



Scheduling Coordinator  
Conference Services  
Campus Box 8610  
Normal, IL 61790-8610  
Telephone: (309) 438-2403  
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## INTRODUCTION

Scheduling of General Revenue facilities for non-academic use is coordinated by the University's Conference Services. To ensure fulfillment of Illinois State University's mission relative to teaching, research and service and to offset ongoing equipment, maintenance and janitorial costs, the University assesses user fees for this space. User fees for General Revenue space will be applied to the following categories. Classification of the appropriate category will be made by the Conference Services Non-Academic Scheduling Coordinator.

## USER FEE RATE CLASSIFICATION

### OFF-CAMPUS GROUP:

- The event is not sponsored by a University Department as part of official University business, by a Registered Student Organization currently registered with the Office of Student Life, **or** by a Faculty/Staff member serving in a professional capacity such as a member of a professional organization which is educational in nature and directly related to the mission of the University.
- Event expenses are not paid through a University account.

### ON-CAMPUS GROUP:

- The event is sponsored by a University Department as part of official University business, by a Registered Student Organization currently registered with the Office of Student Life, **or** by a Faculty/Staff member serving in a professional capacity such as a member of a professional organization which is educational in nature and directly related to the mission of the University.
- Event expenses are paid through a University account without reimbursement from another source.

### **NOTES:**

A University Department, Registered Student Organization, or Faculty/Staff member serving in a professional capacity (such as a member of a professional organization which is educational in nature and directly related to the mission of the University), who sponsors an event where an entry fee, admission fee, registration fee, voluntary donation for admission, or any other type of income collected or accepted at the event or in advance, will be assessed an on-campus user fee. If a fee, admission, or income is not collected, there would be no user fee assessed.

A University Department or Registered Student Organization who reserves a lobby table(s) for sales activities and does not place the proceeds from the event into their Registered Student Organization account will be assessed the on-campus user fee for the table(s).

## RESERVATION INFORMATION

The availability of facilities may be verified by calling the Conference Services Non-Academic Scheduling Coordinator (438-2403). A Facility Request form must be completed with waiver signature, and completion of the minors policy to confirm the reservation. The consideration of requests are made **after** academic scheduling is completed. Therefore, Facility Requests for Summer and Fall semesters may be submitted in advance, but will not be considered until February 1. Facility Requests for Spring semester may be submitted in advance, but will not be considered until September 1. A fully completed Facility Request form is required to be returned to the Conference Services Non-Academic Scheduling Coordinator at least **ten (10) working days** prior to event. **Requests received less than ten (10) working days prior to event will not be considered.** Reservations are not considered final until a confirmation email is returned to the applicant. The University reserves the right to determine and/or limit space assignments for scheduled events.

**ILLINOIS STATE UNIVERSITY  
GENERAL REVENUE FACILITIES USAGE GUIDELINES**

**CANCELLATION / NO SHOW / DEPOSIT**

The organization must contact the Conference Services Scheduling Coordinator regarding cancellations. A cancellation fee of 50% of room rental will be assessed with under 30 days of notice. A cancellation fee of 100% of room rental will be assessed with less than 10 days of notice. The organization/sponsor will also be assessed charges for labor, requested equipment, or other costs incurred by the University for the canceled event.

The University, at its discretion, may require organizations to post a partial or full advance payment/deposit when the facility is reserved, or at least ten (10) days in advance of the event. The deposit will be returned to the User if the facility is left in good condition following the event, or will be returned to the User if notice of the event cancellation is received five (5) working days in advance of the event.

**BILLING**

After the completion of the event, the Scheduling Coordinator will provide the User an invoice listing the user fees. Some events which require supervisory services may be invoiced separately. The User will pay the University for all unpaid invoices within 30 days after date of invoice. Accounts not paid in full within 30 days will be subject to 1 1/2 % interest per month and User will waive the right to future space or equipment use. The User will be invoiced according to the original Facility Request form. Therefore, the user must notify the Scheduling Coordinator of any changes to the original Facility Request form at least **five (5) working days** in advance of the event.

**UNIVERSITY RIGHTS AND REGULATIONS**

Many University requirements, such as scheduled instruction and officially sponsored meetings, are sometimes not known when a request for University space is made. Therefore, the University reserves the right to re-locate events to comparable space when necessary, no less than ten (10) working days in advance of the event. Events with signed contracts or letters of agreement entered into between the University and the event sponsor will be honored.

