

Campus and Conference Centers
Policies and Procedures Manual

Updated May, 2011

Campus and Conference Centers Policies and Procedures Manual

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Campus and Conference Centers Policies and Procedures Manual

Letter from the Director

Dear Colleagues,

This purpose of the Campus and Conference Centers (CCC) Policy and Procedure Manual is to document the parameters and methods of administrating the CCC facilities and programs at the Illinois Institute of Technology. This document offers a comprehensive listing divided into helpful resources, advertising and display policies, event planning and production, and general facility use guidelines.

These guidelines take into account life/safety and legal aspects of administrating our facility; it considers equal, respectful, and fair treatment for all our constituencies; and it is concerned about the protection of the facility, its guests and our community.

IIT Campus and Conference Centers is primarily a service department. Service to the university community should be the paramount consideration. If we can, we do.

Keep this manual nearby and refer to it as necessary. It is advised to review it periodically. The goal of this work is to be comprehensive. If you discover an issue not covered in this work, please document it for the Assistant Director so it can be added.

This manual is an internal document for our department. In its whole or in parts, this is not meant for publication outside of our office unless specified by the director.

Thank you, I appreciate the quality work you do delivering services to the university community.

Director, Campus and Conference Centers

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Mission Statements

IIT

To advance knowledge through research and scholarship, to cultivate invention improving the human condition, and to educate students from throughout the world for a life of professional achievement, service to society, and individual fulfillment.

Auxiliary Services

To provide superior services to the campus community that impact the quality of life outside of the classroom and provide administrative support and services to the entire campus community with an emphasis on customer service

Campus and Conference Centers

We build community by fostering a vibrant, welcoming environment in our architecturally significant venues by supporting events and providing services for the campus and the community.

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Advertising and Display Policies

Banner Policy

Banners approved by Student Activities can be brought to the CIC to be hung by CCC staff in either the Center Court or Commons. Banners are assigned on a first-come, first-serve basis. Only recognized student organizations, university departments, and CCC tenants may utilize banner space. An individual may not reserve banner space.

Banners will be displayed for a maximum of one week (seven days). Banners may not be used for advertising vendors, product names or logos, or any special acknowledgment other than the activity, date(s), location, and name of student organization/department. The locations and methods for displaying banners are determined by the CCC staff.

Organizations/departments reserving banner space are responsible for delivering the banner to the CIC 48 hours prior to the day they wish it to be displayed. Organizations/departments are also responsible for picking up their banner. Banners not picked up within 48 hours of the end of the reserved time will be discarded. Banner specifications:

- Banners may not exceed twelve (12) feet in length and four (4) feet in height.
- Content is approved by the CCC and the Student Activities Office.
- The CCC is not responsible for banners torn down or damaged.
- The CCC reserves the right to deny access to any group promoting products or services that are in direct competition with current interests or values of IIT.

Banners can be displayed on the outside of the CCC facilities. The organization wishing to display a banner outside must inform the CCC 2 weeks prior to the display date. The requesting organization will incur costs associated with labor provided by facility operations for the installation and removal of outdoor banners.

Donation Collection Boxes

Space for collecting donations can be requested through the CCC. University departments or registered student organizations can request space for donation receptacles in the MTCC or HH.

Donation receptacles can be placed only in areas that do not block the regular flow of traffic in either building. The CCC reserves the right to relocate the donation boxes if event needs warrant it. Reservation length will be limited to one week per reservation request.

Boxes must be covered/decorated and should include the sponsoring organization or department's name, dates of the collection, and the place where items will be donated. Groups and departments are responsible for maintaining the cleanliness of the donation area and should not allow donated items to exceed the space of the box. Items must be removed from the collections area and moved to a secure location each day.

If boxes are overflowing with donated materials, the CCC staff reserves the right to relocate the donated materials and donation boxes. Unattended cash donation collection containers are not allowed in the CCC.

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The CCC is not responsible for lost or stolen items.

Table Tents

Student groups and departments may display information on 3 sided, free-standing table tents on the Commons, Center Court, and Einstein Bros Bagels tables if:

- Content is approved by Student Life.
- The length of time that the table tents sit on the tables is at the discretion of Dining cleaning staff.
- Outside vendors may not advertise using table tents.

