Iowa Memorial Union

Event Services
Departmental Policies
# Table of Contents

## General Information & Facility Use
- General Facility Use ........................................... 1
- Financial Obligation for Facility Use ......................... 1
- Sales at Events ............................................... 2
- Directional Signage & Event Notification .................... 3

## Reservations by User Type
- Annual Events-Priority Reservation System .................. 3
- Student Organizations ......................................... 4
- University Departments ....................................... 5
- University Guests ............................................. 5
- Challenging a Tentative Reservation ......................... 5
- Co-Sponsorship ............................................... 6

## Reservation Types & Locations
- Solicitation & Bake Sales ..................................... 6
- Promotional Opportunities .................................... 6
- Public Space ................................................... 7
- Danforth Chapel ............................................... 7
- Outdoor Space ............................................... 7
- Rallies & Demonstrations .................................... 8
- Movies .......................................................... 8
- Gambling ....................................................... 9
- Concerts & Performances .................................... 9

## Event Planning
- Room Set Up .................................................. 9
- Audio Visual & Equipment .................................... 9
- Catering ....................................................... 9
- Beverage ...................................................... 10
- Event Security ............................................... 11
- Additional Building Hours ................................... 11
- Electrical Connect/Disconnect ................................ 11
- Decorations .................................................... 11

## Fees
- Facility Rates .................................................. 12
- AV/Non-AV Equipment Rates ................................ 12
- Event/Tech Staff Rates ....................................... 12
- Cancellation No Show Fees ................................... 12
- Additional Damage/Cleaning Fees ......................... 12
- Overdue Invoices ............................................. 12

## Appendix
- Virtual EMS Procedure ....................................... 15
- Challenging Procedure ....................................... 17
- Solicitation & Bake Sale ..................................... 18
- Philip G. Hubbard Park Use ................................ 20
- Decorating Policy ............................................ 22
- Hubbard Park Fence ......................................... 23
- Table Tents ..................................................... 24
- Digital Display ................................................ 25
- Be You! Display Space ....................................... 26
- Chalking Policy ............................................... 26
- Alternative Catering Request ............................... 27
- IMU River Amphitheater ...................................... 28
- IMU River Terrace ............................................ 30
General Information & Facility Use

The use of the Iowa Memorial Union (IMU) facility and grounds must be in accordance with IMU, Dean of Students, and University of Iowa Policies.

The Associate Director of the IMU and his/her staff will enforce the following policies. These policies apply to all areas within the IMU, Hubbard Park, Danforth Chapel, IMU River Terrace, and IMU River Amphitheater. Any exception to IMU policies must be approved by the Associate Director or his/her designee.

Venues booked by the IMU Event Services include the IMU, Hubbard Park, Danforth Chapel, Lagoon Shelter House, IMU River Terrace, and IMU River Amphitheater. IMU venues are available during all building hours unless otherwise noted. Event reservations can be made by contacting the IMU Events Services Office at 319-335-3114, by email at imu-eventservices@uiowa.edu, on our virtual reservation site at www.imu.uiowa.edu/reservearoom, or by visiting our office at 159 IMU.

The Events Services Office assists customers in scheduling and planning for events using IMU event space. This includes room reservations, providing technical support, setup, and oversight of events. The office works with the customer to make their event successful and in accordance with state, university, and departmental rules and regulations.

General Facility Use
1. The IMU is available for reservation by:
   a. Registered Student Organizations
   b. University Departments
   c. University Guests (including non-university organizations, non-university individuals and student, faculty, staff, alumni for non-departmental or non-student organization use)
   d. For further information see “Users” section on page 3.
2. Rooms and facilities available for reservation are listed on the IMU Website: http://imu.uiowa.edu/imu-event-services/.
3. All requests for the reservation of IMU facilities and services must be filed with the IMU Event Services Office.
4. The Associate Director or his/her designee has the authority to deny the proposed use of Union facilities at any time, or to impose, at any time, limits on the scope, conduct, or audience size of any event in order to carry out the provisions of these policies. The Associate Director may also require, as a condition of use, the services of additional maintenance, technical, or security personnel.
5. Rooms may be reserved prior to an event for decorating based on availability. See appendix page 22 for complete policy.
6. The customer, not the IMU or the University, is responsible for loss of or damage to any personal property of the customer, their guests, agents, employees or invitees, located within the Facility or on University property, before, during or after the term of the event.

Financial Obligations for Facility Use
1. Payment Schedule/ Deposit Amounts
Registered Student Organizations: Payment type must be submitted in advance of event date. If payment type is not received, the event or reservation will be cancelled with charge.

University Departments: Payment in the amount of the full room rental is due seven (7) business days from the date of holding the room. Deposits are refundable for up to one year prior to event date. Payment for remaining charges will be due upon receipt of an invoice post event date.

University Guests: Payment in the amount of the full room rental is due seven (7) business days from the date of holding the room. Deposits are non-refundable. Payment for remaining charges must be collected seven (7) days prior to the event date or the event may be cancelled with charge.

Government Agencies: Payment for the full event must be paid in advance of services. Payment is non-refundable. Deposit is due seven (7) business days before the event or the event may be cancelled.

2. Failure of an organization or individual to meet financial responsibility for damages incurred in a facility during the terms of occupancy, failure of such an organization or individual to reimburse the Union for stipulated and required service, misrepresentation by an authorized representative in regard to a facility reservation request, or failure of officers, members or their guests to observe provisions of these IMU Event Services Policies may subject an organization and its officers as individuals to a denial of further use of facilities, services and programs within control of the Union.

3. Registered student organizations and University departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations as outlined in this document. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. The IMU reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in the IMU for the organization that holds the reservation, in addition to being charged the higher of the two rate structures.

4. Registered Student Organizations have exclusive rights to host political campaign events on University property. See “Reservation By User Type” page 3 for complete policy.

5. Any unfulfilled financial obligation to the IMU may result in loss of reservation privileges, collection agency action, and/or charge to a University MFK account.

6. Billing disputes must be submitted to the IMU Event Services Office, 159 IMU, within ten (10) business days of the event date in order to be reviewed.

Exceptions to any of the guidelines, policies, or fees mentioned in this document require the approval of the IMU Associate Director or his/her designee.

Sales at Events
Registered student organizations have exclusive rights to conduct commercial solicitation on University property. Commercial solicitation is defined as the selling of items, materials or products, and services. The Iowa Memorial Union is the only building in which commercial solicitation is allowed to take place. See University of Iowa operation manual section 4.3 for additional policies.

1. Sales are limited to the venue in which the event occurs.
2. Sales must comply with the provisions of any exclusive contract between University and public vendors.
3. Sales must not be in direct competition with vendors within the IMU without the approval of that vendor.
Directional Signage & Event Notifications
The following promotional materials are allowed in the IMU facilities subject to the following:

1. Poster signs and A-frames are not allowed in the IMU as forms of advertising or as directional signage for events. A-frames are permitted outside of the IMU the day of the event and must advertise or direct guests to events within the IMU. Signs may not block pedestrian traffic and are limited to one sign per entrance. Before placing an A-frame at any entrance approval must be granted by IMU Event Services. IMU staff reserve the right to remove any A-frame not complying with this policy.

2. Easels are allowed in event spaces, next to registration or display tables, and directly outside the door of any event space. Signs may not be in the line of traffic, blocking a stairwell, or blocking access to life and safety devises at any time. The IMU staff reserve the right to move any sign not in an approved location or blocking life and safety services.

