

Division of **Student Affairs**



Plan an Event

Plan ahead for events big and small

So you're planning an event on the Indiana University Bloomington campus—but you're a student, not an event planner. You've come to the right place.

Student Involvement and Leadership Center (SIL) Space Reservations is the entry point for securing student organization event and meeting space, and for scheduling outdoor space on campus. Space Reservations typically helps over 2,000 events happen on the IU campus each semester. In addition to helping you find a venue, our experienced programming staff offers event planning guidance. Let our office support your planning so that you can have a safe and successful event at IU.

Continue reading below for event policies and guidelines, as well as information about submitting a Space Reservation Request and securing event approvals.

Promote your student org

Review these guidelines before you promote your organization or next event.

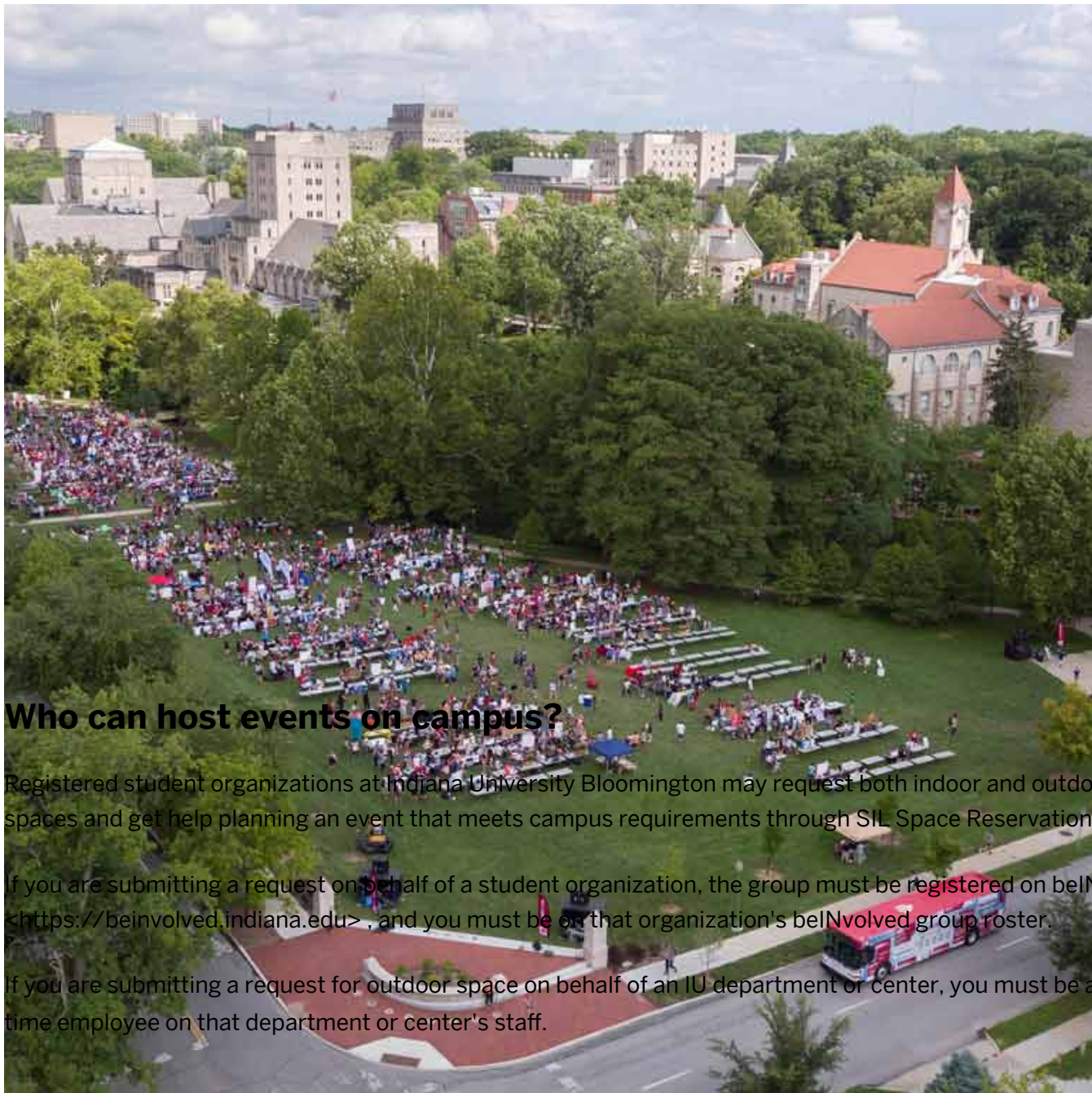
[</get-involved/student-organizations/manage-organization/promote-organization.html>](/get-involved/student-organizations/manage-organization/promote-organization.html)

