

**INDIANA MEMORIAL UNION**  
**BUILDING No. 053**

**POLICY MANUAL**

This Policy Manual is the property of the Indiana Memorial Union and is provided for the staff member or department to whom it is issued. In the event of a change in personnel, the manual is to be passed on to the successor. In any event, the manual remains the property of the Indiana Memorial Union and is not to be taken from the building.

Winston Shindell

Director

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## VISION, MISSION, VALUES, AND PRINCIPLES

### 100 VISION

We will be the *Provider of Choice* in the Indiana University community for programs, products, and services. Guided by our shared values and principles, each of us agrees to listen and respond to our customers' needs in an ever-changing environment.

### 105 MISSION

We will serve as the community center for all members of the University community - students, faculty, staff, alumni, and guests.

We will serve as part of the educational program of the University by providing opportunities for student development through volunteer services, employment, and self-directed activities.

We will serve as a conference center for the Bloomington campus of Indiana University.

We will provide the services, conveniences, and amenities which are needed in daily campus life and in support of the mission of the University.

We will serve as a unifying force – a point of identification – in the life of Indiana University.

### 110 VALUES

*Integrity* - We value the personal commitment to honesty and truth that is reflected in each Associate's words and deeds.

*Diversity* - We value an open exchange of ideas while respecting each individual regardless of sex, race, creed, age, national origin, physical ability, or sexual orientation.

*Student Development* - We value a student-staff partnership which promotes the personal and educational development of Indiana University students.

*History and Traditions* - We value the role we play in preserving and promoting the rich heritage and traditions of Indiana University.

*Balance* - We value the balance that every Associate must create for themselves as they establish the many roles they assume in their life.

### 115 PRINCIPLES

*Customer Service* - We will deliver superior customer experiences.

*Effective Communication* - We will work together to establish and maintain effective communication links among all Associates.

*Continuous Improvement* - We will continually improve our physical plant, products, processes, and programs.

*Team Work* - We will work together toward common goals as mutually dependent team players.

*Empowerment* - We are committed to enhancing our organizational effectiveness by supporting Associates who accept the responsibility for decision-making which affects their work.

*Training and Development* - We are committed to providing effective training experiences to develop and retain motivated Associates.

*Financial Performance* - We are committed to providing financial resources in order to support the broader mission of Indiana University while maintaining employment opportunities for Associates.

## 120 GOVERNANCE

The Indiana Memorial Union and Union Board are governed by the Indiana Memorial Union constitution (See Appendix A).

The Indiana Memorial Union, in conjunction with the Indiana Memorial Union Executive Committee, is hereby empowered to promulgate and administer such by-laws and house rules as may be needed to govern the activities and conduct of members, guests, visitors, and organizations in, or about, the premises of the Indiana Memorial Union. (Article II, Section IV, Indiana Memorial Union Constitution)

## INSTRUCTIONS FOR EMERGENCIES

### Fire:

Dial 5-4111 (Indiana University Police Department)  
Dial an outside line + 333-1111 (City Fire Department)

### Police:

Dial 5-4111 or 9-911 (Indiana University Police Department)

For the Bloomington Police Department, dial an outside line and 339-4477.

### Injury or Illness:

If an ambulance is needed, notify Building Management, and/or dial 5-4111 or dial an outside line + 911 and IUPD will assist you.

For other emergency transportation, call University Police 5-4111.

First aid is available to persons brought to the Student Health Center, 600 North Jordan Avenue (corner of North Jordan and East Tenth). Treatment beyond first aid is provided at the Student Health Center for students only. After normal business hours, emergency cases can be taken to the Bloomington Hospital on 2<sup>nd</sup> Street.

For further advice concerning management of an injury or sudden illness, call the Student Health Center at 5-4011.

If the injured person is an employee of Indiana University, their supervisor should be notified at once.

NOTE: It is general policy to contact Building Management and IUPD, who are responsible for communicating information to the proper officials.

## EMERGENCY PROCEDURES – See Appendix B

### 200 GUNMAN/ROBBERY

- A. Do what you are instructed to do by the gunman.
- B. If possible, report the incident or suspicious persons to IUPD, a supervisor, and Building Management.
- C. Remain calm and write out a description of the persons involved.
- D. After an incident, if it is safe, stay in the area and don't touch anything.

### 205 HAZARDOUS SUBSTANCE (Chemical) SPILL

*Introduction:* The HAZardous Waste Operations and Emergency Response standard, 29 CFR 1910.120 Paragraph (q) covers:

*“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”*

“Hazardous substances” includes about every known chemical. “Location” means any place on the IU Campus where chemicals are being used or stored, such as the Chemistry Building, Physical Plant, IU Art Museum, dark rooms, etc. Releases are either incidental or emergency response situations.

#### A. Incidental Release

An incidental release is a release of hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450). Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

#### B. Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

Those situations that may be incidental or may be an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release occurs and it is considered more than incidental (non-incidental), you will want to contact the Department of Environmental Health and Safety's (DEHS) Emergency Response Team at 855-6311 or by dialing 911 or 9-911 after hours. There is a possibility of a non-incidental release in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a non-incidental HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by DEHS's Emergency Response Team. As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.

## ACCIDENTS

### 300 INCIDENCE OF PERSONAL INJURY

All attempts should be made to see that the persons involved in accidents and receiving any kind of personal injury receive proper medical attention from qualified personnel. When in doubt, call IUPD. In all cases of injury or illness, the Director's Office or building manager/security supervisor should be notified immediately and an accident report form (See Appendix C) must be promptly completed.

#### A. STUDENTS

In the event of accident or illness of a student, IUPD should be called. They will make the decision whether the student shall be taken to the IU Health Center or to the Bloomington Hospital Emergency Room.

#### B. CONFERENCE GUESTS

In the event of accident or sudden illness where medical treatment is needed, contact IUPD. Participants should be transported to the nearest appropriate medical facility. If the participant is under the age of 18, a medical release form should be on file in the conference's campus office. The location and phone number for this office is listed in the Reservations & Arrangements form. Always inform IU Conferences (855-4661 or [meet@Indiana.edu](mailto:meet@Indiana.edu)) of any injury or accident.

#### C. VISITORS AND NON – CONFERENCE GUESTS

In the event of illness or accident where medical treatment is needed, call IUPD.

### 305 REPORTING THE INJURY OF AN EMPLOYEE

The employee's immediate supervisor must notify the IMU Personnel Office of any injury as

soon as possible, regardless of how small the injury may seem, so there will be no questions if Workmen's Compensation Coverage needs to be used at a later time or if medical insurance is involved, etc. An injury report should be made by the employee's supervisor or IMU Administrative personnel.

### 310 REPORTING THE INJURY OF ANYONE OTHER THAN AN EMPLOYEE

Accidents resulting in injury to any guest must be reported as soon as possible to the Director's Office on a Visitor's Accident Report Form. The Director's Office will forward a copy of the injury report to IU Risk Management. Generally, University insurance will only cover the costs of an accident if its equipment, employees, etc. are at fault. However, if an individual is simply on Indiana University property and a problem occurs it is the individual's responsibility.

### 315 HOW TO REPORT INJURIES

Injury reports should include: the name, Social Security number, and address of the individual; time, place and kind of accident; extent of injuries; where the injured person was taken; first aid rendered; attending physician if known; and a complete description of the cause of the accident and contributory conditions. A standard accident report is available from the Director's Office or the building/security manager (See Appendix C).

### 320 WHEELCHAIR

A wheelchair is available at the hotel front desk.

### 325 FIRST AID KITS

First aid kits should be stocked with items as specified by the Director of the IU Health Center and are located in the kitchens and at the hotel lobby desk.

## **OPERATING HOURS**

### 400 POSTING OF HOURS

Operating hours of the Indiana Memorial Union are posted at public entrances to the building and are subject to change to conform with the University calendar. Notice of change in hours shall be retained at the Director's Office, Hotel Front Desk, and Activities Desk.

### 405 BUILDING OPERATING HOURS

The Indiana Memorial Union opens daily at 6:00 am and closes at 2:00 am during the regular spring and fall semesters. During the summer and other breaks the building opens daily at 6:00 am and closes at 11:30 pm.

The Hotel lobby doors are open 24 hours a day, seven days a week, for use by registered hotel guests.

### 410 USE OF OFFICES, MEETING ROOMS AFTER BUILDING HOURS

Any use of offices and meeting rooms after normal building hours must be approved by the Associate Director or Director.

## 415 ACCESS TO STUDENT ACTIVITIES TOWER

The Student Activities Tower from the second floor to the eighth floor is open to any member of the public from 8:00 a.m. to 5:00 p.m., Monday through Friday. After 5:00 p.m. and on Saturdays, Sundays, and holidays the Student Activities Tower is accessible only to Indiana University students and staff members having current University IDs. IMU staff may ask any person to show proper identification during limited access hours and ask those who do not have IDs to leave the area. Should non-university individuals refuse to comply with this, IUPD may be contacted to initiate trespassing charges.

## REGULATIONS

### 500 ANIMALS

Because of State statutes and University regulations protecting the environmental health of the campus community, animals are not allowed on the premises of the Indiana Memorial Union, with the exception of assistance animals for the disabled. Call Indiana Memorial Union Building Services for assistance when animals need to be removed from the building.

### 505 DEMONSTRATIONS

See Appendix D, *University Demonstration, Picketing and Assembly Ground Policy*.

### 510 POLITICAL ACTIVITY

See Appendix E, *Interpretation of University Policies Relating to Campus Political Activity by Students or Student Organizations*.

### 515 SMOKING POLICY

In compliance with University policy, smoking is prohibited in the Indiana Memorial Union except for designated guest rooms.

### 520 ALCOHOL POLICY

Bar service at private functions in the building is permissible when provided by IMU Dining Services. The only exception is the University Club, where members are permitted to bring their own. If alcohol is served in any IMU room it must stay in the room where served.

Guests staying in the Hotel are permitted to consume and store alcohol in their private rooms.

