

USE OF FACILITIES REQUIREMENTS

Approved By	Approval Date	Effective Date	Related ISU Policies
President Deborah J. Curtis			Policy 710 Use of University Facilities Policy 620 Contract Approval, Signatory, and Reporting Policy

Contracts involving the rental or use of ISU facilities may only be negotiated and signed by those authorized by university policy.

Real estate leases with third parties must be approved by the President and signed by **University Treasurer Diann McKee**.

- Contracts for conferences and special events, including those sponsored by an ISU department, are managed through the Division of University Engagement and negotiated through Conference and Event Services. **Vice President Nancy Rogers** is authorized to sign these agreements.
- All executed facility use contracts should be submitted to the Office of the General Counsel for report to the Board of Trustees as an informational item at its next scheduled meeting.

FACILITY USE BY EXTERNAL GROUPS

- External groups that wish to reserve any non-athletic space on campus, including classrooms, residential life facilities, or non-athletic recreation spaces, must reserve the space through Conference and Event Services. Conference and Event Services will then coordinate with university departments or colleges. **Vice President Nancy Rogers** is authorized to sign these use agreements.
- External groups who wish to reserve ISU athletic facilities use should contact the Department of Intercollegiate Athletics. Multi-facility conferences or special events are coordinated through Conference and Event Services. **Athletic Director Sherard Clinkscapes** is authorized to sign athletic facility use agreements, except those for multi-facility conferences or special events.
 - Athletic facilities include: ISU Arena, Memorial Stadium, the Rentschler Practice Facility, Sycamore Stadium and Bob Warn Field, Price Field, Gibson Track and Field Complex, and the John McNichols Training Track at Athletic Indoor Facility.

- Rental rates for external use of university facilities are established annually by the President and University Treasurer and published online. A list of non-classroom university facilities is attached to these requirements and may be modified.
- The Office of the General Counsel has issued a standard facility use agreement that is required for all external rental of university facilities. Modifications to the standard agreement other than regular business terms (rate, time available, location, set-up requirements, etc.) must be reviewed and approved by the Office of the General Counsel.

FACILITY USE BY ISU DEPARTMENTS AND STUDENT ORGANIZATIONS

- University departments, employee organizations, or student organizations may reserve classroom space for internal organization or departmental activities by contacting the Registrar’s Office. University departments or student organizations may reserve classroom space for activities open to the public by contacting Conference and Event Services.
- University departments or student organizations may reserve HMSU meeting rooms by contacting Conference and Event Services.
- University departments or student organizations may reserve the ISU Student Recreation Center (selected spaces), Kennedy Field, Rec East, Wolf Field or the Tennis Courts by contacting Campus Recreation.
- University departments or student organizations who wish to reserve other outdoor or indoor space on ISU’s campus should contact Conference and Event Services, who will coordinate with university departments and colleges.

Review / Approval	Details
President’s Cabinet	Members of the President’s Cabinet reviewed these requirements on September 11, 2018.
President	President Curtis approved the requirements on September 11, 2018.

Questions about the Facilities Use Requirements should be directed to the department responsible for negotiating and executing the contracts.

Additional questions may be directed to the [Office of the General Counsel](#).

ISU FACILITIES

Conference and Event Services

Sycamore Banquet Center
Hulman Memorial Student Union meeting rooms
Dede Activity Center
University Hall Auditorium
University Hall Atrium
Normal Hall
Quadrangle
Library Events Area
Dede Plaza
Outdoor Center
Heritage Ballroom and Lounge
Magna Carta Room
Tilson Auditorium
Hulman Center Meeting Room – Complex currently under renovation.
Hulman Center Main Activity Floor – Complex currently under renovation.
Recital Hall
ISU classrooms and conference rooms for external groups (various buildings)

Department of Intercollegiate Athletics

ISU Arena
Memorial Stadium
The Rentschler Football Practice Facility
Sycamore Stadium and Bob Warn Field
Price Field
Gibson Track and Field Complex
John McNichols Training Track at Athletic Indoor Facility
Student Recreation (external groups should contact Conference and Event Services)
ISU Student Recreation Center (selected spaces)
Kennedy Field
Rec East
Wolf Field
Tennis Courts