Fund your student org

Review IU policies for fundraisers, auctions, raffles, membership dues, product sales, and other funding.
</get-involved/student-organizations/manage-organization/funding.html>

Host a Greek event

Notify the university of your upcoming sorority or fraternity event.



Who can host events on campus?

Registered student organizations at Indiana University Bloomington may request both indoor and outdoor campus spaces and get help planning an event that meets campus requirements through SIL Space Reservations.

If you are submitting a request on behalf of a student organization, the group must be registered on beInvolved <<https://beinvolved.indiana.edu>> , and you must be on that organization's beInvolved group roster.

If you are submitting a request for outdoor space on behalf of an IU department or center, you must be a full- or part-time employee on that department or center's staff.

How to reserve space on campus

1. Read and understand all event guidelines and policies on this page. If you are hosting a political event, protest, or demonstration, be sure to read the individual policies below for political campaigning and raising awareness.

2. For all indoor and outdoor space requests, submit the Space Reservation Request Form space-reservation.html online.
3. Complete the event checklist, if required.

If available, the requested space may be held for your organization until the event is reviewed and confirmed by the University Event Review Committee (UERC) if required. The reservation is not final until both the UERC response and space reservation confirmation have been received. Learn more about the UERC and event approval processes below.

Reserve a space https://studentaffairs.indiana.edu/get-involved/plan-event/space-reservation.html

On-campus event policies and guidelines

Student Involvement and Leadership (SIL)’s Space Reservation staff will assist you in event planning and help you meet the following campus requirements.

By reserving any indoor or outdoor space for an event, the student reserving the space and the affiliated organization both accept responsibility for any problems that may arise regarding the event. The student and the affiliated organization agree to cooperate with Indiana University and/or officials acting in their capacity.

Student organizations must follow the Indiana University Event and Conference Guidance https://www.iu.edu/covid/campus-info/events.html . Additional guidelines and best practice recommendations for student organization events are available on the Manage a Student Organization web page https://studentaffairs.indiana.edu/get-involved/student-organizations/manage-organization/index.html . Some events require various approvals, in addition to a space reservation. **All gatherings on or off campus with 50 or more planned attendees require submission to the University Event Review Committee (UERC) as outlined here** https://www.iu.edu/covid/campus-info/events.html . Certain events also require approval by the Campus Space Committee through SIL.

Required Processes

Event Type	Space Reservation	University Event Request Committee Review (UERC)	Campus Space Committee Event Approval (CSC)
Small Event/Meeting	Yes	No	No
UERC Event	Yes	Yes	No
Tier I Campus Event	Yes	Yes	Yes
Tier II Campus Event	Yes	Yes	Yes

**In addition to these processes, Greek Organizations may also be required to provide notice of certain events to the Office of Sorority and Fraternity Life as outlined in the Indiana University Office of Sorority and Fraternity Life Social Events Policy <<https://studentaffairs.indiana.edu/get-involved/sororities-fraternities/safety-accountability/social-event-guidelines.html>> . Events with High Profile Performers planned at Housed Greek Organization locations require additional review and documentation as outlined by OSFL.*

Space reservation request and event approval deadlines



Deadlines for requesting campus space and securing event approval are based on the type of event.