3. Some IMU way finding signs are equipped with a black bar for the purpose of notifying guests of specific event locations. Those hosting an event in the IMU are allowed to use this space for directional signs on the day of their event only.
   a. The way finding bars are not for the purpose of event advertisement.
   b. The bars will only accommodate an 8 ½ by 11 regular sheet of paper.
   c. All signs must be typed and cannot be a solicitation.
   d. Events not held inside the IMU are not allowed use of the bars.

4. Groups choosing to place signs in the spaces provided are responsible for removing the signs at the end of the event.

5. Signs may not be taped to IMU doors or around the IMU at any time. See appendix page 22 for complete instructions.

6. To request an exemption to the signage policy please contact the Associate Director or his/her designee at 159 IMU, or by calling 319-335-3114.

Reservation by User Type
Annual Events-Priority Reservation System
In June of each year IMU Event Services will begin accepting annual event reservations from registered student organizations and university departments for events taking place up to three (3) academic years out. University guests may make reservations for up to two (2) academic years out. For example, in June of 2013 IMU Event Services accepted annual event reservations for events that occurred between July 2013 and June 2016 from university organizations and from July 2013 through June 2015 from university guests. Annual event reservations will be received on a priority basis before taking general reservations.

The order of priority is as follows:
1. University-wide annual events (Convocation, Orientation, Hawkeye Visit Days, etc.)
2. Registered student organizations and university departments (large annual events only e.g., Family Weekend, Chinese New Year, Greek Week, School of Music, On Iowa!)
   a. Exceptions are made for SCOPE Productions and Campus Activity Board. Requests should be made to IMU Administration.
3. University Guests

Student Organizations
Registered student organizations in good standing with the Center for Student Involvement and Leadership (CSIL) are eligible to reserve space and receive a subsidized rate for use of the space in
Acknowledgement of the department’s receipt of student service fees. Only student officers of registered student organizations are permitted to make reservations for IMU venues.

1. Student organizations are eligible to make series, individual meeting room, promotional, and solicitation reservations beginning April 15 for the upcoming academic year and are not to exceed ten (10) reservations per month (unless otherwise noted in this document).
   a. Additional reservations are allowed on the first day of each month for the following month.
   b. Series and individual meeting room reservations must be submitted via the web booking system, with the exception of reservations for rooms within three (3) days of use, at www.imu.uiowa.edu/reservearoom. See appendix page 15 for complete instructions. All other requests can be submitted to imu-eventservices@uiowa.edu.

2. Meeting rooms may be reserved by student organizations for the use of study space. Study room reservations will count towards the ten (10) allowed bookings per month.
   a. Study reservations cannot be longer than two (2) hours in length and are not allowed during the last two weeks of each semester.
   b. Study room reservations may be cancelled by IMU Administration if the student organization’s study reservation limits IMU meeting room space. Every effort will be made to find other accommodations for meeting room reservations being cancelled.

3. Before sponsoring a political event, the student organization representative must contact the Director of the IMU, in 145 IMU, or call 335-3059 to make an appointment. University Guest rates may apply to political events.

4. An Event Information Form is required for reservations with one of the following situations: reservations for rooms with a rental fee, Hubbard Park, blood drives, bake sales, and rallies. EIFs are also required for organizations paying a speaker to attend their event, showing or playing copyrighted material, charging admission/collecting funds, or any other reservation deemed as required by IMU Administration.
   a. The form will be sent to the student planning the event after a reservation is already in place with the IMU Event Services Office. The student is responsible for obtaining the appropriate signatures and returning the form to the IMU Event Services Office for final review.
   b. Completed forms, accompanied by any necessary payments, must be returned before a reservation will be confirmed.
   c. EIF’s should be initiated four weeks before the event date and returned completed and ready for the final signature from the IMU Associate Director two (2) weeks before the event date.

**University Departments**

University departments and federal, state or local government agencies are eligible to reserve space and pay a rate that is estimated on actual costs. Government agencies must pay in advance with an agency check or credit card.

1. University departments are eligible to make series, individual meeting room, and information table reservations beginning May 1st for the upcoming academic year and are not to exceed ten (10) reservations per month (unless otherwise noted in this document).
   a. Additional reservations are allowed on the first day of each month for the following month.
b. Series and individual meeting room reservations may be submitted via the web booking system at [www.imu.uiowa.edu/reservearoom](http://www.imu.uiowa.edu/reservearoom). (See appendix page 15 for complete instructions), by calling IMU Event Services at 319-335-3114, or by emailing [imueventservices@uiowa.edu](mailto:imueventservices@uiowa.edu)

c. Information table reservations must be made directly with the IMU Event Services Office.

2. Meeting rooms may not be reserved by university departments for use as study space for classes unless approval is granted by the Associate Director, IMU Administration and Operations. If approved, study room reservations will count towards the ten (10) allowed bookings per month.

3. Departments may cancel event room reservations one year prior to the event date and receive a full refund. Events cancelled after the one year date forfeits the deposit.

4. Meeting rooms in the IMU are not intended for classroom scheduling. Request for exemption to this policy should be made in writing to the Associate Director, IMU Administration and Operations.

**University Guests**

Individuals, without University affiliation, and Non-University Organizations are eligible to reserve space, however they must acknowledge a Facility Use Agreement, are subject to the guidelines in this manual, and pay a guest rate for use of the facilities.

1. Persons who are guests at a function operated by the IMU may be limited in their use of the union to the venue accommodating the function, to which they have been invited, and other general public facility and service areas.

2. University guests may be sponsored by student organizations without permission from IMU Administration. If a student organization is sponsoring a public group the student rates structure may apply. → political events
   a. In the event the public group is selling goods of any kind, an outside sponsorship agreement must be filled out.
   b. A student from the sponsoring organization must be part of the event planning process and will be required to fill out and Event Information Form (EIF).
   c. A student from the sponsoring organization must be present during the event.

**Challenging a Tentative Reservation**

Tentative room reservations may be challenged by a group holding an event and in need of the room in question. At the time the tentative reservation is challenged, the group holding the tentative reservation must confirm the reservation by paying a non-refundable deposit, in accordance with the room rental fee structure, within seven (7) working days or release the space. If the room is released to the group issuing the challenge, they pay a non-refundable deposit, in accordance with the room rental fee structure, within seven (7) working days. See appendix page 17 for complete policy

**Co-Sponsorships**

Student organizations or university departments making the initial reservations are to be held as the responsible organization for the event. If a balance is not paid, the responsible organization will be required to pay those fees. Registered student organizations and university departments may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations unless otherwise noted in this document. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. IMU
reserves the right to evaluate and make final determination of appropriate rates for the reservation based on the above as well as determine whether misrepresentation has occurred. If intentional misrepresentation has occurred, this may result in the organization holding the reservation being charged the higher of the two rate structures. This also may result in suspension of reservation privileges in IMU.

**Reservation Types & Locations**

**Information Tables & Bake Sales**
Information tables are provided so that registered student organizations and departments may make contact with students for the dissemination of information or to collect funds or other support (e.g., signatures, supplies) from persons outside its membership. University guests or other non-university vendors or companies are not allowed at the information tables for sales-related, fundraising, or commercial activity without being sponsored by a registered student organization in good standing with the Center for Student Involvement and Leadership (CSIL).

Six tables are available for use. Tables one (1) through four (4) are located on the ground floor outside of the main food court. Table five (5) and six (6) are located on the first floor in Hubbard Commons. See appendix page 18 for complete policy.