Bridge Tables

CCC manages 10 spaces on the bridge. A space on the bridge is defined as: one (1) 6 foot table, two (2) easels, and two (2) electrical outlets. Clients that would require more than one space on the bridge (job fairs, organization fairs, etc.) must discuss their needs with the event planning staff before the reservation will be approved.

To reserve a space on the bridge, internal clients utilize Virtual EMS. The reservation should be made a minimum of 48 hours in advance.

- Internal clients will not incur a charge for a promotional table.
- External clients will make their reservation through the event planning staff. External clients will pay the current published rate.

On the day of reservation, the table will be set up for the client when they arrive at the MTCC. The client will come to the CIC. A member of the CCC staff will set the table up for the client at that time. A CCC staff member will remove the table from the bridge when the reservation has ended. This procedure will be followed for each day of a reservation.

- No items may be left beyond the booking for each day. This includes signage, placards, etc.
- No items may be taped on the walls, windows, or floors of the MTCC at anytime. CCC staff will remove any items in violation of this policy.
- Signage may be attached to the CCC-provided table and easels.
- Food that is not purchased through Sodexo may not be served from a promotional table without the prior approval of the CCC director or his/her designee.
- Promotional tables cannot interfere with the traffic flow on the bridge. Clients must stay at their table and not solicit customers from in front of the table.
- Promotional table requests may only be for five (5) consecutive days per reservation.
- Clients may not move tables under the LCD Screen that is on the path towards the Commons unless they have written consent from the director of the CCC.

OSL Advertising and Display Policies

Please see the OSL website for additional posting policies:

http://www.iit.edu/~stuact/doc/posting_policy.pdf

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Catering, Food and Beverage Policies

Alcohol Service and Use

The use of alcohol at events on campus is strictly regulated by the university.

- For student organizations sponsoring events, approval of the Dean of Students is required and the advisor of the group must be in attendance.
- For events held at IIT, IIT's Catering Service must be used as the caterer for the beverage service.
- Whenever alcohol is present at an event, contracted security will be provided at the sponsoring group's expense and Security needs are determined at the discretion of CCC Administration.
- If the event is held outside, there will be a special review of the organization's plans that include alcohol at its outdoor event.
- No alcohol is permitted outside the reserved facility/designated area.
- Any costs are the responsibility of the sponsoring organization.
- Any damages that occur to facilities and furnishings from an event will result in automatic billing to the sponsoring organization. Future reservations may be impacted.
- IIT Catering Services must serve as the bartender(s) for the event.

Catering

Due to the nature of the contractual relationship of IIT and its dining services provider Sodexo, no outside catered food for meetings, events, or groups may be brought into the MTCC or HH. Any organization bringing in food or beverages in violation of these policies will lose their right to meet in CCC facilities for a minimum of one semester.

Food Donations

All requests for donations of food and beverages (excluding alcohol) by recognized student organizations and university departments are to be forwarded to the Director of IIT's CCC for approval. Once approved, the following documentation from the donating organization must be submitted four days prior to the event:

- 1) City of Chicago Business License from business.
- 2) City of Chicago Sanitation Certificate.
- 3) State of Illinois Sanitation Certificate.
- 4) A copy of the Businesses Liability Insurance that is at least \$2,000,000. with IIT named as an additional insured
- 5) A letter acknowledging that the business is donating the food/beverage. Items donated must be itemized on in the letter.

Event planners with donated food at an event must take responsibility for all set up, clean up, and storage of donated food/beverage materials.

Internal events that are brown bag or pot luck are allowed. Student organizations wishing to hold bake sales or sell other food items must receive written approval from the director of the CCC.

Sodexo staff will work with organizations to meet unique menu requests.

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In the event that Sodexo is not able to provide catering services for the event, it will be at the discretion of the director of CCC (or his/her designee) to determine if outside food will be allowed, and at what cost to the group in question.

Violation of this policy will result in the loss of reservation privileges for one semester for IIT organizations.

Payment Guidelines for Food and Beverage

A FOAP, a deposit, or an agreement of payment arrangements that are written and signed are required to process catering orders with billable charges. Catering and associated charges must be paid in full prior to or on the day of the event, unless charges are by consumption. The balance will be billed after the event.

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Reservations and Space usage Guidelines

Building Hours

The hours of the CCC facilities are set to provide maximum service to meet the needs of the university community. The building hours are based on the following criteria:

Academic calendar including breaks, summer sessions, winter break closing, residence hall openings and closings, university, and national holidays.