Definitions

Small events/meeting

(1–49 people attending)

Examples of small events include, but are not limited to: student organization meetings, small gatherings, invitation-only events, tabling, flyering, and membership solicitation events with a planned attendance from 1 to 49 people.

For student organizations, regular business meetings and other routine activities of day to day operation which involve only organization members fall into this category, even if the anticipated attendance is 50 or more.

UERC Event

- 50 or more people attending
- Examples of UERC events include, but are not limited to: events with outside guests, events with entertainers, events where food and beverage is being served, events with special setups or AV needs. Specific examples are social events, athletic or gaming tournaments, performances, fairs or festivals, philanthropy or fundraising events, and recruitment events.
- *For student organizations, UERC events are considered gatherings with 50 or more members and guests for activities other than routine day to day operations.*

Tier I campus event

- 200-349 people attending; OR
- Any event requiring crowd control or security, amplified sound, electricity, or involving children; and
- Located outdoors on campus

Tier II campus event

- 350 or more people attending; OR
- Any event with more than 50 people scheduled for Homecoming Week or Little 500 Week; OR
- A Dance; OR
- A Concert with amplified sound, guests artists, and/or ticket sales; and
- Located outdoors on campus

The Student Involvement and Leadership Center and the Campus Space Committee will determine whether an event qualifies as a Tier I or Tier II event.

Submission timelines/deadlines

Space Reservation Request <<https://studentaffairs.indiana.edu/get-involved/plan-event/space-reservation.html>> :

- Submit no later than **10 business days** (2 weeks) before the event
- Earlier submission recommended when possible
- Requests subject to Tier I or Tier II approval require additional time as outlined below

University Event Review Committee Review <<https://www.iu.edu/covid/campus-info/events.html>> :

- Submit no later than **10 business days** (2 weeks) before the event
- Submission requires an Emergency Safety Plan <https://indiana-my.sharepoint.com/:w:/g/personal/bcavanes_iu_edu/ERtt0thAHdpNgtxsr9hWd0B1X2jGjf58HpdSqKTZr1RPg?rtime=2mypZYMO2kg>
- Space Reservation confirmation may require proof of UERC review, therefore submission at least 15 business days in advance is recommended

Tier I Campus Event Approval:

- Submit Space Reservation Request <<https://studentaffairs.indiana.edu/get-involved/plan-event/space-reservation.html>> no later than **15 business days** (3 weeks) before the event
- Earlier submission recommended when possible
- Organizers for qualifying events will receive a checklist outlining additional event planning and approval steps

Tier II Campus Event Approval:

- Submit Space Reservation Request <<https://studentaffairs.indiana.edu/get-involved/plan-event/space-reservation.html>> at least **35 business days** (7 weeks) before the event
- Organizers for qualifying events will receive a checklist outlining additional event planning and approval steps
- Submit Final Draft of Checklist items to spaceres@indiana.edu no later than **10 business days** (2 weeks) before the event
- Organizers may be required to meet with or present plans to members of the SILC staff and/or CSC

OSFL Event Notification:

- Submit "OSFL Social Event Notification Form" through beInvolved <<https://beinvolved.indiana.edu>> by 11:59 pm the Sunday prior to the event
- For events during Homecoming or Little 500, or events with 500 or more attendees, submit by 11:59 pm two Sundays prior to the event
- Consult with OSFL for expectations and timelines related to hosting Events with High Profile Performers at Housed Greek Organization locations.

IU encourages civil dialogue, expression, and sharing of opinions and beliefs that do not pose a threat of physical harm to any student, faculty, staff, or visitor.

These guidelines are designed to protect individual and public safety, facilitate robust opportunities for expressive activity, and ensure that individual rights to free speech are not in conflict with the rights of students, faculty, and staff to pursue their education, perform their jobs, and participate in the university's cultural and athletic events.

Demonstrations and counterdemonstrations

Indiana University is committed to fostering an environment where students can assemble and raise awareness. While not required, students are encouraged to reserve appropriate space and seek event approval through the UERC process to help ensure public health, and to gain access to helpful infrastructure such as stages and sound equipment.

