 9 p.m.

Definitions

Late Night Event: Dances, socials, and parties open to the public that start during evening or night-time hours, typically after 9 p.m.

Hosting Organization: The group responsible for planning and organizing the event, including:

- Working with, and responding to, hosting facility staff and security;
- Managing event logistics;
- Being responsible for event check in decisions;
- Clearing the facility and surrounding area of attendees within 15 minutes of the event end time

Hosting Facility: Venue for the event, including staff responsible for access, set-up, and ensuring the space meets safety and capacity requirements.

Hosting Organization Event Lead: The primary point of contact for the hosting organization during the planning process and throughout the event. This individual oversees event staff, manages event logistics, and works collaboratively with campus safety, the hosting facility, and hired security to address any issues. This individual is responsible for ensuring compliance with university policies and procedures.

Event Staff: Individual(s) assigned to support the event by maintaining safety, assisting attendees, enforcing policies, and helping with logistics such as check-in, crowd control, or clean-up.

Guidelines

- Events must end no later than 2 a.m. or when the hosting facility closes, whichever is earlier
- Hired security is required for all late-night events depending on the number of attendees
- There should be at least 1 security officer per 100 attendees
- All hired security must be on Indiana University's approved vendor list
- All decisions regarding security requirements or security waivers for events will be at the discretion of the Indiana University Police Department in consultation with Student Involvement and Leadership (SIL), the Campus Space Committee, and the UERC
- There must be 1 event staff member from the hosting organization(s) per 20 attendees. A list must be provided to the Student Involvement & Leadership Center for all event monitors one week prior to the event.

- If the event includes paid admission, the hosting organization must use Ticketmaster, which has an exclusive contract with the university for on-campus events
- Additional documentation and approvals may be required depending on the details of the event, including but not limited to food, stages, attractions/inflatables, and/or paid admission
- The capacity of the venue and/or maximum anticipated attendance of the event must be monitored by the hosting organization(s) and cannot exceed maximum capacity at any time
- There must be a designated check-in with a method to identify attendee check-ins (e.g., wristbands, stamps, etc.) and allow re-entry if needed
- Event attendees can include any IU community member (students, faculty, or staff with a CrimsonCard) and up to three guests per IU community member. All guests must have their ID checked and must sign in on a guest sign-in sheet with the name on their ID.
- The hosting organization must provide a copy of the guest and attendance list for any event upon the request of the Office of the Vice Chancellor for Student Life, the Office of Student Conduct, or the Student Involvement & Leadership Center. The hosting organization must maintain records of the guest and attendance list for two years following the event.
- The following items are restricted:
 - Outside food and drinks
 - Alcohol
 - Tobacco
 - E-Cigarettes
 - Drugs and marijuana
 - Umbrellas
 - Signs/banners
 - Animals/pets
 - Bags – small purses are allowed
 - Weapons
- All laws and IU and facility-specific policies must be followed (i.e., keeping fire lanes clear of vehicles; no alcohol allowed in facilities).

Planning and Timeline

- Submission of space reservation and event request
- **3 weeks from event:**
 - Event review meeting with Campus Space Committee, including Hosting Facility
- **1 week from event:**
 - Finalized security contract must be submitted to Student Involvement & Leadership Center and Hosting Facility
 - Communication with hired security on event guidelines and connect with Hosting Facility staff
- **30 minutes to one hour before event:**
 - Event Kickoff Meeting held between venue provider, hosting organization, security and/or IUPD (*At least 5 members of the hosting organization must be present, including the Event Lead*)

Failure to complete the following planning timeline may result in the cancellation of the event.

Event Safety, Security and Support

Maintaining safe events is a shared responsibility between the hosting organization, the hosting facility, and IU Campus Safety, including IUPD and hired security. This commitment to shared governance includes decisions regarding conflict management. However, immediate or final decisions, particularly in cases of crisis management, may be made by IUPD and/or facility staff.

To quickly end disturbances, lights may be immediately turned on, and music may be stopped to assist those managing the event. Depending on the severity of the disturbance, and the potential for other disturbances, the event may be ended.

Depending on the severity of the disturbance and/or policy compliance, future events requested by the hosting organization may be canceled after consultation with, at minimum, the Hosting Facility, Student Involvement & Leadership Center, and the Office of the Vice Chancellor for Student Life.