The hours of operation are posted at appropriate locations in the CCC. The CCC is closed for events on most university recognized holidays. These dates include: Labor Day, Thanksgiving Day/Thanksgiving Friday, December holiday break as designated by the university, Memorial Day, and Independence Day. Reservation requests for these days are reviewed by CCC staff. Building extension hour charges may apply.

Typical Hours McCormick Tribune Campus Center
Academic Semester 7a-12a everyday
Break hours vary

Typical Hours Hermann Hall
Year Round 7a-9p M-F
Closed on University Holidays and Break Periods

Typical Hours BOG
Academic Semester 5p-1a Th-F

Extending Building Hours (early open/late close)

Request must be made at least 10 working days in advance of event.

An operating cost of \$100 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$100 per hour will be charged to keep any facilities open late.

Fees are not pro-rated for partial hours.

Cancellation/No-Show Policy

In order to accommodate as many requests for events as possible, we must ask all organizations to honor their reservations. Organizations, which fail to use reserved space (without prior notification) three times within a semester, will be unable to meet in CCC meeting spaces for one semester.

Decorations

- No candles, rice, birdseed, glitter, confetti, flower petals or other substances that can either stain or become imbedded in the carpet may be used inside the CCC.
- The use of tape, glue, thumbtacks or adhesive is prohibited on the walls, ceilings, frames, columns, or other CCC surfaces unless by special permission from the CCC Administrative offices.
- Pictures are not to be removed from walls.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, and displays. CCC staff may be consulted about installing banners, etc at an additional charge.

- Helium filled balloons are expressly prohibited in all CCC facilities.
- The CCC reserve the right to deny the use of facilities for any event it deems inappropriate and to also charge a minimum \$50.00 surcharge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.
- Materials used must be flame retardant.
- Candles, incense, fire, chemicals, and water (other than catered beverages) are not permitted without authorization.
- All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery. All deliveries must be loaded in and out through the loading dock doors. The CCC will act as a receiving agent or a pick up agent. The CCC is not responsible for ensuring the return of any rental items procured by outside organizations.

Event Planning Policies

For a successful event, the following policies and time frames for ordering and canceling services such as rooms, equipment, and A/V are in place. Failure to adhere to these policies could affect your reservation. The CCC reserves the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

Reservation and Cancellation Time Frames

| 10 working days notice: | 5 working days notice: |
|------------------------------------|-------------------------------|
| Food & Beverage menu selections | Room set-up requirements |
| Building hour extension request | Cancellation of meeting space |
| Telephone/computer line activation | |
| Security request | |
| Audio-visual requests | |
| Teleconference arrangements | |

Audio/Visual Policies

The use of all audio/visual equipment requires a reservation placed five working days in advance of the event date. For external clients, the reservation should be placed with the CCC event planning staff. For internal clients, the reservation should be placed through Virtual EMS.

Illinois Institute of Technology Campus & Conference Centers will be the sole provider of audio, visual and related services. This includes, but is not limited to:

- Sound reinforcement and amplification
- Screens
- Projectors and playback devices
- Computers and laptops
- Lighting equipment

Illinois Institute of Technology Campus & Conference Centers will provide the following software on laptops:

- Microsoft Office Suite
- VLC video client
- Firefox or Internet Explorer (PC) / Firefox or Safari (Mac)
- Preferences for XP, Vista, or Macintosh must be made in advance

Presentations must be emailed to presentations@iit.edu with the reservation number in the subject line by 10am one business day before the day of the event. If there are multiple presentations for a single machine, all presentations must be received by the deadline along with a description of the order in which they will be shown. All other forms of presentation materials must be delivered by 10am one business day before the event date. Any peripheral devices such as laser pointer and slide advancers must be reserved five business days before the event date.

The CCC will contract with outside vendors as necessary to meet client needs for out of stock or additional A/V needs. The costs associated with the outside vendor will be incurred by the client. Any outside A/V vendor is to be contacted by the CCC only.

Last minute requests will be subject to technician and equipment availability. The CCC will make every effort to accommodate those arriving with presentations on portable media (such as USB memory sticks, CDs, or DVDs), but does not guarantee the timely and smooth execution of the presentation.