### 525 SKATE BOARDING / ROLLER BLADING / SCOOTERS

Skateboarding, roller blading, and riding scooters are not permitted in the Indiana Memorial Union.

### 530 BICYCLES

Bicycles are not permitted in the building and must be parked in designated bike racks. Exceptions may be granted to hotel guests by the Front Office Manager, Assistant Director for Guest and Meeting Room Services, or Associate Director.



## 535 GRATUITIES

Gratuities or tips may be accepted by Union employees when offered. Employees may not solicit gratuities.

## 540 IMPROPER USE OF IMU TOOLS, EQUIPMENT, AND FURNITURE

Equipment belonging to the Indiana Memorial Union is not to be taken from the building for personal use. Personal items are not to be repaired using Indiana Memorial Union equipment or labor.

## **DISTURBANCES**

### 600 GENERAL DISTURBANCES

The Indiana Memorial Union staff will use common sense and diplomacy when dealing with persons who are causing disturbances, and should remember that any contact can be considered an assault. It may be helpful to remove the troublesome individual from the public area to a private office for conference. This may result in calling IUPD or the offender's parents if he/she is under 18 years of age. It is our hope that the Indiana Memorial Union staff can handle many of these disturbances without calling IUPD. However, when it is necessary to call IUPD-when an individual must be removed from the premises-proper procedure should be followed.

### 605 DISTURBANCES CAUSED BY ADULTS – MISDEMEANORS – INCLUDING COLLEGE STUDENTS

In case of misdemeanor law violation or destruction of property occurring in the presence of IMU personnel, but not in view of an IUPD officer, the IMU employee will prefer charges and arrest will be made by the IUPD officer. The IMU employee will prepare a case report as soon as possible. The IUPD officer will prepare a case report listing the nature of the offense, witnesses, name and address of the offender. A copy of this report will be delivered to the deputy prosecutor.

If the offender is under the influence, continues to be disorderly or otherwise continues to violate the law after the IUPD officer arrives at the scene, the IUPD officer will make an arrest and file charges.

If a person is drinking alcoholic beverages in an unauthorized area explain the Alcohol policy and ask them to keep all alcohol in private guest rooms, The University Club, or a private banquet room where alcohol is being served.

If a person enters the building with alcohol indicate such an action is not acceptable and ask that the beverage be removed. Should the person be intoxicated, creating a disturbance, under the age of 21, or a repeat offender, call IUPD to have him or her removed.

### 610 DISTURBANCES IN GUEST ROOMS

A. When a noise complaint is received, a page, building or security manager will go to the guest's room and politely ask the guest to reduce the noise in courtesy to other hotel patrons.

- B. Upon receiving the second complaint, once again the guest will be asked to reduce the noise level and be informed that IUPD will be called if there is another complaint.
- C. If there is a third complaint, IUPD will be called. The officer and IMU employee will go to the room where the officer will request that the loud patrons quiet down. The IUPD officer will give the guests a warning.
- D. At the fourth complaint, IUPD can be contacted and individuals arrested for disorderly conduct. IUPD officers will look to IMU employees for direction. Before requesting patrons be arrested, an employee must obtain authorization from the Director, Associate Director, Assistant Director for Guest and Meeting Room Services, Front Office Manager, or Building Manager.
- E. If no one answers the door or responds to a call you may open the door if there is fear for the individual's safety, fear for the security of the property, or if there is just cause to believe a crime is being committed

## **MISSING ITEMS, THEFTS**

### **700 MISSING ITEMS**

Employees must report all missing items such as art objects, furniture, equipment, supplies, monies, etc. to his/her supervisor. The supervisor shall obtain as much information as possible such as a description of the missing item, its normal location, time of day the item was discovered missing, and any other pertinent information. A Loss and Damage Report must be completed and submitted to the Associate Director.

#### **A. Reporting to the Indiana University Police Department**

If the Associate Director deems it necessary, he/she will report missing items to IUPD and IU Risk Management.

#### **B. FOUND**

An employee who finds a missing item will return the item to the Associate Director. The employee should inform the supervisor or the Associate Director of the time and the location the missing item was discovered.

#### **C. FINAL DISPOSITION**

The Assistant Director-Administrative Services will notify the Associate Director, in writing, when reimbursement is received for any missing item.

## **LOST AND FOUND**

### **705 REPORTING LOST AND FOUND ITEMS**

All lost and found items should be turned in immediately to the Activities Desk or the Hotel Front Desk. Items found in Hotel rooms or guest room corridor should be turned in to the Executive Housekeeper. At the end of each day, all items left at the Activities desk should be

taken to the Hotel Front Desk.

## 710 DISPOSITION

All lost and found articles found in guest rooms will be disposed of in accordance with Indiana Innkeeper Statutory provisions. If an employee turns in an article which was found in a public area and it goes unclaimed for a significant time period (up to six months), the article may become the property of the finder. Final disposition of all unclaimed items will be at the discretion of the Assistant Director for Guest and Meeting Room Services, Front Office Manager, and Associate Director.

## 715 RECORDS OF LOST AND FOUND ITEMS

Lost and found items are to be entered in a Lost and Found book located at the hotel Front Desk, Activities Desk and Housekeeper's Office. These books are for use by IMU personnel only and are never shown to a guest except to obtain his/her signature acknowledging receipt of a missing item(s).

## **DAMAGED / SOILAGE OF PERSONAL EFFECTS**

### 800 SOILAGE OF PERSONAL EFFECTS

If a patron's clothing becomes soiled due to negligence on the part of an IMU employee, it should be reported immediately to his/her supervisor who may authorize payment of the customer's cleaning bill.

### 805 DAMAGE TO PERSONAL EFFECTS

If a patron damages his/her own clothing while in the building and desires to file a complaint, he/she should be referred to the Director's Office. This referral should be made without implying liability on the part of IMU, and the employee originally receiving the complaint should make an advance report through his/her supervisor to the Director or accompany the patron to the Director's Office. The settlement of such complaints is left to the discretion of the Director.

## **BUSINESS OFFICE**

### 900 BURSAR'S CHECKLIST

Students who have unpaid IMU associated class fees or outstanding charges that have not been cleared will be placed on the Bursar's checklist if the obligation is not taken care of in thirty (30) days. If class fees are unpaid at the end of two weeks after the beginning of semester class, registration will be canceled.

### 905 GIFT CERTIFICATES

Gift certificates are available for the IU Bookstore and IMU Services outlets. Bookstore gift certificates may be purchased at the bookstore's service counter on the first floor. Food service gift certificates may be purchased through the IMU Dining Services office.

### 910 CHECK CASHING – FACULTY, STAFF, STUDENTS

- A. Checks may be accepted for the amount of purchase where authorized. Checks are not accepted at Food Services outlets.
- B. Checks will not be cashed for "cash-only" at any IMU retail outlet.

915 CHECK CASHING – HOUSE GUESTS, BIDDLE CONTINUATION CENTER

- A. No service charge will be made for cashing checks for registered guests (with confirmed reservations from the Reservations Department).
- B. The cashing of checks for registered guests (with confirmed reservations from the Reservations Department) is subject to acceptable identification, i.e., driver's license, credit cards, and verification of room account. At least two types of ID are required.

920 SECOND PARTY CHECKS / MONEY ORDERS

Second party checks and money orders are not acceptable.

925 PETTY CASH FUNDS

In accordance with Indiana University policies, petty cash funds should hold cash which is reserved for departmental use in a fund for incidental and emergency purchases and as a change fund.

Every purchase of supplies or services with Petty cash Fund money must be supported by an invoice, cash register tape sales ticket from the seller, or a Petty Cash Fund receipt. The supporting document must indicate the date of purchase, amount paid out and the nature of the purchase.

930 PETTY CASH DISBURSEMENTS

Petty cash will NOT be dispensed for the purpose of:

- A. Purchases in excess of \$100.00.
- B. Frequent purchases from the same vendor which can be best handled by use of a blanket purchase order.
- C. Payments to individuals for wages
- D. Personal cash advances
- E. Out-of-town travel expense

935 STOREROOM REQUISITIONS

The IMU Storeroom will honor only those requisitions which display the signature of authorized staff members.

940 AFTER HOURS STORES REQUISITIONS

In all instances when the storeroom is closed the following policy will be enforced:

- A. Anyone needing in the storeroom must be accompanied by the building manager on duty. The person authorizing the requisition does not have to be the one to retrieve

items from storeroom. Whoever is sent with the authorized requisition must co-sign with the Building Manager for all items removed from the storeroom.

- B. All after hours entry into and removal of items from the storeroom require an authorized requisition slip. The manager on duty must have requisition accurately listing everything that is to be removed from the storeroom.

## **PERSONNEL**

### **1000 DISCRIMINATION**

Indiana University and the Indiana Memorial Union are equal opportunity, affirmative action employers. All employment practices will be without regard to race, gender, age, sexual orientation, disability, religion or national origin.

### **1005 SEXUAL HARASSMENT**

Harassment on the basis of sex is a violation of Title VII and is against the law. The Indiana Memorial Union will not tolerate sexual harassment of students, staff, faculty or guests and responds to every complaint, providing proper recourse when harassment is determined.

### **1010 SEPARATION / TERMINATION**

All employees must return keys and uniforms when terminating their employment; key and uniform cards must be properly completed. Supervisors must complete exit evaluations for each employee which will be kept on file, for internal use only, in the Business Office.

### **1015 INTERNAL TRANSFERS & PROMOTIONS**

Before an employee may be promoted or transferred within the building, the supervisor must provide written approval for such action to the supervisor of the open position.

## **MARKETING**

### **1100 PURPOSE**

The purposes of the Marketing Department are: To serve the needs of the Indiana Memorial Union in the planning, development, and execution of marketing efforts; to provide marketing, communication, and advertising that fulfills the goals and objectives of the Indiana Memorial Union and its departments; and to provide creative ideas across all facets of the marketing process from product and service development to design and implementation, making marketing decisions for the organization. Functions include but are not limited to: media buying, web site development and management, press releases and media contact, collateral material development and management (including electronic media), marketing research and surveys, and marketing budget management. The Marketing Department is not responsible for the promotion, marketing activities, information, or programs of Union Board except in certain cooperative efforts or in cases whereby Union Board has requested the services of the Marketing Department.