Movie screenings



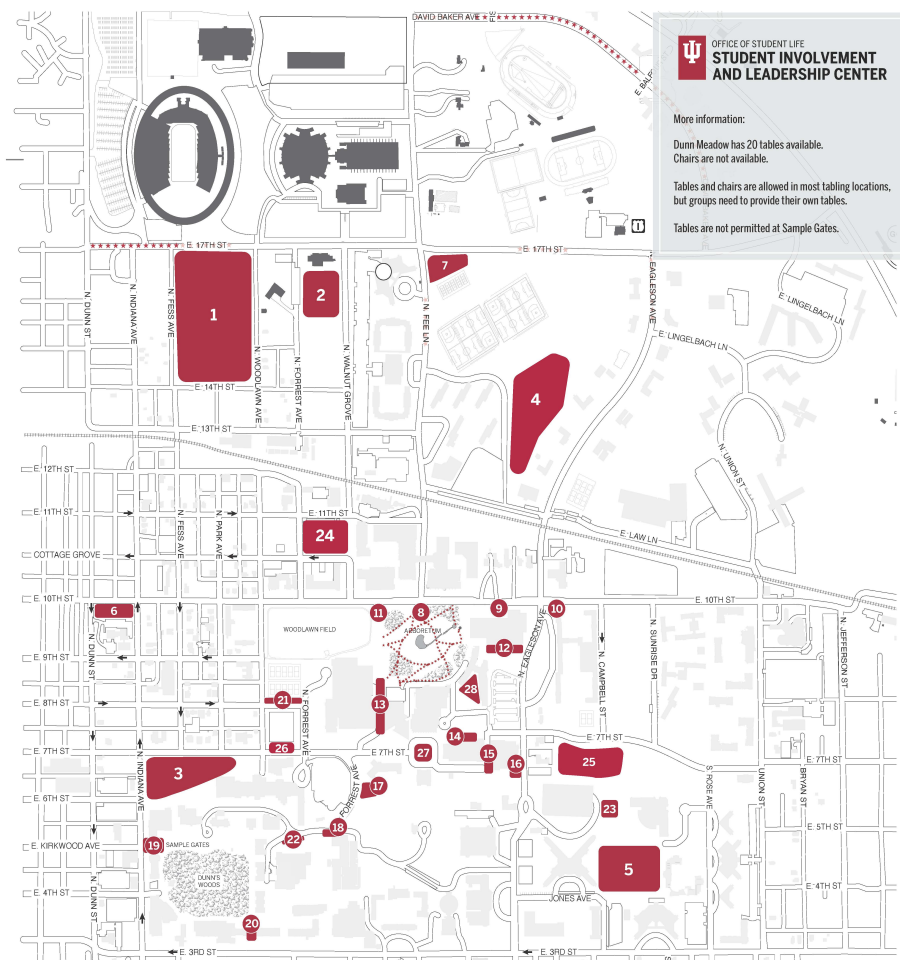
In order to screen a movie in a public venue, rights to show the movie must be obtained. Here are some sources to consider:

- There are film companies like [Swank Motion Pictures](https://www.swank.com/college-campus) <<https://www.swank.com/college-campus>> and [Criterion Pictures](https://www.criterionpicusa.com/) <<https://www.criterionpicusa.com/>> where you can purchase the license and then send you a copy of the film. These services often have the newest releases.
- The IU Library has a database for films called [Kanopy](https://www.kanopy.com/en/iupui/?frontend=kui) <<https://www.kanopy.com/en/iupui/?frontend=kui>> that mostly has independent films and documentaries. These are to be used only for IU faculty, staff, and students. You can stream to the IU community only and it would be free of cost.
- [PBS](https://shop.pbs.org/) <<https://shop.pbs.org/>>: AV or Indexed Programs can be purchased. For example, the title will be listed as "The White House: Inside Story DVD-AV Item." Films are available at a reasonable cost from \$30–\$100 (depending on the series).

Outdoor spaces



To download a map of reservable outdoor event spaces on campus, log into beINvolved and visit the Documents section of the [Student Involvement and Leadership Center](https://beinvolved.bloomington.iu.edu/organization/sil/documents) page <<https://beinvolved.bloomington.iu.edu/organization/sil/documents>> or view the map below.



