

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: B.2

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Subject: Reservations and Use of IIT Facilities
at the Downtown Campus (DTC)

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I. Policy

- A. All academic functions have priority over all non-academic functions. All non-academic events (whether by internal or external groups) will be scheduled consistent with the daily class schedule. No academic event will be moved, canceled or inconvenienced to schedule a non-academic event.
- B. DTC reserves the right to move any event to another room. If such a change is necessary, adequate substitute space will be provided, and the user will be notified of the change.
- C. All space is on a first-come/first-serve basis.
- D. DTC will not reserve space for a future semester in which academic classes have not yet been scheduled. Generally, academic class schedules are completed by the third week after the start of a new semester.

II. Spaces That May Not Be Reserved

- A. Reserve Reading Room – Tenth Floor
- B. Faculty Lounge – Eighth Floor
- C. Faculty Conference Rooms – Seventh and Eighth Floors
- D. LIR Board Room – Eighth Floor
- E. Courtroom
- F. Departmental Conference Rooms

III. Procedure for Making Reservations

- A. All requests for space at DTC (except for the 4th floor) must be made using the electronic form a minimum of seven days in advance of the event. If possible, a request for a space should be made at least 30 days in advance as space is limited in DTC. No space will be reserved without a completed form. No rooms will be reserved over the phone or by e-mail.

The electronic form can be found at <http://www.kentlaw.iit.edu/faculty-and-staff/room-reservation-form>. Once completed, the form is automatically

emailed, and you will receive an email confirmation.

Written notification of the space reserved for a function will be sent within 72 hours after receipt of the form.

To reserve space on the 4th floor of the DTC, you must make a request in person to the Stuart Graduate School of Business in Room 401A.

IV. Rental Fees

Rates charged for rooms and/or services are established by and are available from the Office of Administration and Finance in Suite 265.

A. University Groups

1. For most events sponsored by a university department or organization, the use of the space is allowed without a room rental charge.
2. Fees will be charged for furniture set-ups (re-configuring the normal room set or adding furniture to the normal room set), the use of audio and visual equipment and audio and visual staff time if the event is outside normal working hours (8:30 a.m.-5 p.m., Monday through Friday).
3. Charges may be assessed for audio and visual staff during the normal working hours if it is determined that the request requires a significant amount of audio and visual staff time.

Non-University Groups

1. Non-university individuals or groups will be charged applicable rates as outlined in the then-existing room rental rate schedule.
2. Groups sponsored by a university department or organization will be charged according to the guidelines applicable to university groups.

V. Catering of Events

- A. All individuals, departments and organizations are responsible for making their own catering arrangements.
- B. DTC cafeteria's catering service may be used by completing an *Event Catering Form* and submitting it to the manager of North Shore Vending Cafeteria, Downtown Campus. Forms are available from the Office of Administration and Finance in Suite 265.

VI. Other Conditions for Using Downtown Campus Space

- A. Serving of Alcoholic Beverages

1. A *Request To Serve Alcohol Form* must be secured from and submitted to the Assistant Vice President of Administration, Finance and CLE in Suite 265. The form will be sent to the Vice President for Business & Administration on the Main Campus for approval.
2. It is the responsibility of the person, organization, firm or company hosting the event at which alcohol is to be served to insure that no alcoholic beverages are served to anyone under the age of 21 and that no one becomes unruly or intoxicated.
3. It is the responsibility of the person, organization, firm or company hosting the event to advise the beverage server (caterer, staff member or participant) that (i) underage persons are in the building, and (ii) all persons served must be 21 or older and to ask for appropriate identification if in any doubt. A sign must be posted at all beverage service area, stating: "No one under 21 years of age will be served alcoholic beverages."
4. During an event, no alcoholic beverages are permitted outside of the assigned reserved space.

B. Posting of Signs, Notices and Banners

1. Signs, notices or banners for an event may not be nailed, tacked, taped or in any way affixed to:
 - a. walls in any hall or room;
 - b. doors (wood or glass);
 - c. the top of the front lobby reception station; or
 - d. the glass of the front lobby glass case.
2. An easel will be provided, upon request, to post a sign outside the room where the event is being held. The user may also attach a notice to the clips on the room outside of each classroom door.
3. The event will also be listed in the *Weekly Activities Schedule*, which is posted by DTC administration in the glass case in the front lobby.

C. Receiving Dock, Storage, Custodial Staff

1. DTC's receiving dock hours are 8-11:30 a.m. and 1-3:30 p.m., Monday through Friday. All deliveries for an event must go through the receiving dock. No deliveries are permitted through the front doors.
2. DTC will not store any materials prior to or after an event.