**Promotional Opportunities**
*The Iowa Memorial Union provides four (4) reservable spaces for promotional purpose. These opportunities are for student organizations and university department’s exclusive use and are subject to all IMU, University of Iowa, and Dean of Students operating policies.*

- **Hubbard Park Fence**
  Three (3) spaces are available on the Hubbard Park Fence for registered student organizations and university departments to hang signs and/or banners for the purpose of promoting special events or activities occurring on Hubbard Park or in the Iowa Memorial Union. The available space is located on the north end of the Hubbard Park fence at the corner of Madison and Jefferson Streets. See appendix page 23 for complete policy.

- **Table Tents**
  Tabletop space is made available for announcements about university events and services. The display of informational material in the IMU should not be considered an endorsement by the Iowa Memorial Union or the University of Iowa. Approval for table tents will be given to student organizations and university departments for promoting university sponsored events. See appendix page 24 for complete policy.

- **Digital Display**
  The IMU provides eight (8) digital display space opportunities. The digital spaces are a designated public forum for registered student organizations and university departments. The content does not express nor reflects the position of the Iowa Memorial Union or The University of Iowa. See appendix page 25 for complete policy.

- **Chalking**, defined as the marking of a surface with chalk in order to communicate a message, is available for registered student organizations to publicize an upcoming event which that organization is sponsoring that will be open to all students. See appendix page 26 complete chalking policies. Another informal chalking opportunity is available on Chalk Talk chalkboards. Individuals and/or student organizations may write messages, quotes, or other information on the Chalk Talk boards. Boards are cleaned by IMU staff every Saturday. Chalk
Talk boards are located in the River Room, Student Activities Center, and The Chalk Talk Lounge in Ground Floor.

**Public Space**
The following areas within the IMU are designated shared or public space and may not be reserved by student organizations, university departments or university guests without approval from IMU Administration:
- Hubbard Commons fireplace lounge
- IMU South River Terrace
- Television seating areas
- Information Technology Centers (ITCs)
- Corridors excluding information and registration tables
- Lobby spaces
- Dining area
- The Hawkeye

**The Hawkeye**
The Hawkeye is the student lounge located in the IMU ground floor. This space is open to the general public and cannot be reserved for private events. There will be ongoing programming in this space sponsored by the Campus Activities Board (CAB). To propose an event, you can contact CAB through the Center for Student Involvement and Leadership (CSIL) in IMU 145.

**Danforth Chapel**
The Danforth Chapel was built in 1952 as a place of worship, meditation, and prayer as well as an oasis where students could reflect on their daily lives. The IMU accepts reservations for the Danforth Chapel by request by student organizations, university departments, and university guests.

**Reservation Guidelines:**
1. The Chapel is reserved Monday to Friday from 7am to 5pm for quiet reflection. Reservations for the Chapel during this time are generally not permitted. Requests for exceptions can be submitted to the IMU Event Services Office at 159 IMU or (319) 335-3114 for review by IMU Administration.
2. Weddings and other events may reserve the chapel Friday 6pm to 1:30am and Saturday and Sunday 10am to 1:30am. Weddings are allowed a three (3) hour block of time the day of the wedding and a one hour block of time before the wedding for rehearsal.
3. Decorations must not be pinned to the pews at any time. Please see the decoration policy page 21 for approved decorations and ways to affix decorations to the pews and walls.

**Outdoor Space**
The University of Iowa has several spaces for outdoor events available to student organizations, departments, and university guests. The following priority applies to reserving outdoor space:
- Hubbard Park is available to student organizations and university departments only. See appendix page 20 for complete policy.
- Pentacrest is available to student organizations, university departments, and for community wide events.
- Kautz Plaza (T. Anne Cleary walkway) is available for student organizations and university departments
- IMU River Amphitheater is available for student organizations, university departments, and public events. See appendix page 28 for complete policy.
- IMU River Terrace (north side only) is available for student organizations, university departments, and public events in conjunction with events in the IMU Main Lounge or Sunporch. See appendix page 30 for complete policy.

1. The Office of the Vice President for Student Life is designated as the approver for all outdoor space with the exception of Hubbard Park, IMU River Amphitheater, and IMU River Terrace.
   a. Student organizations should contact IMU Event Services to reserve Hubbard Park, IMU North River Terrace or IMU River Amphitheater and the VP Office for Student Life to reserve Pentacrest and Kautz Plaza.
      i. Student organizations must complete an Event Information Form (EIF) to use any outdoor space.
   b. University Departments should contact IMU Event Services to reserve Hubbard Park, IMU North River Terrace, and IMU River Amphitheater and the VP Office for Student Life to reserve Pentacrest and Kautz Plaza.
   c. University guests should contact the Office of Vice President for Student Life to request Pentacrest or other University outdoor space. University guests should contact IMU Event Services to reserve Hubbard Park, the IMU North River Terrace, or IMU River Amphitheater.

Rallies and Demonstrations
The IMU has designated specific locations within the building for the purpose of conducting a rally or demonstration. Rallies and demonstrations are subject to all IMU, University of Iowa, and Dean of Students regulations. Those not following policies set forth by the University of Iowa will be asked to cease their rally or demonstration.

1. Student Organizations may host a political rally or demonstration in Hubbard Commons, Hubbard Park, and/or the South Lobby entrance (departments or university guests may not conduct a rally or demonstration).
2. Rallies or demonstrations for other locations on campus include: Pentacrest and Kautz Plaza.
   a. Reservations must be made in the VP Student Life Office, IMU 249 prior to the event date.
   b. An Event Information Form must be filled out in conjunction with the reservation and approved by the Director of the IMU.
3. Amplification may be used only for people speaking, however, non-amplified music is permitted (e.g., harmonica, guitar). A portable sound system is available for a fee through the IMU Event Services Office and should be reserved prior to the event date or at the time of the reservation.
4. The carrying of signs is permitted, provided the signs are not attached to sticks.

Movies and other Copyrighted Materials
In compliance with the Federal Copyright Act (Title 17 of the United State Code) regarding film and video piracy, anyone wishing to show a film or other copyrighted material in any IMU venue must first obtain a public performance license agreement. Neither the rental nor the purchase of a videocassette or DVD, nor the subscription to an online streaming service such as Netflix, carries the right to show it outside the home.

1. Registered Student Organizations requesting to show a film or play copyrighted material in an IMU managed space must return a completed Event Information Form (EIF) with the
appropriate Public Performance license to the IMU Event Services office ten (10) days prior to the event date providing permission to show copyrighted materials in public settings. If the EIF and license is not received the copyrighted material will not be permitted and/or the event may be cancelled at the customer’s expense. Reservations for these events will not receive a confirmed status unless the Public Performance license has been approved.

2. University departments must obtain the license and be prepared to show it to IMU management the day of the event.

3. University guests must obtain the license and provide a copy to IMU Event Services ten (10) days prior to the event date.

**Gambling – (including Raffle Tickets)**
Registered student organizations may request permission to do gambling on University property. All State of Iowa, University of Iowa, and Dean of Students policies must be met in order to qualify for a gaming license. Application forms are available in IMU 159 in the Student Organization Business Office (SOBO) or on the Org Sync website at [http://uiowa.orgsync.com](http://uiowa.orgsync.com)

University departments and guests may not conduct gaming on University property. This includes gambling where money is not being exchanged and rented gaming equipment from local rental vendors.

**Concerts & Performances**
SCOPE Productions is the registered organization that may host a concert within the IMU or on Hubbard Park. For the purpose of this policy, a concert is defined as a performance intended as programming for students. This policy does not include performances programmed by Hancher, School or Music, or other university departments and student organizations that schedule performances as a part of their mission.