OUTDOOR EVENT SPACES

- | | | |
|---|---|---------------------------------------|
| 1 Tailgate Fields P | 14 Auditorium - North Side Walkway | 27 Showalter Fountain |
| 2 Virgil T. DeVault Alumni Center P | 15 Courtyard Between Auditorium and Neal-Marshall | 28 Hamilton Lugar School South Lawn P |
| 3 Dunn Meadow P, E, H, T | 16 Neal-Marshall Clock Tower | |
| 4 Tundra P | 17 Woodburn Clock Tower | |
| 5 Kinsey Hollow | 18 Outside Ballantine Hall | |
| 6 McCalla Field P | 19 Sample Gates | |
| 7 17th St and Fee Field | 20 Clock Tower Between Rawles Hall and Swain Hall | |
| 8 10th St and Fee at Arboretum | 21 Roadside - 8th St Drive P | |
| 9 Wells Library Bus Stop (North Side) | 22 Roadside - Outside Chemistry Building | |
| 10 10th St and Eagleson Bus Stop | 23 Ballantine Courtyard | |
| 11 Arboretum Mall Sidewalk | 24 Northwest Quad P | |
| 12 Wells Library Landing | 25 7th St Field P | |
| 13 Walkway Between School of Public Health/Sidney and Lois Eskenazi Museum of Art | 26 Lauren Robel Plaza P | |

Legend:

- Electrical Access
- Parking Nearby
- No Parking/Loading and Unloading only
- High Traffic Area
- Tables Available
- Special Guidelines Apply
- Tabling Location
- Programming Location

Pie-in-the-face events



Pie-in-the-face fundraising activities can occur on designated grassy areas of Dunn Meadow and the 7th Street field.

Approved materials: Only traditional pies or the approved alternative—whipped cream served on disposable paper plates—are permitted. No other substances or materials may be utilized.

Clean-up and ground protection: The sponsoring organization is required to utilize a non-permeable ground tarp large enough to contain all splatters. All activity must occur entirely upon this tarp. The sponsoring organization is responsible for the immediate cleanup of the area.

Police and private security



All events on campus sponsored by student organizations that have large attendance, pose security risks, or are open to the public are required to have security measures in place.

All decisions regarding security requirements or security waivers for events will be at the discretion of the Indiana University Police Department in consultation with Student Involvement and Leadership (SIL), the Campus Space Committee, and the UERC.

By reserving any indoor or outdoor space for an event, the student reserving the space and the affiliated organization both accept responsibility for any problems that may arise regarding the event. The student and the affiliated organization agree to cooperate with the Indiana University and/or officials acting in their capacity.

IUPD and approved security presence does not relinquish the student organization's responsibility for private intervention in the event of any problems, except when crime is imminent, is being committed, or has taken place, or when confrontation could lead to physical harm.

Below is the list of pre-approved security vendors:

Best Crowd Management

Phone: [\(317\) 262-8728](tel:(317)262-8728)

Email: See contact form.

Website: <https://best.garda.com/event-management-services> <<https://best.garda.com/event-management-services>>

CSC – Indiana

Phone: [\(317\) 564-9810](tel:(317)564-9810)

Email: indianapolis@csc-usa.com

Website: <https://csc-usa.com/services> <<https://csc-usa.com/services>>

Allied Universal

Phone: [\(317\) 920-0402](tel:(317)920-0402)

Email: See contact form.

Website: <https://www.aus.com/> <<https://www.aus.com/>>

Andy Frain

Phone: [\(630\) 820-3820](tel:(630)820-3820)

Email: info@andyfrain.com

Website: <https://andyfrain.com/services/> <<https://andyfrain.com/services/>>

Security Pro 24/7

Phone: [\(812\) 345-7302](tel:(812)345-7302)

Email: info@securitypro247.com

Political campaigning



IU encourages students, faculty, and staff members to exercise their constitutional right to vote and to actively participate and express their opinions regarding local, state, and national political candidates, issues, and referendums.

However, as a public institution, IU receives tax-exempt status under sections 115 and 501(c)(3) of the Internal Revenue Code. In order to maintain this status, the university (including **USOs**) shall not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate.

Inviting candidates to speak at events

A student organization may extend invitations to candidates to speak at events. A **Self Governed Student Organization** is not obligated to invite all legally qualified candidates if the student organization is using its own funds and resources. However, no campaign fundraising may occur, and the student organization must include a brief statement when introducing the candidate. This statement must indicate that IU does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

The nature of the event will determine the facility rental charge that the student organization will be assessed. If it is a campus-community event and is not open to the general public, then the normal fees (if any) will be applied. However, if the event is open to the general public, facility rental and usage fees must be charged.

