

**Regenstrief Institute Event Management and Facility Request Guidelines**  
**Updated February 1, 2024**

Regenstrief Institute has 35 meeting rooms throughout the building available for meetings, conferences, and events. To support stewardship of Regenstrief space and resources and to welcome guests and direct them appropriately, this document provides guidance on use of Regenstrief space and details to schedule meetings/events.

### **Meeting Room Scheduling**

To ensure business continuity at Regenstrief Institute, investigators and staff can schedule available meeting rooms throughout the Institute directly through Outlook. For assistance with using Outlook calendars, please visit the following link:

[https://support.microsoft.com/en-us/office/calendar-b9a4eb68-7891-4fbf-afd6-59e82274b3ed#ID0EBBD=Schedule\\_meetings](https://support.microsoft.com/en-us/office/calendar-b9a4eb68-7891-4fbf-afd6-59e82274b3ed#ID0EBBD=Schedule_meetings)

As a reminder, rooms in the Regenstrief Institute building are labeled in the Outlook directory as RF (space), then the room number (ex: RF 105).

Meetings that include Regenstrief Institute rooms can be requested up to six months in advance. Reoccurring meetings can be scheduled out to 6 months from the day the meeting is being scheduled. If you attempt to schedule a room more than 6 months out, you will receive a denial on the room request.

All meeting/event guidelines contained in this document apply to all meeting and event creators/owners and event-assigned support staff working at the Institute. Here are important notes for all Regenstrief Institute community members.

- Choose space that is appropriately sized for the number of meeting participants physically present.
- Contain meetings as much as possible to standard business hours (M-Th 8:00a – 4:00p and Fri 8:00a – noon).
- Any meeting scheduled to start at noon or after on a Friday or scheduled over a weekend **must** be submitted for prior approval using the Meeting and Event Space Request form.
- For meetings that must start or end outside of standard business hours, the meeting creator/owner must ensure someone with direct Regenstrief building access is available to facilitate for external guests/visitors. Facilitation includes admitting guests/visitors to the building, escorting all guests/visitors during their stay in the Regenstrief building (especially when accessing locked areas), and ensuring that all guests/visitors have exited the building.
- The Meeting and Event Space Request form should be submitted as soon as possible, but no less than 10 business days in advance of event/meeting.

## **Event Notification**

An event/meeting that includes **any** of the following components requires submission of a Meeting & Event Space request form (even if all participants are internal to Regenstrief):

- Requires meeting room set-up/reset assistance, like moving tables, chairs, etc. Whenever possible, it is preferred that Facilities Operations staff complete these tasks, provided there is enough time and/or resources available to do so. In the event that Facilities Operations staff are not available, the meeting host will be required to manage room set-up/reset.
- Requires onsite AV support.
- Requires Regenstrief Institute guest parking usage.
- Includes external catering.
- Includes 5 or more external participants who do not have Regenstrief Institute building access.
- Start or stop times are outside of the established business meeting hours of M-Thurs between 8:00a – 4:00p and Fri between 8:00 am and 12 noon.

The Meeting & Event Space Request form can be found on the Regenstrief website at the link below: <https://www.regenstrief.org/eventmeeting-requests/>

Prior approval is required for anyone seeking to reserve Regenstrief Institute space for any function originating by external organizations. An Outlook calendar request should not be submitted until approval is received for externally generated events.

## **Reoccurring Meeting Requests**

Meeting & Event Space Request forms should be submitted for approval for 6-month intervals. A new Meeting & Event Space Request form will need to be submitted for review and approval each six-month cycle. Once the form is approved, the meeting requestor should schedule on the room calendar.

## **Event Advertisement/Communications**

All externally facing event communications and advertisements must be reviewed and approved by Facility Operations and Public Relations (when appropriate.)

## **Facility Usage**

### **Room Management Responsibilities:**

- Room set up, food/beverage services, clean up and A/V set up/shutdown are the responsibility of the meeting creator/owner and event-assigned support staff. This includes taking out trash during the event if needed, preparing/refreshing food and beverages, clean up/disposing of all food and drink. Facilities Operations staff are available for questions or critical needs but are not available for general clean up or meeting hosting duties during the event.
- Meetings more than 2 hours in duration with 40 or more attendees that include external participants may require the use of a day porter cleaning service. Regenstrief will coordinate this service with our preferred janitorial vendor at the expense of the meeting host. Facility operations will notify the meeting host if a day porter is required for their meeting.