To ensure that demonstrators and counterdemonstrators do not interfere with the operations of Indiana University or the rights of others, individuals and groups engaged in expressive activity shall not:

- Engage in activity that violates any federal, state, or local law, including but not limited to threats of violence, infliction of harm, and vandalism
- Disrupt activities in areas that are used for instructional, administrative, or residential purposes, or are not otherwise open to the general public, such as classrooms, studios, laboratories, residential space, or office areas
- Obstruct pedestrian, vehicular, bicycle, or other traffic
- Obstruct entrances or exits to buildings or driveways
- Disrupt or preclude a scheduled speaker from being heard
- Disrupt normal educational functions, business functions, or scheduled ceremonies or events, including but not limited to athletic and cultural events
- Damage property, including hard and vegetative landscaping features
- Disrupt events or functions by using nonapproved amplification (such as bullhorns or noisemakers) or other sound (such as drums, gongs, banging on trashcans, etc.). Refer also to the policy on Amplified Sound, below.
- Visually obstruct or cover up speakers, their supporters, protestors, or signage of demonstrators or counterdemonstrators
- Camp overnight, including cooking and living outside or in overnight structures
- Wear masks that are intended to obscure the identity of the wearer for the purpose of engaging in vandalism or other criminal activity, or are intended to intimidate or to make others fear for their safety.

Students found violating IU policies related to expressive activities, or any policies outlined in the [IU Code of Student Rights, Responsibilities, and Conduct](http://studentcode.iu.edu/) <<http://studentcode.iu.edu/>>, may be held accountable through the student conduct process. Students arrested also may face criminal and legal actions.

Where to demonstrate

Expressive activities may be undertaken in most outdoor areas of campus. Dunn Meadow, outside Sample Gates, and all perimeter sidewalks maintained by the City of Bloomington are available for expressive activity.

IU Bloomington has designed and reserved the Arboretum and Dunn's Woods for reflection and quiet respite from the sounds of the rest of campus. Demonstrations, handing out flyers, tabling, and other forms of solicitation and expressive activity are not allowed in these areas.

Protesting events

Students may protest or demonstrate an event as long as they are not disruptive to that event. In the event that a demonstrator or counterdemonstrator who is a university student, faculty member, or staff member is observed by a university official to be engaging in disruptive behavior in violation of these guidelines, that person will identify themselves upon request of the university official.

Demonstrators and counterdemonstrators not affiliated with IU who are observed by a university official to be engaging in disruptive behavior in violation of these guidelines will be directed to leave the campus immediately or be subject to citation or arrest for trespassing.

Members of a Demonstration Response Safety Team comprising IU officials from appropriate units will staff protests or demonstrations to answer questions and help ensure safety.

Food and beverages



Food service

All student organization events having food for public consumption are subject to approval by the Department of Environmental Health and Safety (EHS). Along with the Space Reservation Request Form and the UERC Events & Conference Request Form <<https://www.iu.edu/covid/campus-info/events.html>>, the student organization must submit the Temporary <<https://ehs.iu.edu/public-health/food-protection/temporary-events.html>> Event <<https://ehs.iu.edu/public-health/food-protection/temporary-events.html>> Food Service Application Form <<https://ehs.iu.edu/public-health/food-protection/temporary-events.html>> online at least five business days (or one week) before the event.

No food is allowed in classroom spaces.

Read the full [Food Protection Policy](https://policies.iu.edu/policies/ps-ehs-05-food-protection/index.html) <<https://policies.iu.edu/policies/ps-ehs-05-food-protection/index.html>>

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Alcohol

Events serving alcohol must adhere to the alcohol policy as specified by Insurance, Loss Control, and Claims. Read the [full policy on Service of Alcohol](https://policies.iu.edu/policies/fin-ins-10-service-alcohol/index.html) <<https://policies.iu.edu/policies/fin-ins-10-service-alcohol/index.html>>.