Using university resources

Examples of university resources that should never be used to support a political campaign or candidate include, but are not limited to:

- The IU name, logo, or other identifying marks
- IU funds, facilities, office supplies, photo equipment, letterhead, telephones, fax machines, or computers
- IU information technology resources, such as email, websites, and online discussion boards

Prohibited activities

- IU shall not expressly or implicitly endorse any candidate for public office.
- Hyperlinks to websites of candidates for public office shall not be placed on IU websites in any manner that favors one candidate over another.
- No political fundraising may occur on university property or through the use of IU technology resources.
- Student organizations shall not use the name of Indiana University or any IU trademark, such as its logo, in connection with political candidates or partisan political activities. ([Learn more about licensing and trademarks.](https://iu.licensing.indiana.edu/) [<https://iu.licensing.indiana.edu/>](https://iu.licensing.indiana.edu/))
- Student organizations shall not use IU funds on behalf of a candidate for public office in a political campaign or to influence the public legislature.

Programs Involving Children



Organizations conducting ongoing or planned events that are designed to include or serve children/minors under the age of 18 are engaged in a Program Involving Children (PIC) and are subject to the [Programs Involving Children Policy](https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html?>). [<https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html?>](https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html?>). Programs Involving Children must be registered to ensure legal and policy compliance. ([>](https://protect.iu.edu/iu-police-department/community-policing/pic/index.html))

Solicitation, outside organizations, and for-profit agents



Nonsolicitation policy

This policy places certain restrictions on commercial solicitation within buildings and facilities as well as on the grounds of Indiana University campuses or under the operating authority of the University to ensure that university employees and students have the opportunity to perform their duties free from intrusions.

Requests to reserve campus space can only be made by a member of the sponsoring student organization, will be limited to certain campus locations, and will be reviewed by the Campus Space Committee. The student organization primary contact and advisor must submit a letter requesting the outside organization in order to reserve campus space.

The Campus Space Committee will review and approve or deny the request. The following limitations are placed on the types of vendors or entities your organization may partner with for a campus event:

- NO credit card companies
- In the event that IU has a contract for a specific product or service with a vendor, your organization may NOT sponsor other vendors who offer that same service or product

This policy does not apply to official, university-supported solicitations that are intended to address the university's broader mission to serve the community.

Outside organizations and for-profit agents

Students who are acting on behalf of their student organization AND as an employee of a for-profit company may not reserve campus space for their employer. A student organization unaffiliated with the vendor should act as sponsor.

While the outside vendor is set up on campus, a member of the sponsoring organization must be present with the outside vendor for the duration of the event in order to facilitate adherence to university policies. If a student organization sponsor is not present with the outside vendor, the outside vendor will be asked to leave campus space/property. The student organization may also be subject to sanctioning through the Office of Student Conduct

Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization. Profits from partnerships must be distributed to the organization itself.

Staging, lights, and sound



Staging and lights

If you are having an outdoor event that involves staging, lighting, or sound equipment to support bands, DJs, musical artists, spoken word artists, or an emcee, you must hire Stagehand Local Union 618 to set up, manage, and tear down any needed equipment.

Some outdoor venues are equipped with semi-permanent staging, lighting, and sound equipment. Contact Local 812 at iatse618@iu.edu to make arrangements for your event.

Amplified sound

Amplified sound is permitted so long as it does not materially and substantially disrupt the academic, living, or working environment of the University or its neighbors.

Note that the City of Bloomington has a noise ordinance that can be enforced 24 hours a day.

Ticketed events



The University has an exclusive contract with Ticketmaster for any ticketed events on campus. IU Auditorium has a full-service box office to support ticketed events, and they can create, distribute, and manage sales. Ticket setup is prepared with the Director of Ticketing and Sales. For events outside the Auditorium that charge an admission, there is an \$85 Administrative Fee and a Ticketing Fee of \$1 per ticket (\$200 minimum). Ticket scanners are also available for rental. Contact tickets@iu.edu for more information.



FAQs (Frequently Asked Questions)

What is the beINvolved Event Submission process?



- This event submission combines the space reservation request (if applicable), event approval, event promotion on beINvolved, and campus calendars (if the event is public).
- If the event is a public event, the description of the event will be used on the events calendar on beINvolved and the [IU Events Calendar <https://events.iu.edu/bloomington/all/categories/Student-run>](https://events.iu.edu/bloomington/all/categories/Student-run), so make sure the description is designed for your intended audience.