**Event Planning**

**Room Set Up**
IMU meeting rooms, other than Lucas Dodge, Penn State, and Nebraska Room, have a standard set. Standard set rooms can be changed for a fee. All other event room set up arrangements must be made ten (10) business days prior to your event date. Room sets that require changing mid event will incur and additional fee. Tables, chairs, linen, and limited amounts of other equipment come standard with most event rooms. See the IMU website at [http://imu.uiowa.edu imu-event-services/](http://imu.uiowa.edu/imevent-services/) for more details on room set up and equipment rental.

**Audio Visual & Equipment**
Requests for tech/media services must be made ten (10) business days prior to the event date. Late requests may not be able to be accommodated and/or may result in additional fees. The IMU reserves the right, at its discretion, to require an AV tech at the customer’s expense if the event necessitates one. Setup of all stage sets and program support equipment will be accomplished by or be under direct supervision of the Union staff.

**Catering**
All food and beverage services in and around the Iowa Memorial Union are to be provided by University Catering. For health and safety reasons, groups are not permitted to self-cater or deliver food items to the IMU for events in the facility. See the IMU website at [http://imu.uiowa.edu/imevent-services/](http://imu.uiowa.edu/imevent-services/) for more information about University Catering.
Student Organizations may request use of an Alternative Catering Provider in writing at least four (4) weeks prior to the event. Forms are provided in the University Catering Office, 154 IMU, and must be filled out in coordination with the Event Information Form initiated in the Event Service Office, 159 IMU. See appendix page 27 for complete policy.

University Catering and IMU Administration will consider exceptions to this policy when:

1. Events are requesting food ethnically or otherwise unique that University Catering staff determines they cannot prepare.
2. Religious events require special food or special food preparation.
3. Food is provided to an organization as an in kind donation.

Beverage
University departments and university guests are eligible for beverage service for scheduled events in accordance with guidelines under “general policy” listed below. Registered student organizations are eligible for beverage service in accordance with guidelines under “general policy” and “student organization additional policies” listed below.

General Policies
1. Supply and Service Policy: All beverage service (alcoholic and non-alcoholic) will be supplied by UI Catering subject to availability of facilities, staff and supplies. Under Iowa State law, the IMU, or any University department or organization, may not accept free alcoholic beverages from an outside source or funds from a distributor. The dispensing and control of alcoholic beverages within the IMU is the responsibility of UI Catering and IMU Administration. All money collected by the UI Catering from alcohol sales will be deposited in a designated university account. Under no circumstances is a sponsoring organization to receive money collected as a result of alcohol sales.
2. Cash or Hosted Bar: Departments and university guests may ask event attendees to pay directly for alcohol service or service may be sponsored by the hosting organization. UI Catering and/or IMU Administration reserve the right to determine whether alcohol is most appropriately served by cash or host. UI Catering will charge a minimum hourly fee for costs incurred when drinks are served by the host.
3. Food Requirement: A sponsoring organization must be prepared to provide guests with non-alcoholic beverages and food in addition to alcoholic beverages.
4. Observance of State Laws: Proof of age (carding) will take place at all events where alcoholic beverages are served and are the responsibility of the UI Catering. Legally intoxicated persons and persons under 21 years of age will not be served alcoholic beverages. UI Catering and IMU Administration reserve the right to ask a person for two or more forms of identification in order to verify age, and may notify Public Safety in the event that a person in the IMU is believed to be legally intoxicated, to have misrepresented his or her age, or to have provided alcohol to an underage person.
5. Alcohol Restricted to Designated Areas: Alcoholic beverages purchased from outside the IMU are prohibited in the IMU. Alcohol may only be consumed in designated areas within the IMU and is not permitted in hallways, lobbies, restrooms, or outside the building. Persons in violation of this policy are subject to having the alcohol confiscated and/or be asked to leave the event. UI Catering and/or IMU Administration reserve the right to close events prior to their expected closing time in the event that this policy is abused.
6. Number of Persons in Attendance: Prior to or during an event, the UI Catering and/or IMU Administration reserve the right to limit the total attendance in a room and the quantity of
alcoholic beverage to be provided. Alcoholic beverage service will be based on the estimated number in attendance, the length of the event, and the general behavior of those attending.

7. **Ushers**: The IMU Administration reserves the right to provide usher(s) and/or public safety officers at a cost to the sponsoring department or organization whenever restricted access is required or admission is charged.

8. **Liquor Limitation**: Beer and wine may be served to events open to the public but not liquor. Liquor may only be served at events not open to the public. To be considered a closed (non-public) event, all persons in attendance must have been invited or have purchased a ticket in advance. Scheduled food events, such as receptions and meals are also considered closed for purposes of this policy.

9. **Hours of Service**: In general, alcoholic beverage service can begin no earlier than noon and be offered up to one-half hour prior to the close of an event. Last call will be one hour before the end of an event. Alcoholic beverage service will be limited to six (6) hours or less.

10. **Service Approval**: Alcoholic beverage service must be approved by the Student Services Vice President before the date of the event. Events held at the Iowa Memorial Union have already been issued prior approval from the VP’s office.

**Student Organization Additional Policies**

1. As a general policy, alcoholic beverage service will not be available to organizations sponsoring events attended by students under the age of 21.

2. An Event Information Form (EIF) must be filed out for any event sponsored by a student organization requesting alcohol service.

3. An alcohol service request form must be filled out for any event sponsored by a student organization requesting alcohol service.

**Event Security**

IMU Event Services will require security, at the organization’s expense, for events that meet the following criteria:

1. Event is open to the public
2. Event goes past 12AM Midnight
3. Event is social in nature (party, dance, entertainment, etc.)

Security for events outside of this criteria may be required as per discretion from UIPD, CSIL, and IMU Event Services.

**Additional Building Hours**

Requests for use of IMU facilities beyond normal building hours require the approval of the IMU Associate Director. Additional building hour request should be made at the time of reservation in the IMU Event Services office. Events planning on requesting additional building hours should submit their reservation request no later than twenty (20) business days prior to the requested event date. Additional building hours are $60.00/hour for student organizations, $120/hour for departments, and $300.00/hour for university guests.

**Electrical Connect/Disconnect**

Events with special electrical needs will need to arrange for an electrical connection at least ten (10) days prior to the event date. Additional electrical connections are available in the Main Lounge, Second
Floor Ballroom, and Hubbard Park at the customer’s expense. Please make these arrangements with the IMU Event Services Office, 159 IMU. Events requiring a connection or disconnection outside of regular business hours off site may incur additional fees.

Decorations
The IMU has set forth guidelines for decorating within the IMU facility and event spaces. Any one not following policy may lose reservation privileges and/or be charged a cleanup fee. See appendix page 22 for the complete policy.

Fees

<table>
<thead>
<tr>
<th>Facility Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>See IMU website at <a href="http://imu.uiowa.edu/">http://imu.uiowa.edu/</a> under both the Banquet &amp; Ballroom Space and Meetings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AV/ Non-AV Equipment &amp; Event/Tech Staff Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>See IMU website at <a href="http://imu.uiowa.edu/av-equipment-and-pricing/">http://imu.uiowa.edu/av-equipment-and-pricing/</a></td>
</tr>
</tbody>
</table>

Due to the potential damage and the increased depreciation cycle for mobile items, the use or rental of IMU AV and Non-AV equipment or other furnishings is not allowed outside of facilities controlled by IMU.

Cancellation and No Show Fees
Student organizations cancelling events less than one month before their event date may be charged a late cancellation fee of $200 or the full room rental, whichever is less.

University departments may cancel reservations up to one year prior to the event date and receive a full refund. After the one year date departments cancelling rooms waive the full room fee. Reservations moved within the same academic year may be eligible to move room rental deposits to the new reservation.

University guests cancelling rooms waive the full room rental fee. Reservations moved within the same academic year may be eligible to move room rental deposits to the new reservation.