Outside Catering

CCC uses the catering services of Sodexo only. Any university department, student organization or off-campus organization that is using catering services in the course of their meetings, programs, and events must order all food and beverage through Sodexo. The catering exclusivity is in effect for both the MTCC and Herman Hall.

Billing

Payment arrangements are required to process reservations with billable charges. Payment is accepted in the following ways: FOAP, credit card, or check to IIT. All invoices must be paid within 30 days. Invoices not paid in 30 days will be subject to a 5% late fee at 31 days.

Cancellations

Standard room reservation cancellations should be made at least 3 business days in advance. Cancellations for any event with outside rentals, additional labor, or early open/late close charges must be made 10 business days in advance to avoid charges.

No Shows

Organizations and departments which fail to use reserved space (without prior notification) three times within a school year will be unable to meet in the CCC for one academic semester. Cancellation of an event after its scheduled start time will be recorded as a No Show.

Building Hours

Rooms may be occupied only during confirmed event times. This includes all clean up, breakdown, and equipment removal by the client.

Events may begin 30 minutes after the building opens and must end 30 minutes before closing. Groups requesting to exceed building hours will be charged \$100 per hour for each hour. Fees are not pro-rated.

Building hour extension requests must be made at least ten working days in advance of event so that the proper staffing can be scheduled. Charges will apply.

Event Security

For events exceeding 100 people in attendance, CCC mandates professional security coverage provided by IIT public safety. Security will be required when any one of the following conditions exist:

- Percentage of non IIT attendees exceeds 50%
- Entry fees, admission charges, or donations are collected at the entrance
- Start and end time of event that is late night in nature, or extends building hours
- No on site presence of organization's advisor at event
- Equipment or product is stored in a reserved space overnight
- All "Late Night" dance/party event programs will require security or any combination event that includes a late night dance/party
- All late night events that include a "show" component in the program, including but not limited to fashion show, talent show, cultural show, or a concert
- Alcohol is served at an event where students are in attendance
- Minors are in attendance

When booking a space with CCC, the client will state their expected attendance. If the expected attendance is greater than 100, the event planning staff will speak with the client about the event and determine the need for additional security based on the conditions above.

The event planning staff will secure a quote from the public safety office for the appropriate amount of security staff. In general, clients will be expected to provide for one (1) officer for every 100 people expected to attend (a minimum of 2 officers will be required for the first 100 attendees). For planning purposes, organizations should estimate a cost of \$35/hour for each officer and a minimum event time of 4 hours.

The cost of the security detail will be incurred by the client. However, it will be billed as part of the overall costs of the event through CCC. The client should not book their own security detail. CCC reserves the right to mandate additional coverage for events.

Procuring Public Safety for CCC Events

Any CCC staff member can email the designated public safety staff person for a quote. In the request for the quote indicate the number of officers, the number of hours, the date and location of the event, and the CCC reservation number.

Public safety services cannot be requested by non-CCC staff members for events in Hermann Hall, McCormick Tribune Campus Center, Carr Chapel, or outside parks.

PS will respond via email with a quote to both the requestor and the CCC Assistant Director for Event Planning and Production.

The requestor must respond to the email quote to confirm the presence of public safety at the event.

PS will respond "confirmed". No further confirmation is necessary from either CCC or PS.

Invoices from all CCC special events will be sent to the AD of event planning and production. Invoices will be delivered around the 1st and 15th of each month.

The AD will make arrangements for payment via purchase order.

The AD of event planning and production will email PS a list of invoice numbers and the purchase order number for each.

Rental Charges and Event Responsibility

An event that is reserved by a university staff member or department on behalf of a non-university organization will be charged rental for university space at a discounted rate.

The sponsoring organization is responsible for all charges, fees, and damages resulting from member of the organization or from anyone attending the event. The sponsoring organization will be assessed the full replacement cost for any damaged furniture, draperies, carpeting, etc.

Religious Services in CCC Space

By mandate of the Federal Government, overtly religious services may not take place in those buildings that are bond-funded. In those buildings controlled by the campus and conference centers, religious services may take place in the Hermann Hall Conference Center or the Carr Memorial Chapel. Religious services may not take place in the McCormick Tribune Campus Center.

A religious service is defined as a gathering designed for ritual worship. These services would include (but are not limited to): Catholic Mass, Passover, or Diwali. Events not included in this definition would be gatherings designed for learning or exploration of a particular faith, such as a bible study.