**Special Information About Metcalf Laboratory School and University High School**

Although the Lab Schools are included in the General Revenue Space inventory, they are first and foremost an elementary school and a high school. As such, they have extra curricular, after school and related activities unique to their educational purposes during the school year. These events include scheduled instruction, officially sponsored meetings, and athletic and post-season tournaments in which the schools are a participant. Therefore, when school is in session, the University reserves the right to re-locate events to comparable space when necessary, or to cancel this reservation if the space is required for official University use no less than five (5) working days in advance of the event.

**THE UNIVERSITY REQUIRES THE USER TO PROVIDE THE CONFERENCE SERVICES SCHEDULING COORDINATOR WITH THE EVENT ENTRY FORM, REGISTRATION FORM, BROCHURE AND/OR OTHER ADVERTISING MATERIALS USED TO PROMOTE THE EVENT AT LEAST TEN (10) DAYS PRIOR TO EVENT.**

The University may exercise the right to enter any room for the purpose of inspection, repair, or emergency.

The User is required to adhere to all University policies, regulations, guidelines, and all local, state and federal laws. Failure to comply with these regulations may result in denial of future use of University facilities and services.

If a User provides false or misleading information, the University has the right to refuse future use of University facilities.

Events requiring the University's Event Security Policy are not appropriate for General Revenue facilities.

In addition to these guidelines, the University expects the individual or organization using General Revenue facilities to comply with any additional policies and regulations of the specific facility. Registered Student Organizations need to also comply with any additional policies and regulations listed in the Registered Student Organization's handbook available at the Student Involvement Center, 387 Student Services Building.

The University may permit exceptions to these guidelines and may develop additional guidelines as appropriate.

**ILLINOIS STATE UNIVERSITY  
GENERAL REVENUE FACILITIES USAGE GUIDELINES**

**INDEMNITY AND DAMAGES**

The User shall assume full responsibility for the conduct of all participants attending the User's event. As such, the User is liable for all damages resulting from participant utilization of the facilities and equipment provided by the University. The User will reimburse the University for all damages to facilities and equipment, including audio-visual equipment, including repair or replacement, resulting from the use of those facilities and equipment by the User and/or its participants. The University assumes no responsibility for loss or theft of personal property, or damage to personal property of the User or any of its participants. The User shall indemnify and hold harmless the University, its offices and employees, against any and all claims for loss, injury or damage to persons or property arising out of activities conducted by the User or its guests on or in University facilities. The University assumes no liability whatsoever for any property placed by the User in University facilities.

**INSURANCE**

The University may require non-University organizations to provide a certificate of insurance for \$1,000,000 per occurrence for personal injury and/or death AND \$1,000,000 per occurrence for personal property damage. Illinois State University and its Board of Trustees is to be named as an additional insured. The University reserves the right to increase the coverage per occurrence for events with more than 500 delegates or a type of use with heightened liability.

Evidence of insured coverage should be delivered to: Non-Academic Scheduling Coordinator, Conference Services, Illinois State University, Campus Box 8610, Normal, IL 61790-8610 **at least thirty (30) days** prior to the date of the scheduled event. If such evidence is not received **within ten (10) days** prior to the event, the event may be subject to cancellation.

**SAFETY AND SUPERVISION**

Attendance at any event is limited to the fixed seating of the room or the established capacity in rooms where seats are not used. Standing in the aisles and in back of seats during any program is prohibited except for those staffing the event.

Exits must be open and accessible at all times. No required exit door may be fastened so that the door cannot be opened from inside by use of the door handle or by pressure on the crash bar. Exit ways serving the room must be adequately lighted at all times when the room is occupied.

All materials used as decorations must be fire resistant or flame-proof. Nothing may be attached to windows, walls, drapes, posts, or furnishings without prior approval from the Scheduling Coordinator. **Open flames are prohibited!**

Supervisory personnel for events requiring a supervisor, lifeguard, or technician will be assigned by the Conference Services Scheduling Coordinator and scheduled by either the Scheduling Coordinator, Recreation Services, or Classroom Technology and Learning Spaces. Costs for supervisory personnel will be paid by the user, and are in addition to the user fee.

The approval of the Facility Request is dependent upon the availability of the supervisory personnel.

Alcoholic beverages are not allowed in General Revenue space. Any violation will result in denial of future use of University facilities.

**SMOKING**

Illinois State University is designated as a smoke-free campus. Smoking is prohibited in all indoor areas.

**These guidelines apply to General Revenue Facilities. Inquiry should be made to the appropriate facility director for regulations and policies regarding other facilities.**