The IMU Associate Director or his/her designee makes the final determination as to whether a room rental deposit may be moved to the new reservation.

Additional Damage/Cleaning Fees
Customers shall surrender possession of the IMU venue to the IMU at the conclusion of the event in good condition and repair. Customer shall reimburse the IMU for any and all costs the IMU incurs to repair any damage to the venue or other property or equipment arising out of or in connection with the customer’s use of the IMU venue. Customers will also be charged a custodial fee for any post event cleaning that goes above and beyond the standard cleaning time. Additional custodial fees are $25.00 per hour outside of normal cleaning time.

Overdue Invoices
When a university department has not paid all event charges at the end of the fiscal year, a report will be provided to the University Business Office for collection of those debts. Further restrictions on the account may be placed on departments not paying in full for event activities within the fiscal year.

University guests that are 90 days or more overdue will be sent to collections.
## Appendix

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual EMS Procedures</td>
<td>15</td>
</tr>
<tr>
<td>Challenging Reservations</td>
<td>17</td>
</tr>
<tr>
<td>Information Tables &amp; Bake Sales</td>
<td>18</td>
</tr>
<tr>
<td>Philip G. Hubbard Park Use</td>
<td>20</td>
</tr>
<tr>
<td>Decorating</td>
<td>22</td>
</tr>
<tr>
<td>Hubbard Park Fence</td>
<td>23</td>
</tr>
<tr>
<td>Table Tents</td>
<td>24</td>
</tr>
<tr>
<td>Digital Display</td>
<td>25</td>
</tr>
<tr>
<td>Chalking</td>
<td>26</td>
</tr>
<tr>
<td>Alternative Catering Service</td>
<td>27</td>
</tr>
<tr>
<td>IMU River Amphitheater</td>
<td>28</td>
</tr>
<tr>
<td>IMU River Terrace</td>
<td>30</td>
</tr>
</tbody>
</table>

*Virtual EMS Procedure*
Registered UI Student Organizations and UI Departments can make reservations for free IMU meeting spaces online using a uiowa email address. **Student organizations** can begin making series or individual meeting room requests online beginning April 15th for the upcoming academic year and are not to exceed ten (10) reservations per month. **University departments** are eligible to make series or individual meeting room requests online beginning May 1st for the upcoming academic year.

If the request is for a date less than 72 hours (3 days) from when you are making the request you will need to contact Event Services at 319-335-3114 or e-mail imu-eventservices@uiowa.edu.

**To set up an account:**
Accounts can be requested by going to http://scheduling.uiowa.edu/imu/ and clicking “sign up”. All accounts must be processed and approved by IMU Event Services staff before reservations can be made. You will receive an email confirmation when your account has been approved.

**To make a reservation:**

1) After you have set up your account, you can begin making reservations by going to the Virtual EMS website http://scheduling.uiowa.edu/imu/
2) Click on “Log In Now” and enter your user ID (full uiowa email address, i.e. john-doe@uiowa.edu) and the password you selected when you requested your account (note your password is unique to Virtual EMS and is not connected to any other accounts). Select “Login”. You will be redirected back to the home page and your name will be on the top right corner.
3) To make a request, hover over the “Reservations” icon and choose the appropriate selection from the dropdown menu (i.e. Student Meeting Room Reservation, Department Meeting Room Request)
4) Enter the appropriate required information in the boxes on the left hand side of the page (*designates required field) then click on “FIND SPACE”.
5) Click on the green + sign next to the room you wish to reserve.
   a. If a room is not available, it will be blocked in blue or will have a blue line through it. A blue line indicates another events “set up” time. Most rooms require at least 30 minutes for setup. If you select an event with a conflict, you will receive an error message that says “request would create a conflict with another booking”.
   b. If you receive an error message that reads “Request violates building hours”, the building is closed during the time you are requesting.
6) To select more than one date or room on one reservation: follow the steps below.
   a. For daily, weekly, or monthly reservations reoccuring at the same time: select “reoccurrence” under “When and where” and enter the appropriate information. 
      i. A “list” of available rooms will appear and display the number of dates that they are available in the selected time period. Click the green + sign next to the room you wish to reserve.
      1. If that room is not available for all of the dates you selected a message will appear that says “the location you selected is not available for all of your dates”. Push ok then select the yellow “search remaining dates” button on the left to find spaces on the remaining dates.
   b. To request a reservation that includes multiple rooms, dates, OR times: after clicking on the green + sign and details of each room selected will show above under “selected
locations” You can continue to select rooms or add “when and where” and “find space” on the left column and choose to add multiple rooms, dates, or times. Rooms can be removed by clicking the red x.

7) Once you have selected all of the rooms you would like, click on the “Details” tab to enter the following:
   a. **Event Name** (to be displayed on the IMU Building Screens on the date of your event)
   b. **Event Type**: typically “meeting”
   c. **Customer**: the student organization(s) or department(s) that you belong to should be displayed in the dropdown menu. Please only select the group that you are making the reservation for. If you do not see the appropriate group name, please email imu-eventservices@uiowa.edu or call 319-335-3114.
   d. **1st Contact**: Choose your name under “1st Contact” and verify that your telephone number and e-mail address populate correctly.
   e. **2nd Contact**: Only enter 2nd contact if you would like someone else in your organization to be copied in all email communication regarding the reservations you are making.

8) Answer the questions under “OTHER INFORMATION” by choosing one of the options in the dropdown box or adding details in the text box.

9) Indicate under “AV equipment” if you plan on using the meeting room equipment or if you would like to connect your laptop using a VGA cable. Note: VGA cables are compatible with PCs. If you have a MAC you will need to provide the appropriate adaptor to hook up to the meeting room AV. The IMU does NOT have these available.

10) After all required fields are completed, scroll to the bottom of the page and read the terms and conditions. If you agree, check that you have reviewed the terms.

11) Submit Reservation.

12) The next screen shows your room request.

13) **You will receive an e-mail confirmation when your request has been approved or denied by IMU Event Services Staff.**

14) To place a catering orders call 335-3116 or email hsg-catering@uiowa.edu. Menus can be found online at catering.uiowa.edu.

15) To edit or cancel your room request click on the pencil under the “ACTIONS” tab or email imu-eventservices@uiowa.edu
   a. If you have ordered Catering for the reservation being cancelled you MUST call 335-3116 to cancel the catering arrangements.

16) To view all of your requests, hover over the “Reservations” icon and select “View My Requests”

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**Challenging Reservations**
1. **Student organizations**: may issue challenges to customers holding rooms in tentative status. The challenged group has seven (7) business days to submit payment for the room(s) or the space is released to the group issuing the challenge. If the room is released, the student organization issuing the challenge is required to pay a non-refundable $200 deposit or the full room rental if less than $200 within five (5) business days. The IMU will not consider donation or sponsorship requests for rooms that are held by student organizations that are held after issuing a challenge.

2. **University departments**: may issue challenges to customers holding rooms in tentative status. The challenged group has seven (7) business days to submit payment for the room(s) or the space is released to the group issuing the challenge. If the room is released, the department issuing the challenge is required to pay a non-refundable deposit for the full room rental within five (5) business days. The IMU will not consider donation or sponsorship requests for rooms that have been reserved by departments after issuing a challenge.

3. **University guests**: may issue challenges to customers holding rooms in tentative status. The challenged group has seven (7) business days to submit payment for the room(s) or the space is released to the group issuing the challenge. If the room is released, the group issuing the challenge is required to pay a non-refundable deposit for the full room rental within five (5) business days. The IMU will not consider donation or sponsorship requests for rooms that have been reserved by university guests after issuing a challenge.

