

## Resource Center Room Reservation Form

### PLEASE READ THE POLICIES BELOW BEFORE SUBMITTING THE RESERVATION FORM

#### Reservation Policies

- The Resource Centers (La Casita, LGBT, International) may be reserved for events occurring between the hours of 8am to 7pm
- Resource Centers may not be reserved after the last day of classes, during finals weeks, university holidays, during class breaks, or during breaks between semesters
- Please submit your request at least 4(four) business days before your event, meeting or program
  - Individuals, groups or organizations requesting last minute events should **ALSO** send an e-mail directly to the Dr. Elonda Ervin, [elonda.ervin@indstate.edu](mailto:elonda.ervin@indstate.edu), with the date of your event in the subject line
- If you need additional time for set-up and tear-down, please account for that time in the start and end times of your request. Your reservation start time is the earliest time you may enter any resource center, and the end time is when everyone involved with your meeting or event needs to be out of the Resource Center

#### Room Use Policies

- You are responsible for resetting furniture, cutting off all A/V equipment, and turning out lights at the conclusion of the event
- All chairs, tables, and equipment should remain in the room. If items are moved, please return them to their proper position. Your reservation only gives you access to equipment in that room, and do not move equipment from other rooms
- Any amplified sound, music, singing, etc. should be respectful to other events
- Please clean up and dispose of all trash

- Candles, lighters, incense, or any open flame are prohibited
- If the resource center(s) is misused in any way, you and your group may be denied future requests for the remaining semester or academic year

### **Evening and Weekend Policies**

- Many of the campus buildings are locked on the weekends and after 10pm on weekdays
- Holding meetings during on Saturday or Sunday may be allowed on a case by case basis
- The Office of Multicultural Services and Programs does not distribute keys to rooms or the building

To access the reservation form, please go to:

[https://indstate.qualtrics.com/SE/?SID=SV\\_5gUkloZB317WKLr](https://indstate.qualtrics.com/SE/?SID=SV_5gUkloZB317WKLr)