Any group wishing to conduct a religious service should request space in either Hermann Hall or the Carr Memorial Chapel. Requests for space in the MTCC will not be honored.

The intent of this policy is not to limit the expression of faith in the CCC. The CCC is committed to providing legally appropriate space to groups of all faiths.

Parking

All events with parking needs, including buses, should work with the CCC to plan for appropriate parking space. For additional details, please see the ACPS website: <http://www.iit.edu/~parking>

Furniture and Room Sets

- Event Planners should contact the CCC at least five days in advance to discuss room sets.
- Tables, chairs, podiums, easels, etc., can be placed in meeting rooms with a small charge, dependent upon your affiliation with IIT.
- Groups interested in moving to another room location or having a different furniture set-up must check with CCC Administration for assistance.
- Furniture removal may be requested through the CCC Administration office. The CCC determines if partial or full removal of furniture is necessary.
- The client is responsible for the costs incurred by moving furniture.

Table Delivery

Departments wishing to use CCC owned tables for events in other buildings should contact the CCC reservationist. Arrangements will be made via the CCC to have the tables delivered and picked up. The department making the request will be responsible for delivery and rental costs.

Reservations at IIT

The CCC facilities include the MTCC, Hermann Hall, Bog, Carr Chapel, and Morton Park. Additionally the CCC provides reservation support for all classroom buildings on the IIT campus, Farr Field, and Siegel Field. The CCC provides limited event support for the residence halls, IITRI tower, or Tech Park.

Classroom Scheduling

Classrooms will not be available for event booking until after the final drop/add date each semester.

Academic classes are not allowed to be booked in the CCC controlled space. In the event that no space is available for an academic class in classroom space, academic departments may submit a request to use the CCC for a class. The request should be submitted to the registrar's office for evaluation. The registrar will be responsible for bringing the request to the CCC for approval.

If the request is approved, all normal fees associated with space rental apply. For academic departments this includes a 100% waiver of the space rental fee and 50% reduction in the costs of audio/visual equipment.

All fees for the entire academic term must be paid before the booking will be considered confirmed.

Sponsorship

University student organizations, individuals or departments may not serve as “fronts” for off-campus groups in order to gain free use of meeting space for the off-campus user. Assessment of the sponsored rental rate will be considered if the purpose of the event furthers the academic mission of the university.

The CCC will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Meetings and events reserved by university student organizations, individuals or departments must fall under the following guidelines:

- The event/meeting must be conceptualized, planned, and managed by the university student organization or department and must be an organizational or departmental initiative.
- The majority of those attending events scheduled by university student organizations or departments must be IIT students, faculty or staff.
- Any costs associated with the event must be paid by the student organization or department by providing a FOAP.

The sponsoring organization assumes responsibility for the action of the organization that they are sponsoring. This includes:

- Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using CCC spaces whether these expenses result from routine use or from extraordinary circumstances or damage to facilities. The sponsor must provide a FOAP.
- Program content responsibility - Programs should be in line with the educational mission of IIT and should benefit the university community.
- Event planning and production responsibility - The sponsoring organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
 - Reservation deadlines are met in a timely manner.
 - CCC facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
 - Food and beverage policies are adhered to.
 - Adequate staff from either the sponsored or sponsoring organization is on hand to take responsibility for the event production decision made by the client.
 - Time restrictions are enforced.

Space Rental Waiver

All clients, internal and external to the university, may request that fees associated with the rental of CCC space be waived.

- The request should be submitted to the CCC a minimum of 30 days prior to the event date.
- The request will be evaluated by the Vice President for Business and Finance or his/her designee.
- No IIT department should promise any client a waiver of space related fees until after a decision has been made by the Vice President for Business and Finance.
- The CCC will not honor any rental fee waiver that has not been approved by the Vice President for Business and Finance.

Deposits and Payments

External clients such as conference groups, wedding parties, and other non-affiliated patrons of CCC must submit a 50% deposit of the room rental total and a reservation form or the rooms will not be guaranteed. Room rental and associated charges must be paid in full prior to or on the day of the event.

Additional costs will not be incurred if deletions are made as long as the guidelines of the cancellation policy are followed. However, if additions are made at anytime before the event, the regular rental rates will be added.

Fee Guidelines

IIT student organizations, academic and staff departments use meeting facilities in the CCC for no room rental charge. Internal and external clients may be required to pay for additional equipment, staff expenses, and building hours extension charges.