## 1105 APPROVED MARKETING

The Indiana Memorial Union shall not donate funds, advertise or purchase complimentary space in programs, newspapers, magazines, or similar publications which are not for sale or distribution to the entire student body, faculty, staff, and/or general public, unless they provide the building with sufficient additional revenue to justify an advertisement in a closed publication.

## 1110 REQUESTS AND USAGE APPROVAL

Requests or inquiries into marketing or marketing efforts must be channeled through the Marketing Manager or Marketing Coordinator (as directed by the Marketing Manager) and not through Graphic Designers or student staff members. All marketing materials, information, efforts, and use of Indiana Memorial Union logo require the approval of the Marketing Manager. Use of the Indiana Memorial Union name and/or logo or departmental name and/or logos by outside vendors, companies, or organizations require approval of the Marketing Manager.

## 1115 DEVELOPMENT AND PRODUCTION

Development, design, layout, and production of marketing and sales materials will be directed by the Marketing Manager. Marketing materials will be approved by the Marketing Manager and departmental head making the request and any affected departments. Marketing Manager maintains final approval of all marketing materials including web site.

## 1120 NEWS RELEASES

News releases for all commercial papers will be made through the Office of Communications and Marketing. The only direct releases to a reporter are those to the Indiana Daily Student (IDS).

## 1125 CONTROVERSIAL NEWS

If there is a controversial or emergency news item, the Director shall be given time to check with the University Administration. All media contacts in such an event must be handled by the Director.

## 1130 NEWS MEDIA REQUESTS

All news media requests, questions, and contact must be directed to the Marketing and Communications Manager. Appropriate responses will be made by Marketing Manager or directed to the appropriate department head.

## **SOLICITING, SELLING AND RECRUITING**

### 1200 DEFINITIONS

Recruit: To enlist the active aid, membership or help of a person in a program, group or association.

Selling: To offer property in exchange for money or other consideration.

Panhandling: To stop people and ask for money as a charity.

Beg: To ask for money as a charity.

Amplification: To make or cause sound to be louder by electronic or mechanical means.

Soliciting: To appeal for the financial aid or help of a person for a program, group or association. For purposes of this policy, signing petitions is considered a part of solicitation.

## 1205 WHO MAY SOLICIT AND SELL

Use of facilities of the Indiana Memorial Union for soliciting and selling is restricted to registered student organizations and University departments. Such use is governed by University provisions for the use of facilities. Students or student groups who wish to solicit or sell must first obtain certification from the Student Activities Office and reserve space from the IMU Meeting Rooms and Reservations Office. The only exception to this is Union Board whose directors are able to directly contact Meeting Rooms and Reservations to reserve a space.

## 1210 SOLICITATION AND SELLING IN THE COMMONS LOBBY

Soliciting and selling by student organizations and university departments is permitted in the Commons Lobby Desk without charge. However, if the sponsoring organization contracts with an outside for-profit company (ie: credit card company) to solicit or sell, the regular rent charge will apply.

Commons desk space must be reserved in advance at the Meeting Room Reservations Office. Before reserving space, student groups must receive approval from the Student Activities Office. All soliciting and selling must be accomplished from behind the booth and an organization representative must be present. Individuals working the booths will not be allowed to interfere with the traffic flow in the hallway.

## 1215 CONDITIONS GOVERNING USE OF DESK SPACES IN THE COMMONS LOBBY

- A. Posters and other printed material may be affixed to the Formica desk tops and T-stands. They may also be tacked (not taped) to the bulletin boards behind the booths, but should not block literature which is already posted. They should not be affixed to walls, doors, or woodwork.
- B. The use of amplification devices must be at reasonable levels and the sound should be heard no further than 10 feet from the source. IMU management reserves the right to determine what reasonable amplification is. The use of audio and video equipment is permitted, however, the proper arrangements must be made prior to occupying booth space.
- C. All soliciting, selling, or recruiting must be made from behind the desk.
- D. All booths reserved by student organizations must be staffed with students currently enrolled at the Bloomington campus of Indiana University.

- E. Desk reservations may be made no more than one semester in advance of the scheduled usage.
- F. At the beginning of each semester a group reserving space will be limited to one booth space, a maximum of eight (8) hours per day, two (2) days per week (Sunday through Saturday). Any space that may be available on the first working day of each month may be reserved as long as it does not exceed two days per week, 8 hours per day.
- G. Failure to claim a space within one (1) hour after the scheduled starting time may cause the space to be released to other qualified students or student groups on a first-come first-served basis.
- H. No student group may transfer their reserved space to another organization.
- I. It is the responsibility of the Director's Office, specifically the Assistant Director for Guest and Meeting Room Support Services, of the Indiana Memorial Union to enforce the conditions for the use of the Commons Booths. Any exceptions to this policy will only be granted by the Director, Associate Director, or Assistant Director for Guest and Meeting Room Support Services of the Indiana Memorial Union. Because of space limitations for such activity, very few exceptions will be considered. In no instance will organizations external to Indiana University be allowed to reserve space in the Commons Lobby.

#### 1220 SOLICITING AND SELLING IN OTHER AREAS

Soliciting or selling by student organizations is permitted in other areas of the building if the activity is judged to be appropriate to the facility requested and the activity occurring. A room charge will be levied for each facility so used (See Appendix F, IMU Schedule of Room Charges). If items are to be sold or donations to be accepted, the student organization must obtain approval from the Student Activities Office prior to requesting the space.

#### 1225 THE COLLECTION OF DONATIONS

The collection of donations at an event should be specified on all promotional material. The collection of donations is considered the same as charging an admission and, therefore, a rental charge will be made for the use of facilities. Approval to request donations must be obtained from the Student Activities Office prior to requesting the desired space from the Meeting Room Reservations Office. The only exceptions to this is the Union Board, whose Directors may work directly with a reservationist in the Meeting Support Services office.

#### 1230 PANHANDLING

Panhandling and/or begging is/are prohibited in the IMU. Persons panhandling and/or begging should be advised by IMU personnel that this is contrary to IMU and University policy.

#### 1235 LEAFLETS AND HANDOUTS

Distribution of leaflets may be permitted in the following areas:

1. Outside Whittenberger Auditorium, Alumni Hall, the Frangipani Room and the Solarium with the consent of the sponsor of the occurring event.



## 1240 TABLE TENTS

Only registered student groups are allowed to place table tents in the IMU Market and the Commons. Those wishing to place table tents must receive permission from the Associate Director of the IMU. Table tents may be placed the day before and the day of for events occurring Monday – Friday. If an event occurs on Saturday, Sunday, or Monday, table tents may be placed on the Friday before the event.

## 1245 PICKETING

Picketing is defined as a person posted for the purpose of demonstration or protest. Picketing is not allowed when it interferes with the movement of traffic or interferes with others in their use of the programs and/or services of the Indiana Memorial Union. Picketing will be restricted to the exterior of the building. Further information regarding University regulations on demonstrations and picketing is available from the Student Activities Office (See Appendix D, *University Demonstration, Picketing and Assembly Ground Policy*).

## 1250 BANNERS

University policy prohibits the placement of any banners on any building.

## 1255 REGULATIONS FOR DISPLAY OF POSTERS

There shall be no bills, signs, posters, flyers or other articles posted, nailed, or otherwise attached to floors, walls, or fixtures of the IMU. Bulletin boards are provided for student groups and university related organizations to post signs about their activities and functions. All signs and posters must be placed with thumbtacks. STAPLES AND TAPE will NOT be permitted. Non-university related groups and individuals wishing to post flyers and posters in the building must receive permission from the Director's Office.

## 1260 "T" STANDS

"T" stands will be used to advertise Union Board programs or services/programs sponsored by or held in the Indiana Memorial Union. The IMU and Union Board have priority space for display of their materials. Building management staff shall clear off all T-stands and posting boards in the IMU every Saturday night after 2:00 a.m.

## 1265 OUTDOOR BULLETIN BOARD

The outdoor bulletin board at the south entrance to the Student Activities Center is for the exclusive use of the Union Board.

## 1270 OTHER DISPLAY BOARDS

All other display boards in the Union are generally used only for Union programs and services. Other programs wishing to use them must make an advance request to the Director or Associate Director.

## 1275 CHALKING

Chalking or any other defacement (including painting, etc.) is not allowed on any sidewalk (brick or cement) surrounding the IMU, nor is it allowed on any surface of the IMU building itself. A map is on the back detailing the areas that fall within the realms of this policy (See Appendix G)

The purpose of this policy is twofold. First, it will help to ensure the beauty and integrity of the Indiana Memorial Union. Second, it will decrease the amount of work hours needed to clean the building and sidewalks. As a student organization, you have agreed to comply with university rules and regulations. Be aware that this “no chalking policy” is an official IMU policy and violations will result in the following courses of action:

- 1<sup>st</sup> violation: Organization warned and placed on a database of violators for one, beginning with the most recent violation.
- 2<sup>nd</sup> violation: Organization fined the cost of maintenance cleanup.
- 3<sup>rd</sup> violation: Organization fined double the cost of cleanup.
- 4<sup>th</sup> violation: Organization evicted from IMU (if housed in IMU); Organizations not housed within the IMU will lose Meeting Room privileges in the IMU for one year, beginning with the date of the violation.

Non-payment of a violation within one month of the billing date will be deemed another violation. A violation may be contested, in writing, to the Union Board President within the one-month period. A hearing will then be scheduled for representatives of that organization to appear before the Policy Committee of the Indiana Memorial Union Board of Directors to present their arguments.

Please assist us by reporting violations of this policy to the IMU Building Manager at the Hotel Lobby Desk.