Insurance, loss control, and claims



Select **Self-Governed Student Organizations** and select student organization events based on size and scope of the event, and all non-IU, outside organizations must provide proof of general liability insurance to the Office of Insurance, Loss Control, and Claims in order to provide services or products for a campus event. Email your proof of insurance to inlocc@iu.edu.

Outdoor spaces



To download a map of reservable outdoor event spaces on campus, log in to beInvolved and visit the *Documents* section of the [Student Involvement and Leadership Center page](https://beinvolved.indiana.edu/organization/sil) [<https://beinvolved.indiana.edu/organization/sil>](https://beinvolved.indiana.edu/organization/sil).

Police and private security



All events on campus sponsored by student organizations that have large attendance, pose security risks, or are open to the public are required to have security measures in place.

All decisions regarding security requirements or security waivers for events will be at the discretion of the Indiana University Police Department in consultation with Student Involvement and Leadership (SIL), the Campus Space Committee, and the UERC.

By reserving any indoor or outdoor space for an event, the student reserving the space and the affiliated organization both accept responsibility for any problems that may arise regarding the event. The student and the affiliated organization agree to cooperate with the Indiana University and/or officials acting in their capacity.

IUPD and approved security presence does not relinquish the student organization's responsibility for private intervention in the event of any problems, except when crime is imminent, is being committed, or has taken place, or when confrontation could lead to physical harm.

Political campaigning



IU encourages students, faculty, and staff members to exercise their constitutional right to vote and to actively participate and express their opinions regarding local, state, and national political candidates, issues, and referendums.

However, as a public institution, IU receives tax-exempt status under sections 115 and 501(c)(3) of the Internal Revenue Code. In order to maintain this status, the university (including **USOs**) shall not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate.

Inviting candidates to speak at events

A student organization may extend invitations to candidates to speak at events. A **Self Governed Student Organization** is not obligated to invite all legally qualified candidates if the student organization is using its own funds and resources. However, no campaign fundraising may occur, and the student organization must include a brief statement when introducing the candidate. This statement must indicate that IU does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.

The nature of the event will determine the facility rental charge that the student organization will be assessed. If it is a campus-community event and is not open to the general public, then the normal fees (if any) will be applied. However, if the event is open to the general public, facility rental and usage fees must be charged.

Using university resources

Examples of university resources that should never be used to support a political campaign or candidate include, but are not limited to:

- The IU name, logo, or other identifying marks
- IU funds, facilities, office supplies, photo equipment, letterhead, telephones, fax machines, or computers
- IU information technology resources, such as email, websites, and online discussion boards

Prohibited activities

- IU shall not expressly or implicitly endorse any candidate for public office.
- Hyperlinks to websites of candidates for public office shall not be placed on IU websites in any manner that favors one candidate over another.
- No political fundraising may occur on university property or through the use of IU technology resources.
- Student organizations shall not use the name of Indiana University or any IU trademark, such as its logo, in connection with political candidates or partisan political activities. ([Learn more about licensing and trademarks. <https://iu.licensing.indiana.edu/>](https://iu.licensing.indiana.edu/))
- Student organizations shall not use IU funds on behalf of a candidate for public office in a political campaign or to influence the public legislature.

Programs Involving Children



Organizations conducting ongoing or planned events that are designed to include or serve children/minors under the age of 18 are engaged in a Program Involving Children (PIC) and are subject to the [Programs Involving Children Policy <https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html?>](https://policies.iu.edu/policies/ps-01-programs-involving-children/index.html?>). Programs Involving Children must be registered to ensure legal and policy compliance. ([>](https://protect.iu.edu/iu-police-department/community-policing/pic/index.html))

Staging, lights, and sound



Staging and lights

If you are having an outdoor event that involves staging, lighting, or sound equipment to support bands, DJs, musical artists, spoken word artists, or an emcee, you must hire Stagehand Local Union 618 to set up, manage, and tear down any needed equipment. For Some outdoor venues are equipped with semi-permanent staging, lighting, and sound equipment. Once an event is approved and the venue confirmed, contact Mark Sarris at msarris@indiana.edu to make arrangements for your event.