In addition to room charges, other fees may include any or all of the following:

- Audio/Visual equipment and staffing, event staffing, set up/teardown, food and beverage, rental fees, security, and building hour extension fees.
- Any program at which a registration fee is charged is subject to room rental charges.
- Any program at which off-campus participants make up a majority of the attendees is subject to room rental charges.

Rates

Rental rates are set by the Director of the CCC and approved by the Vice President for Facility Operations.

Room Rental Charge Policies

IIT defines organizations as one of three types for purposes of determining room rental charges:

Recognized Student Organizations: Any student group formally recognized by the OSL. The policies for recognition of such organizations are set by OSL.

University Departments and Administrative Units: IIT faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges and divisions) which regularly receive university appropriated funding.

External Groups: Groups outside the university (who do not receive appropriated funds) whose functions or activities does or does not involve affiliation with a university department or unit, are sponsored by the respective department, and utilize university resources and services.

Sponsored External Groups: These groups meet the definition of external group as listed above but have arranged for sponsorship by a registered student organization or university department. When this arrangement is made, the sponsoring group assumes responsibility for all fees and charges associated with the event. A student organization or university department wishing to sponsor a non-university group must submit, in writing, confirmation that the external group is sponsored by the university.

The CCC will not be responsible for any charges incurred by a sponsored group.

Room Rental Rates

Room rental rates will be established annually and published on the CCC website at <http://ccc.iit.edu>.

Fundraising

The CCC reserves the right to deny access to any group promoting products or services that are in direct competition with current agreements with IIT. The CCC also retains the right to deny access to a group based upon the needs and/or best interests of the IIT community.

- Fundraising events in the CCC must be discussed with staff in the CCC administration office.
- Groups must have a plan for securing money/donations at the event.
- Security may be required based on the nature of the event.
- Fundraising using food must be approved in advance. If food items are approved for a fundraiser, the food must not compete with Sodexo or 7-11 and must be prepackaged, individually wrapped items.

Verification of University Accounts

This policy covers internal reservations with charges, external reservations with room rental charges, additional service and equipment charges, and any other event with billable charges.

Room rental charges are 100% of the full rate, 75%, or 50% of the full price rates depending on the level of sponsorship, attendance by non-IIT individuals, program content, and admission/registration charges:

Billable charges could include:

- Extension of building hours (\$30 per hour)
- Cleaning charges (1. Determined on a case by case basis 2. \$200 flat fee for all groups renting the BOG)
- AV equipment and staff (determined by AV Coordinator)
- Additional rental of equipment (determined by event production staff)
- Security (\$35 per guard per hour. Minimum of 30 minutes before event and after events required. Minimum of 4 hours)
- Coat room staffing (\$10 per student per hour. One hour before and after event required.)
- Damages (determined by CC)
- Catering (determined by Catering)

External Client Payments

When an external client books space in the CCC, they will need to provide a 50 percent deposit towards the space rented for the event. The following methods will be acceptable for providing the deposit: Check (not personal), money order, credit card, or purchase order.

The client will be given a general receipt for their deposit.

Internal and Sponsored Client Payments

When an internal client books space in the CCC, they will need to provide a FOAP to the CCC no less than two business days prior to the event. The FOAP will be entered into EMS.

CCC Facilities Policies

Amplification Equipment

In open areas inside the CCC the use of loud speakers, play back devices, microphones, bullhorns or other noise making devices that interfere with other activities in the building are not allowed. Inside meeting rooms, amplified sounds need to be kept to acceptable levels. The CCC reserves the right to ask any group to bring their activity within acceptable sound levels.

Animals

- No animals shall be allowed in the CCC.
- Any animals found in the CCC will be removed.
- Guide or service dogs as deemed necessary by ADA and security dogs with handlers are exempt from this policy.

Bicycles, Skates, Roller Blades, Skateboards, and Golf Carts

- Bicycles shall remain outside the CCC and should be secured to bicycle racks only.
- Skateboarding, roller blading and/or roller-skating are prohibited inside the building.
- Driving golf carts in the building is prohibited.
- Individuals engaged in such acts shall be requested to discontinue the activity. Failure to do so may result in Public Safety notification.
- Public Safety may remove bicycles found in the building or chained to places other than bicycle racks from the premises.
- Segways are allowed in the MTCC and HH.

