

IUPUI CAMPUS CENTER Room & Audio Visual Equipment Request Form

- Completed forms must be returned to Campus Center Administrative Office (CE 278) or faxed to 278-0828.
 - Room confirmations are usually emailed within 3 business days; check your email for questions.
 - The Campus Center staff reserves the right to assign or reassign space to maximize usage of the building.
- **THIS FORM IS ONLY A REQUEST, EMAIL CONFIRMATIONS ARE SENT ONCE A ROOM IS RESERVED.**

Requestor's Name: _____ ID # (required) _____

Faculty/Staff Student Phone# _____ Email _____

Dept./Group Name: _____

Event Title: _____

Event Date(s): _____
(Day of the week) (Month/Day/Year)

Reservation Time _____ TO _____ (include time needed for set-up or clean-up of your organizational materials)

Actual Event Time _____ TO _____ Number of people attending _____

What type of activity is this event (give details about event)? _____

Is this a political affiliated event? NO YES If yes, will it be open to the public? NO YES

If this event is politically affiliated and open to the public, are you aware there is a charge for room usage? NO YES

Will any money be collected for admission and/or registration? NO YES Amount: \$ _____ / per person

Will food be served?

NO YES If yes, check: DONATED FOUR COURSE CATERING FOODWORKS&NO FRILLS PITCH-IN UNDER \$100

All organizations are required to give the Campus Center Event Services **3 business days** notice prior to any event where food will be served.

FOUR COURSE CATERING IS THE ONLY APPROVED CAMPUS CENTER CATERER (317-274-7566 www.dineoncampus.com/iupui)

Campus Center Rooms Request **5 Business Days Advance Request**

Review the room profiles with seating capacity and set-up guidelines, and pricing information BEFORE completing your request. It is your responsibility to provide accurate information regarding your set-up needs on this form. There is a separate policy for Late Night Events, that requires six (6) weeks advance request for space, using this form. Additional charges will apply.

CE 1st Choice	CE 2nd Choice	CE 3rd Choice	IUPUI Account # _____ IUPUI Departments _____ Fiscal Officer Signature (Required) _____ *We must have the department's fiscal officer's signature to process the request.

Set-up Options for Campus Center Meeting Rooms:

- Lecture (Chairs only)
- Classroom (Tables with chairs)
- Open Square (Tables with chairs)
- Cleared Room (Tables and chairs stacked)

Multipurpose Room Setup Options

- Banquet (Round tables for 10)
- Lecture (Chairs only)
- Cleared Room
- Stage (6' x16' x 16"T)

TECHNOLOGY NEEDS

Equipment needed must be requested at least 5 business days in advance. Check all that apply. (CE= Campus Center only)

- | | |
|--|---|
| <input type="checkbox"/> Media Podium (PC, DVD, Projector, Screen) | <input type="checkbox"/> Wireless handheld microphone (Rms. 305, 307, 309, 405, 409, and MPR) |
| <input type="checkbox"/> Additional microphones (# _____) | <input type="checkbox"/> Document Camera |
| <input type="checkbox"/> Video Conferencing Unit | <input type="checkbox"/> CE Display Easels (# _____) (limit 2) |
| <input type="checkbox"/> Teleconferencing Unit (charges do apply) | <input type="checkbox"/> Other: _____ |

Provide an overview of how the technology will be used: _____

I have read and agree by the policies governing the use of meeting rooms and resources as listed in the Campus Center Policy Manual (available on website). I certify that I am a current student, faculty, or staff member at IUPUI. I understand that submitting this form is only a request and that no reservation is final until I receive an actual confirmation. I will be responsible for the payment of any fees associated with my event (room charges, security, extra staffing, special electrical needs, damages, etc...). I am responsible for communicating policy and procedure information to my organization and guests. ***I understand that to cancel a room, I must notify the Campus Center at 317-278-8511 within 2 business days or it will result in a fine of \$50 for a 1st time late cancellation/no show; \$75 for a 2nd time late cancellation/no show; and \$100 for a 3rd late cancellation /no show.***