*Information Tables & Bake Sales*
Information Tables: Information tables are provided so that registered student organizations and departments may make contact with students for the dissemination of information or to collect funds or other support (e.g., signatures, supplies) from persons outside its membership. University guests or other non-university vendors or companies are not allowed at the information tables for sales-related, fundraising, or commercial activity without being sponsored by a registered student organization in good standing with the Center for Student Involvement and Leadership (CSIL).

Six tables are available for use. Tables one (1) through four (4) are located on the ground floor outside of the main food court. Table five (5) and six (6) are located on the first floor in Hubbard Commons.

Each organization maintaining a table in the IMU is responsible for requiring individuals to remain behind the table, providing a member in attendance at the table, and providing a printed banner or a printed block letter sign, no smaller than 8 1/2 x 11, with the student organization or department name.

1. All materials and literature must be contained to the table.
2. All tables must remain in designated areas and the use of extra tables will not be allowed without the permission of the Facility Manager.
3. IMU Event Services reserves the right to deny approval to groups not following these guidelines.
4. Food and beverages purchased from UI Catering may be distributed during a tabling event. Other food and beverage products may not be distributed without permission from IMU Event Services with the exception of individually wrapped small candies.
5. If sales are involved, the student organization must utilize the services of the IMU Business Office, including a cash box and direct deposit to the organization's university account. When sponsoring external vendors for the purpose of sales a signed External Sponsorship Agreement form is required. University departments are not allowed to sell goods for fund raising in the IMU. Sales must not be in direct competition with vendors within the IMU without the approval of that vendor.
6. MBNA is the exclusive vendor for student organizations who conduct credit card solicitation. Credit card solicitation requires a signed External Sponsorship Agreement in addition to the Event Information Form. The University of Iowa Alumni Association is the University contact for MBNA and is located at 100 Levitt Center for University Advancement.
7. An Event Information Form (EIF) maybe required for student organizations using information tables. This will be determined by the IMU Event Services Office.

Bake Sales: Registered student organizations are permitted to conduct bakes sales in the IMU at specified tabling areas or on Hubbard Park. All regulations set by the Johnson County Department of Public Health and IMU must be strictly followed. An Event Information Form (EIF) is required for all bake sales.

IMU Guidelines:

1. Student organizations must utilize the services of the IMU Business Office, including a cash box and direct deposit to the organization's University account. A sign must be visibly displayed during the sale stating that all products come from a kitchen not under state inspection or licensure.
2. A complete list of goods for sale must be provided to IMU Event Services before the sale date. Only those items included on the list will be permitted at the event.

**Public Health Guidelines:**

1. Goods are limited to shelf stable non-hazardous baked goods (e.g., no cheesecake, custards, or other baked goods that require temperature control).
2. Sales events may not exceed one day per calendar week and not on two (2) or more consecutive days.
3. Sales are conducted on the premises of the sponsoring organization (i.e. must be on designated UI property).

*Philip G. Hubbard Park Use*
1. **Conditions of Use:** space on the park is reserved for classes during academic sessions Monday to Friday from 7:00 AM to 3:30 PM. Any space not reserved by the first day of the academic session will be made available for other reservations during those days and times.
   a. More than one event at a time may be scheduled on the park. The number of events permitted simultaneously will be the decision of the IMU Event Services Office.
   b. All policies governing the sale of goods in the IMU will be applicable on Hubbard Park. Policies regarding solicitation by student organizations will apply on Hubbard Park.
   c. Failure to obtain approval for the use of the Philip G. Hubbard Park or violation of applicable University regulations during use may result in the withdrawal of the privilege of use.
   d. If park conditions are not suitable for use, the IMU reserves the right to cancel, move, or schedule rain back up dates. All effort will be made to notify groups three (3) days in advance of the scheduled event date.
   e. Tents and other items cannot be set on the park without prior approval. An Iowa One Call to Building and Landscape Services will be required before driving anything in the ground to prevent damage to the sprinkler system and underground cables. Groups are responsible for coordinating these requests with IMU Facility Coordinators.

2. **Fee:** there is no fee for use of Hubbard Park unless special expenses or damages occur. The IMU Fee Schedule applies to all special expenses.
   a. Philip G. Hubbard Park is reserved on an “as is” condition. Requested set-ups such as staging, tables, lining of the field, etc., are the responsibility of the user to arrange.
   b. Users are expected to leave the park in the same condition they received it in. Users will be charged for any damage, clean-up, or misuse of the park. These charges are determined by the IMU Administration.

3. **Sound Amplification Guidelines:** amplified sound is restricted on Hubbard Park in the following ways:
   a. Amplification systems less than or equal to 20 watts are allowed at any time.
   b. Amplification systems greater than 20 watts and less than or equal to 50 watts are allowed at any time if the speakers are pointed west (towards the river).
   c. Amplification systems greater than 50 watts and less than or equal to 100 watts are permitted Monday through Friday between the hours of 12:20 PM and 1:30 PM.
   d. Amplification systems greater than 100 watts are permitted on Friday between the hours of 5:00 PM and 10:00 PM, and on Saturday and Sunday between the hours of 8:30 AM and 10:00 PM.
   e. Any City of Iowa City sound ordinances must also be met. Copies of the City sound ordinance are available in the IMU Event Services Office, 159 IMU.
   f. Exceptions will be made for “sound checks”. The sponsoring organization will be responsible for giving academic departments ample warning as to the date and time of sound checks so that accommodations for classroom activity can be made. A list of academic departments to be contacted in the event of an early sound check will be available from the IMU Event Services Office, 159 IMU. The sound emitted during these checks should be kept to a minimum amount of time and should be sporadic, not continual, in nature.

4. **Water Availability:** water is available on Hubbard Park on the north side of the park. Please see the fee on our website Link with ground water usage charges. Please make arrangements for water usage with an IMU Facilities Coordinator.

5. **Electrical Hook Up:** 110 single phase electrical outlets are available at all times for no fee along the east park fence. 220 single phase electrical outlets are available on the north side of the
park and must be arranged in advance of use. A fee for 220 power hook up will apply. Groups with other power needs will need to use a generator and must make those arrangements themselves. Please indicate your electrical needs before your event date or at the time of reservation.

6. Internet Access: must be arranged directly with Campus IT Services. Fees will apply.
7. Balloon Launch: must be approved by the Vice President in the Office for Student Life.

Decorating
1. Blue painters tape is the only approved method to attach decorations to walls, doors, ceilings, or woodwork. If any other means is used to attach decorations they will be removed. For the purpose of this policy directional or event advertisement signs are not considered decorations. Please see Directional Signage and Event Notification on page 3 for additional information.

2. Light weight decorations (i.e., paper letters, balloons, leaflets, etc.) may be attached to stage curtains and backdrops with straight pins.

3. Open flames are not permitted in any event space in the IMU or Danforth Chapel. Oil hurricane lanterns and battery operated tea light candles are available for a charge based on availability through UI Catering. Requests for exceptions to this policy can be made to the IMU Associate Director.

4. Balcony railings may be used for hanging banners, crepe paper, streamers, etc. Zip ties are the preferred method for hanging items from balcony railings.

5. All decorations must be removed by the sponsoring group or organization at the end of the event. IMU staff will dispose of any decorations remaining after the event. Labor charges for clean-up will be assessed where applicable and will be the responsibility of the sponsoring organization.

6. Damage fees will be applied as necessary.

7. Sidewalk Chalk is not an approved decorating method. Chalking for the purpose of event advertisement is allowed. See chalking policy page 7 and appendix page 26 for complete policy.

8. All decorations must comply with local, state, and national fire regulations and may be subject to approval by local fire authorities.