Emergency Procedures

Please refer to the flipchart guide published by the Vice President for Operations for all campus emergency procedures: <http://safety.iit.edu/other/safetymanual.pdf>

Film Screening

Groups renting media and attempting to show it in one of the CCC facilities is a clear violation of copyright law. Whether charging a fee or not, it is not permitted. The burden of proof rests with the group. If there is a question, the group must provide written documentation giving permission from the production company to screen the film in the chosen venue. Showing a film for educational purposes is allowed.

Filming and Photography

At all times, the CCC will determine the time, place and manner filming may occur in the facility. Approval for filming in the Campus and Conference Centers can be obtained from IIT's Communications and Marketing Department. Any individual or crew filming in a public space without approval will be asked to discontinue filming.

External and sponsored organizations will adhere to a published fee schedule based on the size of the crew and the scope of the photo shoot.

Firearms

The possession of and/or discharge of firearms and/or explosives on IIT property is prohibited except by designated university agents or designated employees in the line of duty. Appropriate civil and/or criminal actions will be initiated for violators of this policy.

Illegal Drugs

The manufacture, sale, distribution, possession, or use of narcotic, hallucinogenic, hypnotic, depressant, and/or stimulating drugs by any users of the CCC buildings without proper prescription or required license is prohibited. Appropriate civil action will be initiated for violators of this policy.

Insurance

Insurance is required for all external events. The university's requirements for insurance: The University must be named as an "additional insured". Minimum coverage is \$500,000 for property damage, \$1 million for bodily injury, \$5 million aggregate. The insurance policy must be submitted to the university no later than 60 days prior to scheduled event. Scheduled events may be canceled at the university's discretion if valid insurance is not in place.

Keys and Locks

If any student, staff, or faculty member loses a key or set of keys to any CCC door or doors, the department responsible pays for all necessary lock change(s), keys and labor.

Lockers Rentals

MTCC Locker rentals

Students wishing to rent a locker in the MTCC should inquire at the CIC if any are available. If none are available the student will be placed on a wait list. When a locker becomes available the student will be contacted and asked to fill out a locker rental agreement and to pay the fee for the locker. The student will be issued one key for their locker.

Hermann Hall locker rentals

Students wishing to rent a locker in Hermann Hall should inquire at the CIC if any are available. These lockers are in the basement of Hermann Hall, and require the student to provide their own padlock. There is a fee associated with this rental. The student will have access to the locker only during hours that Hermann Hall is open.

Post Office Boxes

Students can procure agreement forms and keys from the Post Office in the MTCC. Payment is made at the CIC before the post office will issue keys

Lost and Found

The CCC is not responsible for items that are lost or stolen from the facilities; however, if items are found the CCC staff will turn items in to the CIC lost and found, or to Public Safety in Farr Hall.

Media

Media are not allowed on campus without advance approval of communications and marketing.

Political Activities

As a tax-exempt entity, IIT is legally prohibited from directly or indirectly participating or intervening in any campaign on behalf of or in opposition to any candidate for elective office and has an affirmative obligation to refrain from engaging in any partisan political activity. Violation of these prohibitions against such activities could jeopardize the university's tax-exempt status.

While individuals are free to express their opinions and to support political candidates on their own, it must be clear that the individual is acting on his or her own behalf and not on behalf of IIT. To this end, an individual should not identify himself or herself as an employee of IIT, and if he or she is identified as such, he or she should, prior to any speech or as part of any writing, indicate that his or her comments are personal and not intended to represent the views of IIT. Further, no individual or event may use the name, symbols or resources of the university to participate or intervene in any political campaign on behalf of or in opposition to any candidate for political office.

Specific examples of impermissible activities include, but are not limited to (i) using university letterhead, campus mail, telephones or IIT email accounts to solicit support or contributions for a candidate; (ii) using university funds to purchase tickets for a candidate's fund-raiser; and (iii) putting campaign posters on university property.

Political candidates may use or rent IIT facilities only if all candidates are allowed the opportunity to use or rent such facilities on equal terms and conditions.

Subject to certain conditions and restrictions, political candidates may be invited to speak at events without jeopardizing IIT's tax exempt status; however, no such invitation should be extended without the extending party first discussing the invitation with the General Counsel's Office, so as to ensure that the invitation complies with applicable laws.