Amplified sound

In order to prevent disruption to businesses, offices, and classes, amplified sound can be included in approved events during permitted times:

- No earlier than 6 p.m. Monday through Friday
- No earlier than 12 p.m. Saturday and Sunday
- No later than 9 p.m. or sunset (whichever is earlier) Sunday through Thursday
- No later than 10 p.m. or sunset (whichever is earlier) Friday and Saturday

Solicitation, outside organizations, and for-profit agents



Nonsolicitation policy

This policy places certain restrictions on commercial solicitation within buildings and facilities as well as on the grounds of Indiana University campuses or under the operating authority of the University to ensure that university employees and students have the opportunity to perform their duties free from intrusions.

Requests to reserve campus space can only be made by a member of the sponsoring student organization, will be limited to certain campus locations, and will be reviewed by the Campus Space Committee. The student organization primary contact and advisor must submit a letter requesting the outside organization in order to reserve campus space.

The Campus Space Committee will review and approve or deny the request. The following limitations are placed on the types of vendors or entities your organization may partner with for a campus event:

- NO credit card companies
- In the event that IU has a contract for a specific product or service with a vendor, your organization may NOT sponsor other vendors who offer that same service or product

This policy does not apply to official, university-supported solicitations that are intended to address the university's broader mission to serve the community.

Outside organizations and for-profit agents

Students who are acting on behalf of their student organization AND as an employee of a for-profit company may not reserve campus space for their employer. A student organization unaffiliated with the vendor should act as sponsor.

While the outside vendor is set up on campus, a member of the sponsoring organization must be present with the outside vendor for the duration of the event in order to facilitate adherence to university policies. If a student organization sponsor is not present with the outside vendor, the outside vendor will be asked to leave campus space/property. The student organization may also be subject to sanctioning through the Office of Student Conduct

Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization. Profits from partnerships must be distributed to the organization itself.

Weeks of Welcome restrictions



Weeks of Welcome at Indiana University is a part of an invaluable orientation process and early transition period for new students. As such, the university wants to provide an optimal matriculation experience during that first week before classes begin.

There are often official volunteer opportunities for student groups to participate in Weeks of Welcome and IU Guide Programs. Please contact First Year Experience for more information on ways groups can formally participate. Organizations interested in developing virtual programs or appropriate in-person events that align with the goals and purpose of Weeks of Welcome may submit program proposals to the Office of First Year Experience using [this form <https://iu.co1.qualtrics.com/jfe/form/SV_2oFPVbU9Mszafl>](https://iu.co1.qualtrics.com/jfe/form/SV_2oFPVbU9Mszafl).

Student organizations are prohibited from hosting events, tabling, or distributing flyers or other materials for the express purpose of membership recruitment and/or social activities involving first year students during Weeks of Welcome through the end of the IU Guides Program without prior approval from the Campus Space Committee.

Weeks of Welcome concludes at the close of the IU Guides program on the first day of the fall semester. At that time student organizations may begin to have recruitment and social events.



Things to consider when planning your event

- **Will your event need security?** All events that have large attendance, pose security risks, or are open to the public are required to have security personnel.
- **Will your event have a DJ, band, musical artist, or emcee?** If you need staging, lighting, or sound equipment, you must hire the university's approved vendor to set up, manage, and tear down the equipment.
- **Will you serve food or beverages to the public at your event?** You must submit a Temporary Food Service Application at least five business days before the event date.
- **Is your event geared toward children?** If your organization is working with children, please read the university policy on Programs Involving Children.
- **Is your event sponsored by an outside organization?** At least one representative from your student organization must be present for the duration of the event. Otherwise, the outside organization will be asked to leave.

Refer to the policies and guidelines outlined above for additional details on these topics.

Find the perfect IU space for your event

Reserve a space <<https://studentaffairs.indiana.edu/get-involved/plan-event/space-reservation.html>>

STAFF RESOURCES <[HTTPS://STUDENTAFFAIRS.INDIANA.EDU/STAFF-RESOURCES/INDEX.HTML](https://studentaffairs.indiana.edu/staff-resources/index.html)>