## 1280 POLITICAL ACTIVITY

See Appendix E - *Interpretation of University's Policies Relating to Campus Political Activity By Students or Student Organizations.*

## **BUILDING SERVICES**

### 1300 RESPONSIBILITIES

The Building Services Department is responsible for the maintenance and upkeep of the entire Union building and is responsible for the equipment of same; the only exceptions are the cleaning of guest rooms and areas the IMU Food Services takes responsibility for.

### 1305 MAINTENANCE REQUESTS

Requests for all work to be done should be directed to Building Services. In the event that the Building Services Department is not equipped to handle a specific shop maintenance order, the Assistant Director-Building Services will direct the order to the University's Physical Plant Department.

## 1310 EMERGENCY BREAKDOWNS

The Maintenance Department's normal working hours are Monday through Friday, 7:00 AM to 5:00 PM. During normal hours emergency repair needs should be directed to the Building Services Office, 855-7022. All emergency repair needs outside of normal hours should be directed to the Building Manager or Security Supervisor on duty and they will contact maintenance personnel as needed.

**KEY CONTROL POLICY** – See Appendix H

## FOOD SERVICES - GENERAL

### 1400 FOOD RECIPES

Food recipes are not generally available to the public.

### 1405 NON-IMU PREPARED FOOD

Food or refreshments of any kind served in the IMU must be ordered, processed, and served by IMU staff. The University Club is a private club and may have pitch-in affairs, but may not use a professional Caterer without the approval of the Director or Associate Director.

### 1410 DRESS

The Food Service management reserves the right to refuse service to those who are not appropriately dressed to be in a particular dining room.

### 1415 SILVER SERVICE

The silver service (tea service) or candelabra shall be used only for IMU events. It cannot be rented or loaned to any department or individual.

## TUDOR AND CORONATION ROOMS

### 1500 TUDOR ROOM RESERVATIONS

Reservations for lunch or brunch will be accepted in advance by the Tudor Room supervisor or host/hostess. Reservations larger than eight persons will not be held for more than 20 minutes after the reserved time.

### 1505 CORONATION ROOM RESERVATIONS

Reservations for large groups in the Coronation Room will not be accepted on Commencement Day, Mother's Day, Easter Sunday, Thanksgiving Day, Football Weekends, or at other times deemed advisable by management. The Coronation Room must be reserved through the Meeting Support Services Reservation Office.

The Coronation Room can be reserved for parties of 25 or more. Smaller groups may use the room, however, if a group of 25 or more requests the room, the group of less than 25 may be moved to the main Tudor Dining Room. Groups will be billed on one guest check. Dutch treat luncheons will be the responsibility of the planner to collect the necessary money for payment.

The Coronation Room, when used for lunch/luncheon meetings, must be cleared by 3:00 p.m.

#### 1510 MAXIMUM GROUP SIZE FOR RESERVATIONS

The maximum reservation for any one party or organization is 25 in the Tudor Room and 60 in the Coronation Room.

### **COMMONS AND KIVA**

#### 1600 EXCLUSIVE USE

Exclusive use of the Commons is not permitted while the University is in session, except for special after-hour events such as post-prom parties and breakfasts. All other exclusive use of the Commons must have the approval of the Director or Associate Director. Any organization sponsoring special events will be charged for any damages and/or labor necessary for cleanup.

#### 1605 STUDYING IN COMMONS AND USE OF DINING ROOMS DURING LUNCH PERIOD

IMU Management reserves the right to ask those studying or just occupying a table with no food or beverage purchased at IMU retail outlet to move to one of our lounges to make room for those having lunch between 11:30 a.m. and 1:30 p.m.

### **CATERING**

#### 1700 SERVICES PROVIDED

The IMU Catering Department will provide breakfasts, luncheons, dinners, teas, receptions, and coffee breaks within the building as well as catering outside the building. The IMU will also provide for self-service coffee breaks and receptions in specified areas of the building.

#### 1705 WHO MAY USE

The Catering Department will furnish staff and food for private and public functions. Officially recognized conferences meeting on campus may use our Catering services (food and staff) for their functions on campus, at neighboring parks or in a private home.

#### 1710 MENU SELECTION

The entree is to be planned with the Catering Department at least two weeks prior to the event and the Catering Department, in turn, will plan an attractive and colorful menu around the entree selected

#### 1715 GUARANTEE

The number of persons in a group must be guaranteed 72 hours before the event. The Food Department will be prepared to serve 5% over the guaranteed number. The guarantee may be raised within the time period; however, the 5% does not apply if the guarantee is changed less than 72 hours before the event and the same menu cannot be guaranteed. If the number served is less than the guaranteed number, the charge will be for the number guaranteed. If

the number served is more than the number guaranteed, a charge will be for the number served.

#### 1720 CANCELLATIONS

Events with menu items canceled less than five working days before scheduled will be charged 25% of total bill, and less than 48 hours 75% of the bill. Cancellations made 24 hours or less prior to the scheduled event will be charged 100% of total bill.

#### 1725 ADDITIONAL CATERING CHARGES

A labor charge will be assessed for any food service to cover the cost of requested extra labor.

A late charge will be made when the group being served is more than 15 minutes late, provided the Catering staff is not responsible for the delay. A delivery charge will be assessed for all services provided out of the building.

#### 1730 BAR SERVICE

Any group having bar service at its function must use the IMU Catering services.

### **RECREATION CENTER**

#### 1800 LEAGUE BOWLING

- A. League bowling is open to students, faculty, staff, and community groups.
- B. There will be no league bowling Friday 6:00 p.m. to close or Saturday 6:00 p.m. to close.

#### 1805 OPEN BOWLING

- A. Special day rates apply Monday thru Thursday until 8:00 pm. In addition, there is a special rate for IU students, faculty and staff.
- B. A special day rate applies Friday until 6:00 p.m.
- C. No special rate on Sunday with the exception of the IU rate.

#### 1810 GROUP RESERVATIONS

- A. Lanes may be reserved for group use at discretion of Bowling Manager.
- B. Number of lanes to be reserved will be determined by Manager.
- C. The rate is determined by the size of the group and by the number of lanes used.
- D. There will be no group reservations from 7:00 p.m. to closing on Fridays and Saturdays.

## 1815 BILLIARDS

The above policies apply to Billiards, with these exceptions: No day rate special or Sunday special.

## 1820 RECREATION CENTER STAFF

Off-duty staff may use the Recreation Center, at no charge, when tables and lanes are not too busy.

## **CREATIVE LEARNING CENTER (CLC)**

### 1900 FEES

The Campus Community Arts Center operates three studios: Darkroom, Middle Studio, and Pottery Studio. Fees exist for use of the studio facilities and equipment for those patrons who are not enrolled in courses, but would like to use the CLC's facilities. Class fees cover the cost of studio use for course participants.

### 1905 CREATIVE LEARNING CENTER (CLC)

Courses are offered on a regular basis throughout the year through the CLC. Call the CLC (855-2231) for a listing of available courses. Fees will be returned in the event that the class is canceled.

### 1910 LOCKERS

Lockers are available for rent for CLC course participants and members.

## **IU OUTDOOR ADVENTURES (IUOA)**

### 2000 RENTAL

- A. IUOA provides services for Indiana University students, faculty, and staff who present current ID and to the Bloomington community.
- B. The full rental payment must accompany equipment reservation except for Student Organization Account billings.
- C. All reservations must be made in person at IUOA.
- D. Reserved equipment is available for pick-up during business hours on the first day of rental.
- E. All equipment must be returned by one hour prior to closing time on the day after the last day of rental.
- F. All equipment shall be returned during business hours, noon to 5:00 pm Monday through Friday, Noon to 2:00 pm on Saturday, and Noon to 4:00 pm on Sunday.

- G. Cancellations up to 48 hours in advance of the pick-up date will be refunded less a 20% service charge. Rental fees are forfeited after this period.
- H. Reduced rates are offered for longer rental periods (i.e.: 2 – 3 days, 4 – 7 days, over 7 days).

#### 2005 LATE FEES, CLEANING FEES, AND DAMAGES

- A. Equipment must be clean and dry upon return or a fifteen dollar (\$15) maintenance fee will be charged.
- B. Late fees of twice the daily rental may be assessed for each item.
- C. Fees for lost or damaged equipment will be assessed based upon replacement or repair costs to IUOA. These fees will be adjusted by the manager to reflect current costs.
- D. Renters are encouraged to inspect equipment at the time of check-out. Once equipment has been accepted, the renter holds sole liability for the equipment and its condition.

#### 2010 ADDITIONAL RENTAL POLICIES

- A. The renter shall read and sign a contract containing the conditions of rental and return of equipment.
- B. Any refunds must be confirmed by the manager due to contract cancellation, trip cancellation, or other reasons.
- C. No refunds shall come from the IUOA cash register. An authorized paid-out voucher must be taken to the Cash Office.
- D. Used equipment is sold once a year at the IUOA annual equipment sale.
- E. Any outstanding payments for late fees, damaged or missing equipment, or other reasons will result in check-listing customer and/or Bursar charges.

### **IMU ACTIVITIES CENTER DESK**

#### 2100 USE OF SPACE FOR IMUG

The IMUG exists for the purpose of student programming and all functions related to the display of two-dimensional artwork. Additionally the space will be used as an individual and group study space during the day and throughout finals week.

Student programming is defined as events produced and/or coordinated by current, registered Indiana University Bloomington student organizations.

All art displays will be coordinated by the Activities and Events Senior Program Coordinator.

During summer and winter breaks the space can be adapted to meet other requests that the building is unable to fulfill when classes are in session.

## 2105 POLICIES FOR PROGRAMS

### GENERAL

All functions shall be free and open to the public.

Programming may only take place in the evenings after 7 p.m.

No dances, meetings, fund-raiser, membership drives, private catered functions or coat checks shall take place in the IMUG.

No corporate marketing events shall be connected to any student program that occurs in the space.

The same event shall not occur more than every seven days.

MUSIC – see Noise Levels, Section 2125

### 2110 RESPONSIBILITIES FOR DAMAGES

The student and student group reserving the space is responsible for any loss or damage to the space while it is under their control in accordance with all room reservation policies.