9. All decorations must be approved in advance by the IMU Event Services Office.

10. All organizations are responsible for setting up their own free standing decorations as well as removing them at the end of the event.

11. The use of glitter or confetti is prohibited. Groups using glitter for decoration or making signs in any IMU space will be charged a cleaning fee of $25 per hour.

12. Tacks, push pins, or staples are not allowed except on bulletin boards or portable panels.

13. IMU Staff reserves the right to remove postings in violation of IMU Policy.

14. Fog and smoke machines are allowed provided arrangements have been made at least ten (10) days prior to the event date. Additional fees may apply to events requesting use of a fog or smoke machine.

*Hubbard Park Fence*
Three (3) spaces are available on the Hubbard Park Fence for registered student organizations and university departments to hang signs and/or banners for the purpose of promoting special events or activities occurring on Hubbard Park or in the Iowa Memorial Union. The available space is located on the north end of the Hubbard Park fence at the corner of Madison and Jefferson Streets.

1. IMU Event Services, 159 IMU, must review all banners before they may be hung on Hubbard Park Fence. All signs/banners will:
   a. Identify the sponsoring organization/department by name
   b. Indicate the name and date of the event or activity being promoted
   c. Not be posted for more than five (5) consecutive days
   d. Be limited to promotion of approved University events on Hubbard Park or in the Iowa Memorial Union only
   e. Not exceed eight (8) feet long by four (4) feet high in size
   f. Not hang other decorative items (streamers, balloons, etc.) to the fence or banner without prior approval
   g. Not contain sponsoring corporations logos or names
   h. Will be attached to the fence with string or plastic zip ties

2. If spaces are not occupied within two (2) hours of the reservation time, they will be forfeited. Forfeited space will be allocated on a first-come, first-serve basis.

3. All signs and banners must remain in the designated areas of the Hubbard Park Fence. The use of extra spaces will not be allowed without the permission of the IMU Facility Manager. Reservations do not guarantee a specific location on the fence. Space on the fence is determined on a first-come, first-service basis. Signs and banners are not allowed on other campus fences.

4. The Iowa Memorial Union reserves the right to remove signs and banners from the fence and cancel future reservations of groups not following these guidelines

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Table Tents
Tabletop space is made available for announcements about university events and services. The display of informational material in the IMU should not be considered an endorsement by the Iowa Memorial Union or the University of Iowa. Approval for table tents will be given to student organizations and university departments for promoting university sponsored events.

1. Table tents must be strictly informational (for example publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.

2. All materials distributed at the Iowa Memorial Union must be approved by IMU Event Services.

3. Table space may be reserved six (6) days per month.
   a. The maximum allowable size is 5 inches by 4 inches. Table tents may be two, three, or four-sided and must be printed on cardstock.
   b. Only one (1) table tent will be displayed per table in any designated area at one time.
   c. IMU staff will remove and recycle all table tents at the end of their reservation.

4. A finished table tent must be provided to IMU Event Services before final approval is given.

5. It is the responsibility of the sponsoring organization to place the table tents on the tables in the designated area.
   a. To maintain necessary sanitary conditions, IMU event staff will dispose of table tents as they become stained or dirty.
   b. Organizations may replace table tents each day throughout the reservation.

6. IMU Event Services reserves the right to cancel existing reservations and deny approval of future requests to groups not following these guidelines.

7. Table tents are permitted as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of Tents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hubbard Commons</td>
<td>40</td>
</tr>
<tr>
<td>CSIL Hallway</td>
<td>12</td>
</tr>
<tr>
<td>Big Ten Lobby</td>
<td>15</td>
</tr>
<tr>
<td>Iowa Black Box Lobby</td>
<td>20</td>
</tr>
<tr>
<td>IMU Ground Floor</td>
<td>95</td>
</tr>
<tr>
<td>River Room*</td>
<td>70</td>
</tr>
</tbody>
</table>

*Private dining and meeting rooms are not included
*The Iowa House lobby is not included
The IMU provides eight (8) digital display space opportunities. The digital spaces are a designated public forum for registered student organizations and university departments. The content does not express nor reflects the position of the Iowa Memorial Union or The University of Iowa.

The University firmly believes in free speech, free expression and the right to dissent. However, every right carries a corresponding obligation or duty. The University hopes that displays will generate enough discussion within the community to increase sensitivity toward issues of diversity and human rights thus facilitating the University’s obligation to protect both the free speech and human rights of its various constituencies.

In the event of controversies resulting from the contents in a display space, the IMU Event Services Office will attempt to arrange a meeting of those organizations involved in order to facilitate an exchange of ideas of diverse vantage points and a better understanding of the ideology or message of the display. If requested and if space permits, the IMU Event Services Office will offer an equal opportunity to the protesting organization to use a display space to present their viewpoint and will be reserved at the first available time.

1. Display reservations are allowed for three (3) weeks per semester and can be in consecutive or weekly increments, based on individual organization’s needs.
   b. Displays will run from Monday to Sunday for those choosing to split reservations into separate weeks. Those failing to meet this deadline will forfeit their reservation.
   c. Additional display space may be reserved on a first come first serve basis the first day of the month for the following month (i.e. September 1st for October).
2. Digital display materials must be emailed to [imu-eventservices@uiowa.edu] no later than the Monday before your reservation or your reservation will be forfeited.
3. An opportunity to highlight your event schedule is provided on the “Today’s Highlights” section of each event schedule screen in the IMU. To request use of this space please send an email to [imu-eventservices@uiowa.edu] no later than the Monday before your event with your reservation information and someone will be in contact with you to set up your display.
4. IMU Marketing & Design may be hired to create a design for your display. M+D staff will prepare JPG images for the digital space for a by-the-hour charge if logos and text are provided, plus other associated imagery for the event. Costs will not exceed 1 hour of work provided all materials required are submitted in a timely manner and are usable art. Work will commence upon receipt of a blue requisition for 1 hour of design time and the content. To utilize this service contact M+D at 335-3117.
Chalking

1. Chalking is only allowed on the three sidewalks that are the perimeter to Hubbard Park (North, East, and South sides).
2. The message/artwork must include the name of the sponsoring student organization and may only be created with water soluble chalk (aka “sidewalk chalk”).
3. The IMU reserves the right to remove any such messages and may impose disciplinary sanctions for them: any profanity, form of hate speech, message threatening individuals or groups of people or to incite physical or psychological harm. A threat shall be defined to have occurred any time that an individual or group in the campus community feels that their health and safety has been jeopardized.
4. Complaints about chalking may be directed to the Office of the Vice President for Student Life.
5. Members of the University community, especially student organizations that fail to comply with this policy may lose the privilege to request funding provided by UISG and may be subject to loss of student organization recognition.
   a. The Office of the Vice President for Student Life has authority to manage this policy and to take action based on it, together with other University policies and all applicable law, with respect to chalking on University property. Facilities Management and other University administrators are authorized to remove any chalking that does not comply with this policy. The Office of the Vice President for Student Life also is authorized to charge the responsible party for any costs associated with such chalking removal.
**Alternative Catering Applications**

Alternative Catering Services must comply with the following:

1. The caterer must have the appropriate food service license, insurance, and other items deemed necessary by University Catering, IMU Administration, and UI Risk Management.

2. The catering company must transport all food and provide equipment for preparing and transporting prepared food items at safe temperatures as outlined by the Johnson County Department of Public Health regulation.

3. Only licensed caterers that are equipped to deliver, set up, and manage off-site events will be considered. The caterer must also provide all equipment, service ware, and other items required to execute its obligation to the client.