Signature _____ Date _____

Office Use: Confirmation Sent / Attached Initial _____ Date _____

CAMPUS CENTER EVENT SPACE PROFILES

CE 148

Maximum Seating Capacity 30
 Lecture, classroom, open square seating available
Standard Room Equipment
 Dry Erase Board
 Media Podium (PC, DVD) w/ Sound System
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (6'8" x 11'8")

CE 264

Maximum Seating Capacity 20
 Lecture, classroom, open square seating available
Standard Room Equipment
 Dry Erase Board
 Media Podium (PC, DVD) w/ Sound System
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (4'10" x 8'8")

CE 268 (Electric Blackout Window Shades)

Maximum Seating Capacity 40
 Lecture, classroom, open square seating available
Standard Room Equipment
 Dry Erase Board
 Media Podium (PC, DVD) w/ Sound System
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (5'4" x 9'9")

CE 305, 307, 309 (Electric Blackout Window Shades)

Maximum Seating Capacity 52
 Lecture, classroom, open square seating available
Standard Room Equipment
 Dry Erase Board
 Media Podium (PC, DVD) w/ Sound System
 Wired Gooseneck & Wireless Handheld Microphone
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (6'8" x 11'8")

CE 306, 308, 310

Maximum Seating Capacity 22
 Lecture, classroom, open square seating available
Standard Room Equipment
 Dry Erase Board
 Media Podium (PC, DVD) w/ Sound System
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (4'10" x 8'8")

CE 405, 409 (Electric Blackout Window Shades)

Maximum Seating Capacity 82
 Lecture, classroom, open square seating available
 Round tables may also be requested
Standard Room Equipment
 Dry Erase Board
 Media Podium (PC, DVD) w/ Sound System
 Wired Gooseneck & Wireless Handheld Microphone
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (6'8" x 11'8")

CE 406 (Distinguished Alumni Board Room)

Maximum Seating Capacity (24 at table, 16 along wall) 40
Standard Room Equipment
 Conference Table & Mobile Lectern
 Media Podium (PC, DVD) w/ Sound System
 Projector (3,000 Lumens, WXGA Resolution)
 Electric Screen (5'4" x 9'9")

Pre-Function Lounge

Maximum Occupancy 160

4th Floor Terrace

Maximum Occupancy 160

CE 450 (Multi-Purpose Room - A, B, C)

Maximum Seating Capacities:
 Lecture 925
 Banquet (Rounds of 10) 480

Standard Room Equipment

(Available in all sections individually)
 Media Podium (PC, DVD) w/ Sound System
 Gooseneck Microphone
 (2) Wireless Microphones; handheld or lapel in any combination
 Projector (10,000 Lumens, SXGA+ Resolution)
 Room Sound system
 Electric Screen (21' W x 11'10" H)

CE 450 Section A Only

Maximum Seating Capacities:
 Lecture 288
 Banquet (Rounds of 10) 130

CE 450 Section B Only

Maximum Seating Capacities:
 Lecture 288
 Banquet (Rounds of 10) 130

CE 450 Section C Only

Maximum Seating Capacities:
 Lecture 346
 Banquet (Rounds of 10) 150

CE 450 Section A and B

Maximum Seating Capacities:
 Lecture 576
 Banquet (Rounds of 10) 260

CE 450 Section B and C

Maximum Seating Capacities:
 Lecture 634
 Banquet (Rounds of 10) 280

Laptop Users:
 All rooms have laptop connections with audio capabilities. (Mac users MUST supply VGA monitor output adapter!)

***Furniture may NOT be removed from rooms; all technology equipment and resources must be requested in advance per Campus Center policy.**

***Please read the Campus Center Manual for information on policies, procedures, and fees associated with room usage**