### 2115 RESERVATION PROCEDURES

The room should only be reserved for programming unless the request is for a campus break. All reservations for the space shall be made through IMU Meeting Support Services. Responsibility for conflict resolution regarding space usage shall ultimately reside with the Activities and Events department and the Senior Program Coordinator.

There shall be no set-up charge for a basic reservation. Charges shall be assessed for any upgrade from the basic set-up. Meeting Support Services will determine those charges. If a group is doing programming scheduled after a 7 p.m. program they must use the set-up requested by the previous group.

Groups reserving the IMUG shall not be moved to better accommodate another group, as this space is the only space in the building designated for student programming.

### 2120 HOURS OF OPERATION

The IMUG space shall be available for use during the following times:

9:00 am – IMU closing

### 2125 NOISE LEVELS

#### Non-programming Noise Levels

When there is not a program taking place in the IMUG the stereo system will be tuned into a jazz station on the digital radio system. It will be played at the 1-1\_ volume level at all times. During this time the space will be open for individual or group study as well as gallery patrons.

#### Programming Noise Levels

All noise levels in the room should not exceed 95 decibels.

#### Responsibilities

The staff of the Activities Desk shall be responsible for playing the music when they are



present. If the Activities Desk is closed (i.e. Sunday mornings), the Building Management staff will play the music. During evening programming the Building Management staff will monitor noise levels and reserve the right to close down a program that violates any policies.

#### 2130 SECURITY

Surveillance cameras shall be maintained for the space in good working order by the Activities and Events Senior Program Coordinator.

#### 2135 MAIL

Any student organization that has office space in the West Tower of the IMU may request a mail box at the IMU Activities Center Desk from the manager of the IMU Activities Desk. The Activities Center Desk will also accept outgoing campus mail.

#### 2140 TICKET SALES

The IMU Activities Desk can serve as a ticket outlet and functions as a Ticketmaster outlet. All tickets sold through the Desk must be audited by the IMU Business Office, must be numbered consecutively and subject to any other procedures required by the IMU Business Office.

#### 2145 APPLICATION COLLECTION

The Indiana Memorial Union offers the service of collecting applications for any student-sponsored function. These applications are accepted at the IMU Activities Desk and held for the organization requesting this service.

### **STUDENT ORGANIZATION OFFICES**

#### 2200 APPLICATIONS FOR OFFICE SPACE

Applications are available from the Assistant Director, Activities & Events and should, upon completion, be returned to that office.

#### 2205 WHO MAY USE OFFICES

Offices are allocated by the Indiana Memorial Union Board to student organizations which have the size, continuity, purpose or function to serve general student interest. The Indiana Memorial Union has the right to determine organizations that may rent space and the amount of space allotted.

#### 2210 RENTAL BASIS

Offices may be rented on a yearly basis only. Offices may not be sublet at any time.

#### 2215 LOCATION AND EQUIPMENT

Offices for use by student organizations are located in the West Tower of the IMU. Additional information is available at the Activities & Events office.

## 2220 REVIEW OF ALLOCATIONS

Office allocations may be reviewed by the Indiana Memorial Union Board at any time it is felt necessary and new allocations made from among those applications not accepted at the time the annual allocations were made.

## 2225 DAMAGES

Additional charges will be made in case of any necessary repair because of abuse beyond normal wear.

## 2230 ADDITIONAL FURNISHINGS AND EQUIPMENT

Additional furniture, files, and equipment may not be taken into offices without permission from the Assistant Director, Activities & Events.

## 2235 TENANT RESPONSIBILITIES

Student organizations occupying office space are responsible for the conduct of their members and guests while on the premises.

## 2240 ACCESS TO OFFICES

Tenants shall have access to the premises only during IMU operating hours.

## 2245 INSPECTION OF LEASED SPACE

The IMU has the right to inspect any office at any reasonable time given a reasonable cause.

## 2250 KEYS FOR STUDENT ORGANIZATIONS

The President/Chairperson of each organization will be issued one (1) key to rental space upon payment of rent. The person may authorize additional individuals to have keys by submitting their names and student ID numbers to the Assistant Director, Activities & Events. Extra keys may be made only by IMU Building Service Personnel. Key copying outside the IMU is against Union Policy and may result in loss of rental space.

## 2255 STORAGE CLOSETS

There are storage closets available throughout the student organization office area. These closets may be rented on a yearly basis and are available to all student organizations. Application for storage closets is handled in the same manner as application for office space.

## **DANCE POLICY**

### 2300 DEFINITIONS

Open Dance – A dance which is open to all Indiana University students, with or without an admission charge at the door, with advance ticket sales according to the wishes of the sponsoring group.

Closed Dance – A dance which is open only to a specific group or organization with admittance by invitation. The sponsoring organization is responsible for control. If admission is charged the group will pay the regular room rental rate.

## 2305 DANCE ARRANGEMENTS

- A. The student group sponsoring the function must have approval from the Student Activities office prior to reserving space in the Indiana Memorial Union in the Meeting Rooms and Reservations Office.
- B. Upon reserving a room a dance contract must be signed two weeks (10 working days) in advance of the event or the dance is subject to cancellation. Contracts can be signed in the Meeting Rooms and Reservations Office. One hundred percent of room rental charge is due in the IMU business office at the time of contract signing unless the sponsoring organization has a SOA account number which can be billed for the room rental charge.
- C. Groups reserving Alumni Hall may use the stage at no additional cost as long as it is a completely student run function. Prior arrangements must be made if the stage is to be used. Risers are available for DJ set up. If a DJ or band is used for a dance, groups are required to have public address (P.A.) System operators. In addition, events requiring the use of spotlights or the stage for productions must have spotlight operators and/or stagehands.

## 2310 DANCE SECURITY

The Dean of Students Office requires security at all student dances. A minimum of two (2) IUPD officers must be on duty for the duration of a dance. If IUPD officers are not present the event is subject to cancellation at the discretion of IMU management. IUPD duties include combing the dance area so that potential problems can be eliminated, assisting with crowd dispersion after the dance and removing any trouble-making individuals.

## 2315 SECURITY PROCEDURES

- A. At least 15 minutes prior to the scheduled event, the following parties must meet to discuss event security coverage: 1) president (or responsible designee) of sponsoring organization; 2) IUPD officers assigned to the event; 3) building management representative. Failure to attend the meeting may result in the event's cancellation. The purpose of the meeting is to introduce the parties involved, discuss individual responsibilities and dance policies to insure a smooth running event.
- B. The organization president or responsible designee will be present and visible during the entire event and should check with IUPD and building manager occasionally to ensure the event is running smoothly. This guarantees a means of communication with someone in charge of the event. This individual will conclude the event at the designated time and is responsible for insuring the proper announcement is made when at the conclusion of the dance.
- C. IMU Building Manager (or management designee) will monitor the event to ensure that the number attending does not exceed the specified fire code limit, that the event ends

at the designated time, and that attendants exit and leave IMU property promptly and without problem.

## 2320 SECURITY WAIVER GUIDELINES

- A. The dance must be a closed dance; only group members and their invited guests may attend. The maximum number for a group will be 200.
- B. There will be no ticket sales at the function.
- C. The group will have an advisor in attendance at the function. The advisor should be registered as such in the Student Activities Office.
- D. The function will be formal or semi-formal in nature.
- E. If alcohol is served the group must use the services provided by IMU Food Services and follow all IMU policies; a meal must be served. Only those who are 21 will be served alcohol and permitted to consume. No alcohol will leave the room(s) of the event.
- F. This waiver policy is at the discretion of the Dean of Students or his designee. Waivers must be received in writing from this office. Questions concerning the interpretation should be directed to the Student Activities Office.

## COMMERCIAL EXHIBITS

### 2400 DESCRIPTION OF SPACE

Exhibit space consists of 100 square feet, ten feet by ten feet, and will include one 30 inch by 8 foot banquet table. No sidewalls or back wall are furnished. If the exhibitor uses side or back walls, they must be freestanding with back walls not higher than six feet and side panels not higher than three feet. No exhibit shall block or interfere with the direct visibility of an adjoining exhibit.

### 2405 PAYMENT FOR RENTAL

Payment for exhibit space shall be made at the time of application for such space. Exhibitor will pay the regular meeting room charge for use of the room PLUS a per table charge and 100 square feet of floor space per day. A maximum of two (2) chairs and one (1) electrical outlet will be furnished per space.

### 2410 DESCRIPTION OF EXHIBIT

IU Conferences or other sponsoring organization shall provide a clear and detailed description of the general nature of the exhibit on the application form in the space labeled "PRODUCTS TO BE DISPLAYED".

### 2415 EXHIBIT APPROVAL

Indiana University and/or the Indiana Memorial Union reserve the right of final approval of any exhibit. If, in their judgment, an exhibitor is operating contrary to the policies of Indiana University, the University may cancel all use of such space and the exhibitor forfeits all monies paid.

#### 2420 LOSS OR DAMAGE

Indiana University will not assume any responsibility for safety of exhibit against damage or loss by fire, theft, storm, strikes, or any other cause. Exhibitor may be asked to sign a waiver if Indiana University deems it necessary.

#### 2425 WEIGHT OF EXHIBITS

Weight of exhibits shall not exceed 10 pounds per square foot.

#### 2430 PROTECTION OF FLOOR SURFACES

Exhibitors shall provide floor coverings to protect floor surfaces where potential floor damage might occur. IMU Administrative Staff will make that determination.

#### 2435 LIGHTS AND UTILITIES

There shall be no interference with lights or other utilities of the Indiana Memorial Union by exhibitors.

#### 2440 PROTECTION OF BUILDING PROPERTY

Any protection for building property that may be necessary shall be supplied and installed at the exhibitor's expense and approved by the IMU management.

#### 2445 FLAMMABLE MATERIAL

Flammable oils, gases, or other explosives are not permitted. Only fireproof material may be used for decorative purposes in all public areas, meeting and dining rooms.