- Do not write on walls or glass. Do not use tape to mount paper, posters, signs, or visual aids to walls. Only Post-It-style (self-adhesive) flip-chart paper is permitted for temporary use on wall surfaces.
- Meeting creator/owner and/or assigned event staff are responsible for wiping down tables and shutting down the A/V system after use. All rooms must be returned to the standard table/chair configuration after each meeting.

### **Event Support**

The creator/owner of the meeting, conference or event is responsible for providing onsite personnel for event organization and facilitation. Onsite event support should remain onsite for the duration of the event, depending on the needs of the event. This includes ensuring all guests have exited the Regenstrief Institute building.

### **Audio/Visual (A/V)**

Creators/owners of all events are responsible for the A/V needs of their meeting. Monthly training is available is available Institute A/V equipment and systems. If any Regenstrief Community member, or outside space user, needs one on one training prior to a scheduled event, it can be requested by email [riifops@regenstrief.org](mailto:riifops@regenstrief.org). In some cases, an internal, onsite Regenstrief Institute AV tech may be available to assist at the meeting at no cost. If an outside AV tech is required to successfully host the meeting, this will be directly billed to the appropriate center/department at the direct cost incurred.

Laptop computers are required to use the Regenstrief Institute's A/V equipment. All external meeting presenters must bring their own laptop to connect to our A/V equipment. Network security policies prohibit Regenstrief Institute from providing or loaning laptops, as well as, sharing login ID credentials for meeting presentation purposes as well as use of the in-room computing equipment.

### **Special AV Notes**

- If any presenter plans to use a Mac machine for presentations an AV output adapter is required. If the presenter does not have an adapter available, please contact Facility Operations for assistance PRIOR to the date of the event.
- The AV equipment also works best for virtual meetings in the Teams platform, so it is encouraged to use the Teams virtual meeting set-up whenever possible. Zoom and Webex are also available as virtual platforms but with limited capabilities and higher instances of challenges in the virtual environment.

### **Internet Connectivity**

Visitors to Regenstrief Institute are welcome to use the Indiana University provided wireless service for their internet connectivity during their visit. This guest wireless service is provided free of charge. Visitor's log in under IU Guest and supply their appropriate email address.

## **Parking**

Short-term: Regenstrief Institute has limited visitor parking spaces available adjacent to the South-facing side of the building. These parking spaces are intended for short term use by visitors without an IUPUI campus parking permit. Visitors utilizing one of Regenstrief Institute's visitor spaces must display a Regenstrief Institute Visitor's parking tag, which can be obtained at the Regenstrief Institute front desk M-F between 8:00a – 4:00p. Failure to display the appropriate parking tag will be subject to IUPUI Parking Services ticketing and/or towing.

Long-term: Visitors attending on-site activities lasting longer than two hours must park in either Wilson Street Garage, Lockefield Garage or Riley Outpatient Garage. These are pay-to-park garages. Payment for the garage parking fee is the responsibility of the visitor or the event organizer. Event organizers should communicate parking information to meeting guests in advance.

***Regenstrief Institute is not responsible for reimbursement of the cost of tickets, towing, fines, or fees incurred by improper or illegal parking.***

## **Emergency Evacuation/Severe Weather**

In the event of an emergency such as a fire or tornado, all visitors are required to follow instructions from staff to seek appropriate protection. Building evacuation routes and severe weather shelters are located by each elevator and in the main corridors throughout the building.

## **Food/Drink**

Food and drink are the responsibility of the event creator/owner and the event-assigned support staff. Coordination of the setup, refreshing, and clean up are included in this responsibility. Regenstrief Institute is not responsible for the management of food/beverages, including catering services. Event coordinators are welcome to choose any caterer for events that do not include the service of alcohol, however, if alcohol has been approved for service at any event, you must use Regenstrief Institute's preferred vendor, Sahm's Catering. Sahm's Catering has the bartender's license required in the State of Indiana. All alcohol must be purchased through Sahm's Catering. Only beer and wine can be served. Please notify Sahm's Catering in advance of the event if any attendees at a function serving alcohol will be under the age of 21.

## **Fee/Charges**

Regenstrief Institute reserves that right to charge meeting host group for additional facilities related costs should they be incurred. This could include, but is not limited to, costs for advanced room set up, special supply requests, external AV support, or additional housekeeping needs.

## **Damage/Theft/Vandalism:**

The event creator/owner is responsible for all costs incurred due to negligence, theft, or vandalism of Regenstrief Institute property that occurs during their scheduled event.