

Student Organization Event Request

Name of organization

Name of student(s) submitting the request / E-mail address, telephone number

Name and description of event

Date of event and day of the week

Beginning time

Ending time

Location of event

Room number

Number of people expected to attend & composition of group, e.g., students only, law school community, legal community, etc.

Nature of event: educational, social, etc.

Guest speaker and/or special invited guests

Food (If catered, please include name of caterer.)

Do the refreshments include any alcoholic beverages? If yes, please contact Office of Student Affairs (Dean Banker) for details in obtaining permission to serve alcohol. Please note, obtaining permission to serve alcohol may take up to **2 months** because a special “waiver” of the University’s no-alcohol policy from the Chancellor’s office is required.

Audiovisual needs; furniture rearrangement; rentals; any special needs

Who is responsible for cleanup?

Cost of event

List source of funding

Signature of student submitting request

Date

Approval by Student Affairs (Dean of Students)

Date

Notes by Dean of Students

- **PLEASE SCHEDULE YOUR EVENT ON THE EVENTS CALENDAR TO HOLD THE SPACE. UPON APPROVAL OF THE EVENT BY THE DEAN OF STUDENTS, THE DATE AND TIME WILL BE RELEASED AND APPEAR ON THE CALENDAR.**

**STUDENTS ARE EXPECTED TO ADHERE TO THE EVENT GUIDELINES ON THIS FORM.
PLEASE READ THE ENTIRE FORM.**

Guidelines for Students:

How to Organize and Schedule Events at Inlow Hall

Special Events: If your event involves any of the following: catering, alcohol, set-up/clean-up charges (tables, chairs, etc.), funding, AV equipment, parking for off-campus attendees, publicity, or other special arrangements – you will not only need to schedule it on the online Events Calendar (see instructions below), but you will also need to fill out an Event Request Form which may be obtained in the Office of Student Services, Room 119 (278-5560). You may also need to seek out the approval of other University Administrators as outlined below.

** Please note: Students are unable to schedule their own events online in Courtroom 100 and the Atrium. To reserve these areas students must fill out an Event Request Form in the Office of Student Services.*

If you are scheduling a routine meeting, you should use the web event calendar:

<http://www.indylaw.indiana.edu/calendar/webevent.pl>

- Select the “All Events and Activities” calendar to check for conflicting activities already scheduled. Please be sure that your event does not conflict with an already scheduled speaker or significant event. Scheduling two speakers or significant events at the same time can hurt attendance for both.
- Select the calendar for the room you want to use to be sure that it is available at the date and time that you want it.
- Select “Submit and Event” at the top of the calendar and enter all the required information about your event. Be sure to select the room you want if you will be using a room in the law school for the event.
- Check the calendar again within a few days to make sure that your scheduling request has been approved.
- If you encounter difficulty completing the online scheduling form, please contact Terri Cuellar, Room 235H (278-1569).

Budget: Please be aware that you may need to submit a budget for your event. If the costs exceed the funds your organization currently have available, you will need to meet with Dean of Students to determine if the event is feasible and if adequate funding can be achieved.

Funding: Student Affairs (Dean of Students) has a limited discretionary budget; however, there are always many more requests than can be accommodated, so the earlier you plan your event and seek funding, the better chance you have of obtaining additional money.

If you plan to seek sponsors outside of the law school, you will need to coordinate with the Office of Development - Amanda Kamman, Room 227D (278-7541). If the event involves charitable contributions of any type, you may need to coordinate with the Office of Development as well. **The University and IU Foundation have specific rules and procedures regarding events and charitable contributions which must be dealt with at least six months or more in advance of the event.**

Technology/AV: If you will need any technology or AV assistance (or need to use special equipment) please contact Jason Yavor at 278-8485.

Set-up/Clean-up: If you need to have tables, chairs or other items set up in the Atrium or other location, you will need to clear this with the Office of Student Services. There is a flat fee of \$250 for removal and replacement of the Atrium furniture, should your event require this. Any other moving of furniture will be a minimum of \$60 (\$30 to set up and \$30 to take down). Please include this cost in your budget. You will be responsible for checking with the building services staff to make sure your set-up is done on time and correctly (CFS call center number is 278-1900).

Catering: If you are planning to have catered food at your event, we recommend that you use Chartwells (274-7566), IUPUI's official caterer. They are familiar with our building and we encourage you to get a price quote from them in advance. Please be aware that you should double check with the caterer prior to your event to make sure that all arrangements are on track.

Alcohol: If you wish to have alcoholic beverages at your event, this can only be done if the event is NOT open to undergraduate students. A special “waiver” of the University's no-alcohol policy must be obtained from the Chancellor's office and you will need to go through the Office of Student Services – Room 119: Dean Banker, Student Affairs (278-5560) to obtain this. **Please note that this process should be started at least 2 months before the actual event.**

Parking: If people from the campus are the primary audience of your event (students, faculty, staff, or a combination of these), then special parking arrangements do not need to be made. However, if you are inviting people from off-campus, you will need to consult with the Office of Student Services about making parking arrangements with IUPUI's Parking Services. Please be aware that the campus charges between \$3.00 and \$8.00 for a temporary parking pass (for the surface lot west of our building). There is extremely limited guest parking available in the parking garage, so space cannot be relied upon for most events' parking needs. There is also a charge of \$3.00 per car for the garage. Often, if events are scheduled at a time when classes on campus are in session, off-campus guests are told to park in the Natatorium garage (which charges by the hour).

Building Access: The law school building is open M-Th 8am-midnight; F 8am-11pm; S 9am-9pm & Sunday 11am-midnight. **As of January 14, 2008, the building has a new evening access policy.** If your event will be occurring during the evening restricted access hours, you will need to make sure your guests are aware of the restrictions. For more info about access to the law school building & library, please review the [Inlow Hall Evening Access Policy](#).

Publicity: If your event involves media coverage, continuing legal education credit (CLE), or advertising to an audience outside the law school, please contact the Office of External Affairs (278-4789) as soon as possible to make arrangements. **Note:** *If your student group is working with an outside group (i.e. bar association, not-for-profit, etc.), please check with the Office of Institutional Advancement ([MacDougall](#)). There may be special considerations depending on the nature of the event.*

To have messages regarding your event sent to the entire student body/faculty/staff, please contact the Office of Student Services, Room 119 (278-5560).

To have your event included on the information screens (internal audience) or on the web site's upcoming events section (internal and external audience), please contact Liz Allington (278-3038).

Checklist:

1. **Approval of event:** fill out form for Dean of Students' office (Dean Banker).
2. **Budget:** submit a detailed budget and plan to Dean of Students (Dean Banker).
3. **Scheduling:** use the web site and double check to make sure it appears on the calendar properly.
4. **AV:** check with Jason Yavor.
5. **Set-up/Clean-up:** include this information on the form for Dean of Students' office, budget for the expense and follow up with CFS staff.
6. **Catering:** choose the caterer and the menu, make all arrangements, contact the caterer ahead of time to make sure everything is on track, make sure you have enough funds to pay for it.
7. **Alcohol:** obtain permission from the Chancellor's office (via Dean Banker's office).
8. **Parking:** include any parking needs (for off-campus people) on the form for Dean of Students' office, budget for the expense, contact IUPUI parking services if follow-up is needed (LaDonna Sloan at 274-4637).
9. **Publicity:** contact the Office of External Affairs (Dean MacDougall) and follow up if need be.

Any questions not covered in these guidelines should be addressed to the Dean of Students (IH 119).