#### 2450 ELECTRICAL EQUIPMENT APPROVAL

Electrical equipment and wiring, including floodlights and spotlights, used by the exhibitor must be approved by the IMU. A charge will be made for any labor or materials used.

#### 2455 EXHIBITOR'S SHIPMENTS

All shipments of conference exhibitor's equipment and material should be sent prepaid to IU Conferences, IMU, 900 E. 7<sup>th</sup> Street, Indiana University, Bloomington, Indiana, 47405. Freight deliveries must not be made earlier than five (5) days prior to the exhibit date. Each item should be marked clearly with the name of the conference or organization sponsoring the event.

If an exhibit is not sponsored by IU Conferences, materials may be shipped, pre-paid to the Indiana Memorial Union, Indiana University, (900 East 7th Street), Bloomington, IN 47405 clearly marked indicating name of the event, date of the event, and location.

#### 2460 MOVING DISPLAYS

IU Conferences or sponsoring organization may arrange for help in moving displays from the receiving and storage dock to the exhibit area and returning displays to the dock to be shipped

out. Arrangements must be made in advance. A charge may be assessed for labor and/or materials used in connection with the move.

## 2465 PACKING AND SHIPPING OUT EXHIBITS

Exhibitors are responsible for packing, proper labeling, and making arrangements through IU Conferences or sponsoring organization for a carrier to ship equipment out after the exhibit period closes.

## MEETING ROOMS

### 2500 MEETING ROOMS AND RESERVATIONS RESPONSIBILITIES

The Meeting Support Services Office is responsible for scheduling and set up of all function space in the IMU. It will maintain rent schedules and records, and room capacities in accordance with Bloomington fire codes will be enforced. The Meeting Support Services Office reserves the right to alter or re-assign function space in order to achieve optimal use of the facility.

### 2505 RESERVATIONS POLICY

Reservations for function space will be accepted from IU Conferences up to five (5) years in the future. Reservations made by Indiana University Departments and the public will be accepted one year in advance. Registered student organizations may reserve space one semester in advance: April 15 for Fall sessions; October 15 for Spring semester and March 15 for Summer Sessions. Union Board space reservations will be accepted one (1) semester in advance, thirty (30) days before the student organization acceptance date. Student organizations reserving function space and not paying space rent or ordering the stated food minimum for the room may be asked to relinquish the space and reassigned other space, if available, in the building. Student organizations who wish to reserve space more than one (1) semester in advance will be charged the regular function space rental fee which will not be waived or dismissed.

### 2510 MEETING ROOM CHARGES

There will be no charge for the use of meeting rooms with standard setup to the following groups:

- A. Indiana University fee-paying student groups, if approval is given by the Office of Student Activities and the group meets the free admission requirement.
- B. High school students which are guests of the University for educational purposes, and are sponsored by a University Department.
- C. Indiana University faculty and staff departments.
- D. The Union Board of the Indiana Memorial Union shall not be charged meeting room or space rental. However, they will be responsible for labor and equipment charges incurred. If Union Board co-sponsors another organization where there is an admission charge, a room charge will apply. The only exception is the Whittenberger Auditorium for films (see 2545).

There will be a charge made for the meeting room used, if a Faculty or Staff members sponsors a meeting and the groups is not composed of 51% or more faculty, staff and/or students from IU.

#### 2515 RENT WHEN THERE ARE ADMISSION FEES

All groups, except Union Board, pay the full rental rate if admission is charged for attendance at any event. The rental rate for Whittenberger Auditorium when group charges admission shall be twice the regular rate. Admission is defined to include donations, free-will offering, or admission by ticket which is issued in exchange for something of monetary value.

#### 2520 FINANCIAL ARRANGEMENTS

- A. Any student or group wishing to make use of Indiana Memorial Union space which involves a fee charge such as, but not limited to, food services and/or a room rental fee shall make financial arrangements in advance through the Student Organization Accounts Office and the Indiana Memorial Union Business Office.
- B. Organizations which have had prior good credit experience with the Indiana Memorial Union and which no longer have their funds with Student Organizational Accounts may be granted the privilege of space usage with subsequent billing without advance deposit for anticipated charges.
- C. Organizations with no prior credit experience or with questionable prior credit experience with the Indiana Memorial Union shall be required, upon recommendation by the Assistant Director – Guest and Meeting Support Services, to pay in advance.

When food service is involved, full payment must be made no later than 72 hours prior to the date of the event. When food service is not involved, the deposit must be made no later than one (1) week prior to the date of the event. There is no deposit required for University Departments or student organizations.

Each group, at the time of making such reservation, will be so informed and will also be informed that without receipt of deposit, the reservation will be canceled.

- D. Individual students wishing to reserve space or make arrangements for service for which a charge will be made and who do not identify the name of the organization being represented will be required to make an advance deposit in the amount of the expected charges. As a matter of policy, Indiana Memorial Union does not extend credit privileges to individual students.
- E. Organizations which become delinquent in paying their accounts shall be denied further usage or services, whether or not a charge is involved, until their accounts are paid.

For a list of current rental rates, see Appendix F.

#### 2525 MOVEMENT OF FURNITURE – CHARTER ROOM, DISTINGUISHED ALUMNI ROOM, BRYAN ROOM, POPLAR ROOM, AND UNION BOARD ROOM

These rooms have a permanent setup and the groups reserving them are expected to use that

setup. The furniture is not to be rearranged, nor is it to be removed from the room to a storage room. Additional folding chairs may be used in the rooms. The use of additional tables must be approved by an IMU Administrative Staff member.

#### 2530 COMPLIMENTARY MEETING ROOM

Conference planning committee will be given one free meeting room for one day for planning meetings for upcoming conferences. If this is exceeded, a charge will be made for rooms used.

#### 2535 STUDENT GROUPS

Fee-paying students groups sponsoring free social events which are open to the entire student body pay only for labor, security and equipment as used, provided such functions are without admission charges and so advertised to campus.

#### 2540 SETUP

Meeting room rates are based on a standard meeting room setup. A diagram of each room's standard setup may be obtained from the Food and Meeting Support Services Office. All groups will be charged for a change in standard setup. The rate for such a change is on record at the Food and Meeting Support Services Office. Alumni Hall, Frangipani Room, and Solarium standard setup includes 200 chairs. There will be a charge made for extra chairs. A labor charge will be assessed for all setups, which incur extra equipment, i.e.: tables, chairs.

For two rooms together as one, such as Alumni Hall and Solarium or State Room East and West, the rate charged will be the combined rate of each room.

All meeting rooms will be set and unlocked one half hour before the schedule event unless other arrangements are made.

#### 2545 USE OF WHITTENBERGER AUDITORIUM

A non-Union Board group must reserve the Whittenberger Auditorium as usual in the Meeting Support Services Office. Approval for use of the projector will be granted upon request. Groups will be charged under the following room rate schedule and projectionist cost:

16mm Projector      Rate schedule plus projectionist cost.

35mm Projector      Rate schedule plus projectionist cost.

Union Board cannot guarantee a projectionist if the request is made less than seven (7) days prior to the function.

Union Board films will have the Whittenberger Auditorium automatically reserved unless it is needed for a large conference, for the following dates and times:

Every Wednesday through Sunday from 6:00 pm to 2:00 am during the academic year (Fall and Spring Semesters, First and Second Summer Sessions). Exceptions will be made on an individual basis and will be negotiated by the Union Board Films Director.



## 2550 CHARGE FOR WHITTENBERGER AUDITORIUM

All groups, with the exception of Union Board, shall pay the full Whittenberger Auditorium rental rate if admission is charged for attendance at any event.

## 2555 USE OF EAST LOUNGE

### PROGRAM NATURE

Programming is allowed in the East Lounge, under the following conditions:

- The programming does not exceed the noise level determined acceptable by those in the surrounding offices.
- The programming is of a “passive” nature (i.e. does not require the direct involvement of people in the lounge).
- The programming does not exceed the noise level determined acceptable by people in the lounge.
- Program is an event whose main purpose is to educate and entertain, not to solicit funds, attendance, members, signatures, or volunteers.
- Program setup should not exceed over one half of the square footage of the East Lounge
- The sponsoring organization abides by all posting rules in the building.

### RESERVATION POLICIES

Current policies shall apply, as they do for reserving other rooms in the IMU, including the room guarantee policy.

The East Lounge, outside of revenue generating functions (addressed below) and campus wide elections, shall only be scheduled two days per work week and will only be available for programs between the hours of 11:00 a.m. to 2:00 p.m.

### Revenue Generating Functions

Revenue generating functions within the IMU (e.g. conference bureau and food service) shall have precedence over programming functions. However, the East Lounge should not be scheduled as a primary site for such functions, but only when the physical space is deemed necessary (as for registration, etc.).

## **DECORATIONS – MEETING ROOMS/PUBLIC AREAS**

### 2600 APPROVAL

Decorations must be approved at least seven (7) days in advance by the Meeting Support Services Office.

- A. When reservations are confirmed, the chairperson or designated representative of the event should consult with the Meeting Support Services Office for an elaboration of decoration possibilities and rules for the particular area being used.
- B. After consultation with the Meeting Support Services Office, the committee will draw up and present for approval a complete decoration plan including materials to be used, layout, and schedule. The group should schedule the room with ample time to complete decorations.

## 2605 MATERIALS

Flammable materials shall not be used for decorations. Kerosene lamps, and other potential fire hazards cannot be used, open candles may be used by IMU catering providing necessary safety measures are made. Crepe paper shall not be used for decorations. Use of glitter and confetti is prohibited.

Rice throwing will not be permitted in the IMU or on its premises. Bird seed may NOT be used inside the facility, it may be used at an entrance area with the approval of the Assistant Director for Guest and Meeting Support Services. Bubbles and smoke machines may not be used inside the facility.

## 2610 PREPARATION

Decorations must be prepared and attached in such a way as not to damage the area being decorated. Scotch tape, masking tape, nails, tacks, etc. are not to be used.