Who can submit an event?



- Any member on the organization's roster can submit an event.

When should I submit an event?



- You must submit all event requests at least 10 days in advance.
- Large events and events requiring extensive logistical, safety, and/or security planning should be submitted at least 45 days in advance.
- Space requests for outdoor spaces or Indiana Memorial Union rooms may be submitted up to one year in advance.
- Space requests for classrooms may be submitted after classes have been scheduled by the Office of the Registrar, typically in December for spring classroom requests or August for fall classroom requests.

How do I create an event submission in beINvolved?



- Click your organization's circle on the left side of the beINvolved main screen. If you're using a phone, open the left navigation menu and click the gear next to your organization's name.
- When you click the circle, a drop-down menu will appear. Click "Events."
- On the "Manage Events" page for your organization, click the blue button titled "Create Event."

How do I submit a space reservation request?



- In the "Time and Place" section on the first page of the event submission form, select "Add Reservation Request."

- Enter the date and time information and select “Browse Available Rooms.”
- In the search filter, select the appropriate option under “Building.” Note that outdoor locations are listed in the SILC Outdoor Space “building.”
- To see the largest number of rooms or locations, do not use the “Features” filter.
- If the specific academic building or classroom you prefer is not listed in Available Locations, select the “Classroom to be Determined” option. When asked later in the form, add any room preferences or specific needs as necessary.

How can I request Setup Time for my event?



- When adding a Reservation Request to a belNvolved event submission, you will see an option to add Setup Time and/or Teardown Time.
- Enter the actual event start and end times on your Reservation Request. These times will appear on the public-facing belNvolved event listing so attendees can know the event timeframe.
- If you need earlier access to the location for setup or will stay late to clean up, then add the desired amount of additional time in the Setup Time and Teardown Time fields. This additional time will be included in your space reservation so you have access to the location when you need it.
- Note that Setup and Teardown time may affect space availability. For example, if you want to schedule a 6:00 meeting but add 15 minutes of Setup Time, then rooms that have classes scheduled until 6:00 will not show as available to request.

How do I request multiple rooms on a space reservation request?



- In the “Time and Place” section on the first page of the event submission form, after selecting the first room from the available location list select “Add Another Date.”
- Select “Add Reservation Request” and repeat the process to select an available location. The originally entered dates and times are pre-populated in the Additional Date section but can be changed as needed.
- Repeat this process to add as many rooms as you need for your event.
- When asked later in the form, add any room preferences or specific needs as necessary.

How do I change a room reservation?



- **If your space reservation has been confirmed**, then request a change by directly contacting the person or office that confirmed the space reservation by email:
 - For most classroom spaces, reply to the confirmation email or contact the Office of the Registrar at regshced@iu.edu and include your reservation confirmation number.
 - For outdoor spaces and certain classrooms, reply to the confirmation email or contact the Student Involvement and Leadership Center at spaceres@iu.edu.
 - For locations in the Indiana Memorial Union, contact IMU Meetings & Events at meeting@iu.edu.
- After the scheduler confirms your change request and assigns a new location, then use the Manage Event feature in belNvolved to edit the details and submit a change request for the corresponding belNvolved event.

Is my space reservation held for my event during the review process?



- Yes, if your requested space is available, it will be held while the event goes through the review and approval process.

What are the belNvolved event visibility settings?



- Events shown to The Public are visible to anyone on the internet, with or without an IU login. These events are also displayed on the IU Events Calendar.
- Events shown to Students & staff at belNvolved are visible to those logged in to belNvolved.
- Events shown to Organization Members are only visible to students on your organization’s belNvolved roster, and the members of any co-host organizations. This is a good setting to use for group meetings or other events that are not open to the public.
- Events shown to Invited Users Only are visible only to belNvolved users who you invite to the event.

What if my event is denied?



- Review the comments, make any needed changes, and then you can resubmit the event.
- All event requests must be submitted 3, 5, or 7 days in advance depending on the scale of the event and elements that you wish to include. If your submission was denied due to not meeting this guidance, you will need to select a new date for the event.

