

**PLEASE READ THE GUIDELINES BELOW BEFORE SUBMITTING A RESERVATION FORM**

**Reservation Policies**

- The Resource Centers (La Casita, LGBTQ, International) may be reserved for events, meetings, programs and/or workshops occurring between the hours of 8am and 7pm
- Resource Centers may not be reserved after the last day of classes, during finals weeks, university holidays, during class breaks, and/or during breaks between semesters
- Please submit your request at least 4(four) business days before your event, meetings, programs and/or workshops
  - Individuals, groups or organizations requesting last minute reservations please send an e-mail directly to 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/or tear-down, please account for that time in your request. Your reservation start time is the earliest time you may enter the room, and the end time is that latest you can be in the room

**Room Use Policies**

- You are responsible for resetting furniture and turning off all A/V equipment and lights
- All chairs, tables, and equipment should remain in the room. Your reservation only gives you access to equipment and furniture in the resource center reserved unless otherwise arranged by MSP staff
- Any amplified sound, music, singing, etc. should be respectful to other events on the floor
- Please clean up and dispose of all trash. You are responsible for returning the room to the same condition. You are to clean the room and ensure that no damage has been done.
- If damage is done while you are using the room, it should be reported to MSP staff prior to you leaving the floor. Violation of this rule will result in you and/or group/organization not being allowed to reserve any resource center for the remainder of the academic year
- Candles, lighters, incense, or any open flame are prohibited in the Hulman Memorial Student Union
- If the room is misused in any way, you and your group may be denied future reservations for the remaining semester or academic year

### **Weekend Policies**

- Many of the campus buildings are locked on the weekends and after 10pm on weekdays
- Holding meetings 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/jfe/form/SV\\_bPZThyTSsRy6q3z](https://indstate.qualtrics.com/jfe/form/SV_bPZThyTSsRy6q3z)