Any event sponsored by a student group and/or organization must include a faculty/staff advisor who will sign the Reservation Agreement, Rules & Regulations form and any billing forms connected to an event, and who will be held responsible for the conditions of the agreement.

The student group requesting the room must be registered with Student Life as a legitimate student organization on campus and have this form and a Rules & Regulations form signed by the advisor on file with the Student Life Office and the Office of Special Events.

The faculty/staff advisor and student group agree to the following rules, regulations and procedures:

• Room reservations made in the scheduler must have not only the student’s information, but the advisor’s information (name, telephone number, email address) to be considered for approval.

• Room must be left in the same condition as it was found; if not a charge of no less than $50.00 will be assessed to the group.

• Absolutely no liquor, controlled substances, or weapons allowed on IU Northwest premises, including parking lots and cars in the lots. If this is violated, the group will not be allowed to use rooms on campus.

• Student group advisor will be present during the entire event and is responsible for the behavior of the student group. It is strongly advised the group advisor attend all group meetings as well.

• Student group advisor will not provide a student with his/her keypad access code to a room. If the group advisor cannot attend the meeting, the student should call the IUN Police Department to open the room; the student must have a copy of the room reservation form and a picture ID to present to the officer for admittance to the room.

• Event must be over by 10:00 p.m. unless other arrangements are made prior to the event.

• If this is an after 5:00 p.m. or weekend event, University Police will assess the need for security (Campus Police policy), which would be provided at an additional expense to the club. Funding for security must be approved by the Student Activities Fund Trustees. General body club meetings are exempt from this policy unless it is open to the public and has over 50 in attendance.

• Prior to any event, a signed billing form with a valid account number (if applicable) and an approved Temporary Food Service Permit (if applicable) must be submitted to the Office of Special Events no less than two (2) weeks before any event. These forms must be signed by the faculty/staff advisor and/or the account manager for that account.

Please note: If any of these terms are violated, privileges for booking rooms on campus for future events will be revoked.

I, as the faculty/staff advisor for this student group, agree to these terms and will be present at events:

Faculty/Staff Advisor Signature ___________________________ Date ___________________________