

Use of University Facilities

General Usage

Many University requirements, such as scheduled instruction and officially sponsored meetings, are sometimes not known when a request for University premise is made; therefore, the University reserves the right to change this reservation to other space with the understanding that, if possible, comparable facilities will be provided when the change is necessary or to cancel this reservation if the space is subsequently required for official University use.

Requesting groups are responsible for informing the University when an event is canceled. Approval to use University premises presumes that the user will abide by the regulations relating to the use of University premises.

The organization shall assume full responsibility for the conduct of any patron, guest or visitor who attends an event it is sponsoring. Western Illinois University assumes no responsibility for supervising and/or chaperoning any event scheduled in campus facilities. When appropriate, WIU shall have a supervisor in the building.

Any sponsoring organization or individual using University facilities **assumes responsibility for maintaining the condition of the facilities during its use.** The organization or individual shall be responsible for all damage to, or misappropriation of, University facilities or equipment occurring as a result of the use of facilities. This responsibility includes damage or misappropriation by all non-University attendees. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.

If events require extra setup, janitorial services, Office of Public Safety personnel, utilities or other specialized services, the actual cost will be paid by the requesting organization. The sponsoring group is responsible for any damages or cleanup to the facility in which the event is held.

Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for remuneration is prohibited on the campus unless prior approval is granted.

Food and beverages are allowed **ONLY** in those areas where it is sold or served by the University-contracted food service. Setup and menu arrangements must be made at least two (2) weeks in advance in the Catering Office in the University Union.

Insurance

Proof of insurance covering events held on campus is not required by the University in regards to University-sponsored events (events sponsored by WIU departments and WIU registered student organizations).

Non-WIU organizations are required to provide a certificate of liability insurance naming the Western Illinois University Board of Trustees as an additional insured on the certificate. For more information on insurance requirements, please contact the Vice President for Administrative Services Office at (309) 298-1800.

Safety

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 on the back of seats during any program is prohibited except for ushers and others working the event.

Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of the ordinary door knob or by pressure on the crash bar.

Exit ways serving the room must be adequately lighted at all times during which time the room is occupied.

All materials used as decorations must be fire resistive or flame-proofed in accordance with the bulletin Flame-Proofed Textiles – NEPA No. 701 1969. (Copy located in the Office of the Division of Environmental Health and Safety.)

Smoking

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

Parking

Those using University facilities must adhere to all applicable rules and regulations regarding parking. Special parking arrangements must be made at least two (2) weeks in advance in the Parking Services Office.

Event/Activity: _____ Day/Date of Event _____

Start Time _____ am/pm End Time _____ am/pm Setup Date/Time _____

Facility/Location Requested _____ Anticipated Attendance _____

Brief Description of Event _____

Set-Up/Equipment Requirements (be specific) _____

Will food be served?* yes no

Admission/Income of any type? yes no

Insurance required* yes no

Parking facilities required* yes no

*see regulations on reverse side

IMPORTANT: The sponsor will be contacted if event details warrant a meeting with Scheduling & Event Services. This meeting must be conducted within 14-days of application date or scheduled event/facility will not be confirmed.

Sponsoring Organization: _____ Account # _____

Check One: Recognized Student Organization Faculty/Staff Other

Contact Person _____ Title _____

Address _____ City _____ ZIP _____

Email _____ Telephone (____) _____

Advisors Name _____ Daytime Telephone (____) _____

FEIN/SS # _____ FAX # _____

Signature of Organization Advisor (required) _____ Date _____

Signature of OSA Advisor (if applicable) _____ Date _____

Signatures: (Required for Processing)

I have read and agree to abide by University regulations listed on reverse side governing use of space.

Applicant _____ Date _____

Approved By _____ Date _____

For Office Use Only:

Charges/Fees: Facility Charges \$ _____ Labor Estimate \$ _____ Misc Charges \$ _____