Certain voter education activities, including voter registration and get-out-the-vote drives, are permissible but only if they are undertaken in accordance with applicable rules and regulations and are conducted in a non-partisan manner. Again, before any such activities are undertaken, the initiating party should contact the General Counsel's Office.

Guidelines for Use of Facilities for Political Forums or Debates

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized university organizations sponsor and/or university facilities are used to hold political forums or debates, the following guidelines apply:

- The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the university community.
- A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
- The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the university, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
- Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
- While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, inter-party debates are permissible; however, where a general election serves as the basis for the forum or debate, sponsorship of an inter-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.
- Regarding inter-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
- Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.

Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.

Property Damage

All groups using IIT CCC facilities are responsible for any and all damages in the facility resulting from their event. The CCC reserves the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment.

- No property of the CCC may be removed from the building without the consent of the CCC Administration.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays or exhibits that require flame or water. The CCC reserve the right to charge at least a \$50.00 surcharge for cleaning the area to return it to a condition adequate for continued use by other groups.
- The CCC does not assume responsibility for damage to or loss of any materials or equipment left in the building or in storage.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, or staging for attaching any materials is not permitted. Pictures are not to be removed from the walls.

Regulations and Safety Rules

- The sponsoring organization/department of an event hosted within the CCC is responsible for both the safety of persons attending and for returning the rooms back to their original condition.
- Attendance at all events is limited to the number of fixed seats in the rooms or established capacities of rooms as dictated by fire and safety codes. Standing in the aisles and sitting on the back of seats during any program is prohibited except for persons working the event.

Fire code regulations state that all exits and entrances must remain free of any type of obstruction.

- Alteration to the permanent structure of the spaces, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage costs will be charged to the group at the replacement/repair cost.
- Fire rated capacity shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the Campus and Conference Centers Operations Manager.
- 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 ordinary doorknob or by pressure on the crash bar. Exit ways serving the room must be adequately lighted during all times that the room is occupied.
- The stage curtains are not to be taken down for any reason. Objects may not be hung or attached from the curtains or curtain rods at any time. The curtains may not be tied back.
- No access is permitted to ceiling lights in the house and no attachments may be made to any overhead lighting.
- The movie screen may be used only for projection.
- No flame or heat-producing equipment is permitted.
- Smoking at any time is not permitted.

Smoking

Smoking is not permitted anywhere within the CCC buildings or within 15 feet of entrances.

Solicitation

Solicitors, sales persons, or canvassers seeking student contact, unless approved by the CCC administration, may not use the CCC grounds and buildings for their sales and solicitations. Individuals engaged in such activities will be asked to leave the premises. Failure to do so will result in a criminal trespass citation through the office of Public Safety being contacted.

Storage

The CCC will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities. The CCC will charge a fee to any external group wishing to use a meeting room as a storage space. The cost will be based on 100% of the daily rate.

The storage or setup of items in the rooms must be removed at the end of the event. If storage is needed past the end of the event, advance permission must be obtained from the CCC. The CCC retains the right to limit the number of storage items.

All return shipment items, and all costs incurred from such acts, must be paid and arranged in advance by the student group, department, or off-campus user. The hosting organization is solely responsible for these arrangements, as well as the transportation of the items to and from the CCC.

Event and Conference storage

There are no long term storage opportunities for events or conferences, whether sponsored by university departments and student organizations or off-campus programs. A conference group that is having an event in CCC may have their items shipped to:

(Name of Conference)
C/O IIT Campus and Conference Centers
3241 S. Federal
Chicago, IL 60616

If materials are not addressed per above, they may inadvertently not be accepted.

Conference groups shipping materials in advance are asked to communicate the size and number of packages being shipped. Materials should be shipped to arrive no earlier than three business days in advance of the event. IIT will not be responsible for lost or stolen materials or shipping materials after a conference is concluded

Materials left behind will be discarded within 24 hours.

Departmental or Program Storage

The CCC does not offer long term storage space for any departments or programs. This includes storage of equipment, files, furniture, and office materials.

Undesirable Conduct Policy

Any person who engages in misconduct in the CCC may be requested to leave the premises. In the event that any person(s) engaged in misconduct refuses to leave the premises, Public Safety assistance will be requested. Misconduct shall be defined as behavior, which in any way defaces or damages the premises, or obstructs or interferes with the intended use of the premises. Federal and state law, city ordinances and university policies apply.