


## Event Management and Facilities Use Agreement

These guidelines must be followed in order to use Regenstrief Institute (RI) space.

1. You, the Organizer, must be respectful of our business environment. Ensure your group is not disruptive to our faculty and staff. Guests are expected to be courteous and respectful to all. We reserve the right to terminate any meeting if a disruption is not immediately resolved.
2. If your meeting is accepted, you will be assigned a RI contact. This contact will reserve rooms based on your needs and provide you with room configurations and features. RI will not provide staffing for your event. That is your responsibility.
3. All event communications and ads must be reviewed and approved by RI Communications prior to public release. Only approved signage will be allowed on site. Contact: Phil Lofton [plofton@iu.edu](mailto:plofton@iu.edu)
4. Facility usage – the following are the responsibility of the person requesting the meeting (the organizer).
  - a. Room set up, tear down, clean up and room reset
  - b. Food – ordering, receiving, set-up, clean –up
  - c. A/V set-up, operation, and shut-down. Bring your own laptop, computers are not provided.

All rooms must be returned to the standard table/chair configuration after each meeting. See the standard configurations posted in every room. Do not write on the walls or glass, with the exception of a few writeable walls on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. They will be clearly marked with this symbol . Do not use tape to mount paper, posters, signs or visual aids to walls. Only Post-it style papers are permitted on walls.

**Parking:** RI does not provide parking. You and your guests may park in either Wilson St. Garage or Lockefield Garage. These are pay-to-park garages. Payment is the responsibility of the visitor or the organizer. If any guest for this event parks in the RI designated spots on the south side of the building or any other restricted parking areas, the guest will be responsible for any parking fines or costs associated with towing.

**Loading Zone:** RI does provide a 20-minute loading zone for your convenience. You must sign in at the front desk. Vehicles must be moved after 20 minutes.

**Emergency Evacuation/Severe Weather:** In the event of an emergency, all visitors are required to follow instructions from staff and seek appropriate protection. Shelter and exit information is posted around the building. For safety, everyone must sign into the building either at our front desk or your registration table.

**Smoking:** RI adheres to the IUPUI Tobacco-Free Campus Policy Endorsement. This prohibits the use or sale of tobacco, tobacco products and smoking related products (including e-cigarettes/vaping equipment) on campus.

**Damage/Theft/Vandalism:** The event organizer is responsible for all costs incurred due to negligence, theft or vandalism of RI property during your event. Organizers will be asked to submit an IU Account number or credit card upon receiving approval for event to be used for any damages.

**Wi-Fi:** Indiana University provides free Wi-Fi to guests via AT&T. Accept the terms to use this service.