4. Caterers must provide a certificate of insurance issued from the insurance company with the following coverage:
   a. Applicable Workers Compensation insurance to cover liability imposed by Federal and State statutes having jurisdiction over Caterer’s employees engaged in the performance of the Caterer’s service. Employer’s Liability insurance of no less than $100,000 each employee and $100,000 each accident.
   b. Commercial General Liability insurance with a minimum limit of ONE MILLION DOLLARS ($1,000,000) per occurrence. This policy shall include coverage for bodily injury and property damage, including completed operations, personal injury, coverage for contractual employees, blanket contractual and products and completed operations. Policy shall contain a severability of interests provision.
   c. Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than TWO HUNDRED AND FIFTY THOUSAND DOLLARS ($250,000) with respect to Caterer’s owned, non-owned, hired, or borrowed vehicles, assigned to or used in performance of this agreement.
   d. The Commercial General Liability policy required shall be endorsed to include the State of Iowa; University of Iowa; Board of Regents, State of Iowa, their agents, officials and employees as additional insured.

5. Approval of an external caterer does not include use of the IMU kitchens and equipment.

6. The caterer must provide one (1) staff person at the event to handle food service and safety in accordance with Johnson County Department of Public Health regulations.

7. The student organization must pay for a minimum of one (1) staff person from University Catering for the entire time food is being served plus thirty (30) minutes before and after service. (Example: a group serving food from 6p.m. to 7p.m. would pay for a catering staff person from 5:30p.m. to 7:30p.m.)

8. University Catering may be available to provide some limited catering equipment for a fee.

9. Exceptions to items 1 through 7 above may be consider on a case by case basis and only if food safety can be maintained.
**IMU River Amphitheater**

1. **Reservation Guidelines:**
   a. The IMU River Amphitheater is available for reservations from 8am to 10pm. Requests for exceptions can be submitted to IMU Event Services.
   b. Weddings are allowed a one hour block of time before the wedding for rehearsal and are permitted on the space beginning at 9am on the day of their reservation (based on availability).

2. **Fee:** there is no fee to student organizations or departments for use of the IMU River Amphitheater for free events unless special expenses or damages occur. In the case of an event in which an admission fee is collected, there will be a fee for both student organizations and departments which can be found on the IMU website at [http://imu.uiowa.edu/event-services](http://imu.uiowa.edu/event-services). University guests can also visit this website for the current rental fee for the amphitheater. The IMU Fee Schedule applies to all special expenses.
   a. IMU River Amphitheater is reserved on an “as is” condition. Requested set-ups such as staging, tables, sound, etc., are the responsibility of the user to arrange. The IMU may assist with equipment needs by recommending external vendors or renting out limited items. This is to be arranged with an IMU Facility Coordinator.
   b. Users are expected to leave the amphitheater in the same condition they received it in. Users will be charged for any damage, clean-up, or misuse of the amphitheater. These charges are determined by the IMU Administration.

3. **Conditions of Use:**
   a. All policies governing the sale of goods in the IMU and regarding sales by student organizations will be applicable on the Amphitheater.
   b. More than one event may be scheduled at once on the west side of the IMU on the IMU River Terrace and IMU River Amphitheater. The number and types of events permitted simultaneously will be the decision of IMU Event Services and will be reviewed on a case by case basis.
   c. Food and beverage service on the Amphitheater will be allowed and must be provided by UI Catering. No alcohol is allowed on the Amphitheater.
   d. Failure to obtain approval for the use of the IMU River Amphitheater or violation of applicable University regulations during use may result in the withdrawal of the privilege of use.
   e. Rain back up is the responsibility of the customer. If conditions are not suitable for use, the IMU reserves the right to cancel, move, or schedule rain back up dates. All effort will be made to notify groups three (3) days in advance of the scheduled event date.
      i. In the case of cancellation due to weather, both student organizations and university departments will receive full refunds. For university guests, a refund of the full rental of the amphitheater space will be issued, minus a $50 administration fee that will be held by IMU Event Services. This fee will be waived if the IMU Main Lounge is rented in conjunction to the Amphitheater.
   f. Tents and other items cannot be set on the amphitheater without prior approval.

4. **Sound Amplification Guidelines:** amplified sound is restricted on the IMU River Amphitheater in the following ways:
   a. Amplification systems less than or equal to 20 watts are allowed at any time.
   b. Amplification systems greater than 20 watts are allowed from 9:00 AM to 9:00 PM.

5. **Water Availability:** water is not available on the IMU River Amphitheater.

6. **Electrical Hook Up:** 110 single phase electrical outlets are available at all times for no fee along the IMU River Terrace wall. Groups with other power needs will need to use a generator and
must make those arrangements themselves. Please indicate your electrical needs before your event date or at the time of reservation.

7. **Wireless Internet Access**: is available for no charge on the amphitheater

8. **Balloon Launch**: must be approved by the Vice President in the Office for Student Life.
**IMU River Terrace**

1. **IMU River Terrace Conditions of Use**
   a. All policies governing the sale of goods in the IMU by student organizations will be applicable on the Amphitheater.
   b. More than one event may be scheduled at once on the west side of the IMU on the IMU River Terrace and IMU River Amphitheater. The number and types of events permitted simultaneously will be the decision of IMU Event Services and will be reviewed on a case by case basis.
   c. Food and beverage service on the River Terrace will be allowed and must be provided by UI Catering.
   d. Failure to obtain approval for the use of the IMU River Terrace or violation of applicable University regulations during use may result in the withdrawal of the privilege of use.
2. **Sound Amplification Guidelines:** amplified sound is restricted on the IMU North River Terrace in the following ways:
   a. Amplification systems less than or equal to 20 watts are allowed at any time.
   b. Amplification systems greater than 20 watts are allowed from 9:00 AM to 9:00 PM.
3. **Water Availability:** water is not available on the IMU River Terrace.
4. **Electrical Hook Up:** 110 single phase electrical outlets are available at all times for no fee along the IMU River Terrace. For additional power needs please speak with the Facility Coordinator.
5. **Internet Access:** is available for no charge on the terrace.

**South River Terrace:** The south section of the IMU River Terrace, the South River Terrace, is open to the public at all times. There will be ongoing programming in this space sponsored by the Campus Activities Board (CAB). To propose an event, you can contact CAB through the Center for Student Involvement and Leadership (CSIL) in IMU 145. Outside of the academic year, programming is not permitted on Friday evenings after 5pm or at any time on Saturdays unless arrangements are made within one month of the event date.

**North River Terrace:** The north section of the IMU River Terrace, the North River Terrace, is available for reservations in conjunction with events in the Main Lounge and Sunporch or events on the Sunporch only for dates when the Main Lounge is not booked up to three (3) month prior to the requested event date. Request for reservations outside of this timeframe should be directed to IMU Administration.

1. **Special Conditions:**
   a. Alcohol service may be offered on the North River Terrace. All University of Iowa policy governing alcohol service must be adhered to on the terrace. See Beverage page 10 for more information. All beverages must be kept on the terrace or inside the building at all times.
   b. Signage and security will be required for events serving alcoholic beverages on the terrace.
   c. If conditions are not suitable for use, the IMU reserves the right to limit groups to using the indoor space(s) (Main Lounge or Sunporch) reserved in conjunction with the North Terrace. No additional rain back up will be provided and no refunds will be issued.
2. **Fee:** This space is reserved in conjunction with the IMU Main Lounge and/or Sunporch. The rental fee for these spaces applies and no additional rental fee will be issued. Set up and equipment rental fees may apply. See the IMU website for more information: [http://imu.uiowa.edu/event-services](http://imu.uiowa.edu/event-services).