Required information for an event/activity with food



- If you plan to bring a food truck to campus, you will need to complete the following before submitting your space reservation and event approval:
 - If your organization is a University Student Organization, fill out [this form](https://auxadmin-fireform.eas.iu.edu/online/form/authen/fffoodtruck). <<https://auxadmin-fireform.eas.iu.edu/online/form/authen/fffoodtruck>>
 - If your organization is a Self-Governed Student Organization, email Calvin Hill at calvhill@iu.edu with the food truck you would like to request and the planned location of the event.
- The currently approved food trucks:
 - Chocolate Moose
 - Crack Snax
 - Kona Ice
 - La Poblana
 - Pappy Shack
 - Pilli's Party Taco
 - Planted
 - Speakeasy Pizza
 - Wever's BBQ
- If the food truck you are interested in is not on the approved list, you can work with Calvin Hill on the food truck application process.
- If you plan to purchase food for an event open to the public (not an internal gathering for your organization) from a restaurant or caterer, you will need the following information ready:
 - Name of food vendor
 - Menu items
 - How the food will be cooked
 - How the hot foods will be kept warm (135°F or above)
 - How cold food will be kept cold (41°F or below)
 - How food will be transported
 - How food will be protected from contamination

Required information for showing a film



- If you want to show a movie in a public venue, you will need to secure the rights to show the movie and include information about how you are doing that in the event request form. Learn more in the Policies and Guidelines section above.

Required information for requesting a road or street closure



- Check <https://bloomington.in.gov/gisdata/mapgallery/Transportation/PublicStreets/CityMaintainedStreets_36x48.pdf> to see if the road is a campus road or a City of Bloomington road.
- If you would like to close a City of Bloomington road, you will need to complete the [City Right of Way Use Permit application](https://bloomington.in.gov/sites/default/files/2021-04/ROW%20USE%20PERMIT%20APPLICATION_3-10-2021.pdf) <https://bloomington.in.gov/sites/default/files/2021-04/ROW%20USE%20PERMIT%20APPLICATION_3-10-2021.pdf>. The application must be submitted at least 2 weeks in advance.
- If you want to close a campus road, you will need to provide the street name and applicable intersections in the space reservation and event approval form.
- For both types of road closures, you will need to determine how you will restrict vehicular access to the street. This usually involves the use of barricades that will need to be rented from [IU Facility Operations](https://facilityoperations.indiana.edu/) <<https://facilityoperations.indiana.edu/>> or a third-party vendor.

Required information if working with a caterer or renting equipment and attractions



- The name and contact of the third-party vendor, a description of what they are providing, and a Certificate of Insurance <https://inlocc.iu.edu/policies/vendor-insurance-policy.html> from the vendor which meets IU's minimum general liability coverage requirements. (Many commonly used caterers already have a Certificate of Insurance on file.)

Required information if a bonfire or fire is part of the event/activity



- Submit a detailed plan on how you would be setting up and using these elements in adherence to the Open Burning policy <https://inlocc.iu.edu/policies/fire-safety/open-flames.html#:~:text=Fires%20shall%20not%20be%20located,not%20be%20sprayed%20on%20flame.>> and Fireworks/Pyrotechnics <https://inlocc.iu.edu/policies/fire-safety/fireworks.html#:~:text=The%20sale%20of%20FIREWORKS%20will,where%20the%20property%20is%20located>> policy.

Required information if using a drone as part of the event/activity



- You will need to request approval by INLOCC@iu.edu and provide the requested information listed in the drone and model aircraft <https://policies.iu.edu/policies/ps-05-unmanned-aircraft-drones/index.html> policy. <https://policies.iu.edu/policies/ps-05-unmanned-aircraft-drones/index.html> . <https://policies.iu.edu/policies/ps-05-unmanned-aircraft-drones/index.html>

Required information for creating an emergency plan, and when one is needed



- If your event or activity is outside or has a higher level of risk such as security needs, a high-profile guest, or a concert/dance, you will need to create an event emergency plan to upload at the end of your submission. You can find a template for the event emergency plan here https://indiana-my.sharepoint.com/:w/g/personal/bcavanes_iu_edu/ERtt0thAHdpNggtxs9hWd0B1X2jGjf58HpdSqKTZr1RPg?rttime=GjyvCKho2Ug>. For many indoor events, you can follow the established emergency plans for the building.

Find the perfect IU space for your event

STAFF RESOURCES [HTTPS://STUDENTLIFE.INDIANA.EDU/INTRANET/](https://studentlife.indiana.edu/intranet/)