- A. Meeting Support Services will familiarize the sponsoring group with the proper and effective ways to attach decorations in the area planned for use.
- B. All large sets or decorations must be ready to be placed. (Building within the area will not be permitted).

Any decoration layout which will endanger the safety of those attending an event is prohibited.

## 2615 LOCATION

Decorations are limited to the room(s) being used for the social event. Student groups wishing to advertise upcoming events may display balloons on the property providing that they will take them down within 24 hours of hanging.

## 2620 EQUIPMENT

The IMU has a quantity of special equipment available such as tables, spotlights, platforms, etc., which can often simplify and complement the decorating process. Contact the Meeting Support Services Office regarding this equipment. Equipment that has been approved for use is to be reserved through this office. Charges may apply to the use of some equipment.

Equipment with special electrical needs must obtain approval relative to placement and electrical requirements. Charges may apply to requests for additional or special electrical outlets and locations.

## 2625 LABOR

Where deemed necessary for setup, support of the event, and safety, the Union will arrange for necessary labor at the expense of the participating organization.

## 2630 SAFETY REQUIREMENTS

Whenever any room is occupied, all doors leading to corridors must be unlocked to permit exit. Decorations, exhibits, or other material may not be placed in such a manner as to obstruct any exit. Attendance at dances may not exceed that permitted by safety regulations. (Numbers for each room may be obtained from the Meeting Support Services Office.) Organizations anticipating a capacity attendance shall consult with the Meeting Support Services Office in advance of ticket sales to determine current limitations as established by the Fire Marshall. IMU officials reserve the right to limit the number of individuals allowed in any IMU meeting room at any given time.

## **CHECKROOM**

### **2700 CHECKROOM POLICY**

A coat room and checker will be furnished upon request. The cost of labor will be added to a group's total bill. The Building Manager will coordinate such requests.

### **2705 DANCES**

Check room charge is not included in total charge for facilities.

## **CONFERENCES**

### **2800 DEFINITION OF A CONFERENCE**

A conference is a series of two or more meetings, over two or more consecutive days, of a group having a common concern. Student groups are exempt from using the services provided by IU Conferences.

A meeting of a group having one meeting shall be classified as a conference only if they require the services of IU Conferences.

### **2805 CONFERENCE RESERVATIONS**

There will be no meeting room charge for conferences housed and meeting in the Indiana Memorial Union. If rooms are available in the IMU building and the conference groups house guests in residence halls or area motels, the applicable meeting room rate applies. A labor charge will be assessed for any change in meeting room setup which is made after the conference officially opens. If a group of 50 or more is meeting in the IMU during the luncheon period, IU Conferences should encourage a served luncheon to avoid the congested lines in the public areas. If it is impossible to serve a catered luncheon, then the group should be asked to break for lunch by 11:30 a.m. or after 12:20 p.m. This should improve service for the conference guests as well as faculty, staff, students, and other guests of Indiana University.

### **2810 NON – UNION HOUSING**

When conference housing in Indiana Memorial Union is not available and the conference elects to take housing in local hotels and to hold their meeting in Indiana Memorial Union, the following policy covering the use of meeting rooms will apply:

Meeting rooms with standard setup may be used without charge providing one catered meal per day is planned and served for at least 70% of those attending the conference; otherwise, they would pay the established rate for use of meeting rooms.

## **GUEST ROOMS**

### **2900 REGISTRATION**

All guests must be registered. A complete address including street number, town or city, and state must be listed for each and every individual who occupies a room or any part thereof. A false registration (giving a fictitious name) is a misdemeanor.

### **2905 ADVANCE PAYMENT**

Full payment at check-in is required from all guests registering who do not have luggage or a confirmed reservation. (Note: A confirmed registration is one which has been processed by the IMU Reservations Office.) An additional advance payment is required for each day the reservation is extended beyond the original departure date which the guest established upon checking in. Full payment will be required either by cash or processed credit card for all walk-in room reservations.

### **2910 CHECK CASHING**

Guests (as defined) shall be granted check cashing privileges when approved by the Front Office Manager, Assistant Director, Associate Director, or Director. The maximum per check is \$50 and two (2) pieces of identification shall be required.

### **2915 CHECK-OUT TIME**

Check-out time is 1:00 p.m. local time.

### **2920 CHECK-IN TIME**

Check-in time is 4:00 p.m. local time, or after. Earlier occupancy is on an availability basis only. Morning occupancy can be assured only if the previous night is guaranteed by the guest.

### **2925 LATE CHECK-OUT RATE**

One-half of the daily rate, based on the actual number of persons occupying the room, will be charged for a guest room occupied between 1:00 p.m. and 4:00 p.m. local time on the day of departure. The full daily rate will be charged for rooms occupied after 4:00 p.m. local time on the day of departure.

### **2930 ROOM DAY**

A room day is from the time of arrival not before 6:00 a.m. to 1:00 p.m. of the following day.

### **2935 LATE ARRIVALS**

Non-guaranteed reservations will be held on the scheduled date of arrival until 6:00 p.m. local time. Rooms must be guaranteed all night by a prepayment or by a major credit card to be held

beyond 6:00 p.m. Guaranteed reservations will be held until 6:00 a.m. of the day following the guaranteed date.

Hotel rooms cannot be guaranteed with university general fund monies.

#### 2940 HOSPITALITY SUITES

Guest suites are available for use as hospitality rooms in conjunction with conference groups staying in the hotel.

#### 2945 GUEST VISITATION

Guest visitation in the guest rooms should be held to a minimum. Hotel guests should not have unregistered guest visitors in their rooms nor take visitors above the lobby floor after 12 Midnight.

#### 2950 CONFERENCE GUEST ROOM RESERVATIONS

All rooms blocked for a conference/meeting must be assigned to an individual by name and home or business address at least fifteen (15) days prior to the start of the conference/meeting. All rooms not assigned by this date will automatically revert to the IMU Hotel Reservations Office where they will be assigned on a first-come, first-serve basis.

#### 2955 CHILD RATES

There will be no charge for children under 18 years of age who use the same hotel room as the parent(s). However, if a rollaway is required, the regular rollaway rate will apply.

#### 2960 COMPLIMENTARY ACCOMMODATIONS

Complimentary accommodations may be provided for a conference group housed in the Indiana Memorial Union. The provision of complimentary accommodations is subject to final approval by the Associate Director per recommendations from IU Conferences or sponsoring organization. IU Conferences will use their best judgment in making recommendations for complimentary accommodations. Only the duly elected Executive Secretary, President, or Chairperson of a conference group will be eligible. The complemented time will begin the first day of the conference and run through the day of checkout of the conference. As a general rule, a group of 100 persons or more housed in the Indiana Memorial Union would be entitled to a suite of the Union's choice and subject to the availability of accommodations.

A group between 50 and 99 persons housed in the Union would be entitled to a twin bedded room or other accommodations of the Union's choice. In exceptional cases, groups under 50 may be considered eligible for a complimentary room. In this case, the Director of IU Conferences would present detailed reasons in writing for his request. The Associate Director and/or the Assistant Director for Guest and Meeting Support Services may grant complimentary accommodations to any group that he may deem qualified for such accommodations on the basis of rooms reserved and/or food served.

The request for complimentary accommodations should be sent to the Associate Director and/or the Assistant Director for Guest and Meeting Support Services at least two (2) weeks in advance of the conference's arrival date.

The Indiana Memorial Union will not issue a credit for complimentary accommodations which are not requested in advance of the start of the conference. It is the responsibility of the conference coordinator or IU Conferences to initiate this request with the IMU.

#### 2965 CONFERENCE AND DEPARTMENTAL BILLING PRIVILEGES

Billing privileges are granted to university departments and conferences with master accounts. Other organizations must obtain prior approval for billing privileges from the Hotel Front Office Manager or the Assistant Director for Guest and Meeting Support Services. Departmental billings are acceptable providing the IMU Guest Room Reservations Office has been given the necessary account title, account fund number, and voucher number.

#### 2970 GUEST MAIL

All guest mail shall be sorted and distributed immediately after receipt. Mail for departed guests is to be forwarded, providing a forwarding address is on file, on the same day it is received. Mail received for unknown persons or for persons who have not left a forwarding address is to be held for five (5) days and then returned to the sender or post office.

#### 2975 MESSAGE WAITING SERVICE

This service is to be used for telegrams, special delivery, registered and certified mail, parcel post, personal messages, and telephone messages. It should not be used for regular U.S. mail unless the guest so requests.

#### 2980 LUGGAGE CHECKING

Hotel guest luggage may be checked at the Front Desk without charge. Luggage should not be accepted for periods exceeding 24 hours.

#### 2985 TELEPHONE CALLS

A service charge shall be made on all long distance telephone calls made from all guest room telephones. A notice of this charge shall be posted in each guest room.

#### 2990 DELIVERIES TO GUESTS ROOMS

No deliveries are to be made to any guest room by anyone other than Indiana Memorial Union personnel. This includes delivery of food, beverage and ice, which are in direct competition with our own operations. Flowers, other merchandise or package deliveries are to be made only by IMU staff after the desk clerk has determined that the guest has ordered the item. C.O.D. deliveries will not be accepted by the Front Desk. The guest must come to the Front Desk and accept the C.O.D. directly.

### **FURNISHINGS FOR GUEST ROOMS**

#### 3000 ROLLAWAY BEDS

One rollaway only may be used in double queen rooms. Two rollaways should not be used in the guest rooms.

Rollaways are not to be used in the following guest rooms:

- A. All one double bedded rooms, king and double-double rooms
- B. 351, 353, 355
- C. Antique Suites (149, 249, & 349)
- D. Rooms 134 – 148, 234 – 248, 334 – 348

The regular rollaway rate shall apply for all rollaways placed in a guest room.

### 3005 CRIBS

One crib may be used in any guest room. A crib may also be used in addition to a rollaway(s). No charge is made for the use of a crib.

### 3010 REMOVAL OF FURNITURE

The Union will not remove any furniture from guest room facilities in order to accommodate card table or banquet tables. The guest rooms are for living and sleeping and not meals, parties, display and/or sample rooms.

## **HOUSEKEEPING OF GUEST ROOMS**

### 3100 ROOM INSPECTION AND DAMAGES

Guest rooms shall be inspected daily by the Executive Housekeeper or staff. Any damage to furnishings in the guest rooms is to be reported immediately to the appropriate IMU Manager.

### 3105 HOUSEKEEPING SERVICE

Each guest room is to receive daily housekeeping service (including clean bed and bath linens), unless the guest requests no service. Housekeepers are not to perform any personal services for any house guest unless so instructed by the Executive Housekeeper.

### 3110 GUEST ROOM SERVICE (PASS) KEYS

Guest room housekeeping keys are to be checked out of the Executive Housekeeper's office at the start of each scheduled work day and are to be returned at the end of the work day.

### 3115 UNLOCKING DOORS FOR GUESTS

No IMU employee, including housekeepers, shall unlock doors for guests or allow anyone, including other IMU employees, into guest rooms without authorization of the Executive Housekeeper, Front Office Manager, Associate Director or Assistant Directors. Individuals needing to gain entry into their rooms should be directed to the Front Desk where they may obtain an extra key upon being properly identified.

### 3120 LINEN ROOM

Linen for guest rooms will be issued from the Linen Room and is under the supervision of the Executive Housekeeper.

## **COURTESY VAN**

### **3200 USE BY HOTEL GUEST**

The Courtesy van is available for hotel guests who have a need to commute within Bloomington city limits (No further north than Bloomington High School North; no further south than Winslow Road/YMCA; no further East than Ryan's Steak House (3rd Street); no further West than Monroe County Airport) and do not have personal transportation available to them. Guests will be delivered to and/or picked up from their destination by a Guest Rooms Division employee. Arrangements for the Courtesy Van must be made in advance with the Front Desk.

### **3205 USE BY IMU EMPLOYEES**

The courtesy van will be made available to IMU employees and Union Board Directors and Committee members for business purposes when the Front Office Manager, Reservations Manager, or Hotel Front Desk feels the van will not be needed by hotel guests. The Hotel van may be signed out for up to one hour.

### **3210 IMU EMPLOYEE REQUESTS**

Requests to use the van should be made to the Hotel Front Desk, Front Office Manager or Reservations Manager prior to the date/time it is needed. If advance request is not possible, a department may make a request to the above individuals as soon as the need is realized. Without approval, front desk personnel will NOT issue keys to the van.

Requests must include time for picking up and returning keys, who will be driving the van, and the purpose for using the van. IMU departments will not be allowed to pick up the keys to the van more than 30 minutes before approved pick up time. Keys not returned within 30 minutes of the approved return time will have future requests denied.

### **3215 EMERGENCY REQUESTS**

Emergency use of the van may be granted by the Director, Associate Director, Assistant Directors of the IMU or the Building Manager if the Front Office Manager or Reservation Manager is not available and the Hotel desk clerk questions the van usage request.

### **3220 DEPARTMENT RESPONSIBILITIES FOR VAN**

Each department manager must maintain a current list of employees who are authorized to drive the van before any approvals will be given. The vehicle may not be driven by anyone other than current IMU employees. Departments who do not follow courtesy van guidelines will not be permitted to use the van.

### **3225 VAN GUIDELINES**

- Driver must have a valid Driver's License and be an IMU employee, Union Board Director or Committee member.
- The van will be parked at the loading dock when not in use.
- Smoking in the van is prohibited.
- Personal use of the van is prohibited
- Driver and passengers must wear seat belts at all times.



- Any citations received by the driver of the van for violations of motor vehicle laws will be the responsibility of the driver.
- The enforcement of all IMU policies, County, State and Federal Laws is the responsibility of the driver.
- The driver is responsible for ensuring the number of passengers does not exceed the manufacturer's limit.

## **PARKING LOTS**

### **3300 PARKING FEES**

An hourly fee is charged for all cars using the parking lots. Each fractional part of an hour shall constitute a full hour for purposes of computing fees.

A special events parking check is available for Auditorium events or other large special occasions. This ticket must be purchased in advance and the stub turned in to the attendant upon departure of the parking lot.

No fee is made for parking for a registered guest of the IMU Hotel.

### **3305 RESERVED SPACES**

Parking spaces will not be guaranteed or reserved at any time.

### **3310 SERVICE VEHICLES**

Parking arrangements for non-university contractors working in the IMU can be made through the Associate Director. Regularly scheduled service persons working in the building may go to the department they are assisting and have parking tickets stamped with the approval of the department manager.

### **3315 CAR DAMAGE, LOSSES**

The customer assumes full responsibility for any loss or damage to his or her car while his or her car is in the parking lot.

### **3320 PARKING OF CARS**

Cars will not be parked by attendants, pages, or other IMU employees.

### **3325 OVERSIZE VEHICLES**

The use of parking lot #1 is restricted to cars and small (pickup) trucks without trailers, or other "vehicles" in tow. Large trucks should be parked in either the purple or white lots at the stadium on 17th Street or, during the time parking space is not at a premium, vehicles shall be permitted to use lot #2. The driver shall be charged at the regular rate for the total number of spaces used to park the vehicle. If the individual is a registered guest of the hotel, he is entitled to one (1) complimentary space. A charge shall be made for additional space(s).

# INDIANA MEMORIAL UNION

## Constitution

### ARTICLE I

#### Section 1. NAME

The name of this organization is the Indiana Memorial Union, whose principal office is in the Indiana Memorial Union Building in Bloomington, Indiana.

#### Section 2. PURPOSES

- A. The purposes of the Indiana Memorial Union are: To promote the interest of Indiana University and its students; to bring about a greater spirit of unity and cooperation among all students; to encourage in students the development of leadership skills through active participation in the Union and its management; to provide Indiana University and the community of Bloomington with the best possible Union facilities and programs and to retain its position as a respected contributor to the establishment and maintenance of a higher educational, recreational, social and cultural standard for the University community.
- B. In order that the Indiana Memorial Union shall continue to realize its purposes and to the end that it shall keep pace with its growing opportunities, we, the students of Indiana University, establish this constitution.

### ARTICLE II

#### Section 1. ACTIVE MEMBERS

Every student officially enrolled, whether full-time, or part-time, on the Bloomington Campus of Indiana University, is an active member of the Indiana Memorial Union.

#### Section 2. LIFE MEMBERS

All members who have served honorably as members of the Board of Directors (hereinafter referred to as Board), for at least one semester are life members of the Board.

#### Section 3. HONORARY LIFE MEMBERS

The Board may, by unanimous vote, by secret ballot, confer an honorary membership of the Indiana Memorial Union to any person who has rendered distinguished service to the Indiana Memorial Union or to Indiana University.

### ARTICLE III

#### Section 1. GOVERNMENT

The government of the Indiana Memorial Union shall be vested in a Board of Directors.

## Section 2. MEMBERSHIP AND MEETING

### A. Voting

1. President
2. Vice President Programming
3. Vice President Membership
4. Thirteen (13) additional student directors
5. The Director of the Indiana Memorial Union
6. One representative from the University administration selected by the Board
7. One representative from the University faculty selected by the Board, and
8. One Alumni Director selected by the Board from a list of three presented by the Alumni Council

### B. Non Voting

1. The IMU Assistant Director for Program Services
2. The Program Coordinator of the Union Board
3. A community representative selected by the Bloomington City Council
4. The President of the University
5. A member of the Board of Trustees
6. The Chancellor of the Bloomington Campus
7. The President of the Indiana University Student Association (IUSA)

Non-voting members #3, #4 and #7 are not precluded from obtaining voting status through the procedure specified in Article V. Non-voting directors shall have full power to join in deliberation of the Board.

### C. Meetings

1. The Board shall hold regular meetings.
2. Two-thirds (2/3) of the voting directors shall constitute a quorum.
3. All meetings of the Board shall be open.

## Section 3. TERM

The full term of each director shall continue until the Union Board installation in January.

## Section 4. POWERS AND DUTIES

The legal title to all funds and property of the Indiana Memorial Union shall be vested in and subject to the control of the Trustees of Indiana University. The IMU Board shall have the power to make appropriations from funds entrusted to said Board by the Trustees of Indiana University and to expend such appropriated funds, subject always to such limitations, restrictions and conditions as may be imposed upon the Indiana Memorial Union by the Trustees of Indiana University. The Board may recommend to the Director of the Indiana Memorial Union, budget changes and/or additions concerning the budget of the Indiana Memorial Union. The Board is hereby empowered to direct the policies and activities of the Indiana Memorial Union and shall maintain all records thereof. The Board shall publish both its proposed budget and the year-end fiscal report in the official campus newspaper. They shall be clear and informative.

The proposed budget and the year-end fiscal report shall appear within two weeks before adoption by the Board and again in the first month of the first semester of the school year. The Board, in conjunction with the IMU Executive Committee, is hereby empowered to promulgate and administer

such bylaws and house rules as may be needed to govern the activities and conduct of members, guests, visitors and organizations in, or about, the premises of the Indiana Memorial Union.

## ARTICLE IV

### Section 1. THE DIRECTOR

The Director of the Indiana Memorial Union subject to his/her employment by the Trustees of Indiana University and his/her responsibility to said Trustees, shall have charge of the business policy and the financial management of the Indiana Memorial Union. The Director, through the Executive Committee and in conjunction with the Board, shall be responsible for an adequate program of activities for the Indiana Memorial Union. The Director shall administer the house rules and bylaws as established under the provision of Article III, Section 4. The Director shall annually submit to the Board financial reports of the Indiana Memorial Union. The Director shall submit to the Board any financial record at the Board's request.

### Section 2. ELECTION PROCEDURES

#### A. The Election

The Board shall conduct a general Indiana Memorial Union Board Election within the last four weeks of class of the first semester. In the election the members of the Indiana Memorial Union shall elect from a ballot eight student directors at large. The candidates who receive the highest number of votes shall be declared elected except in the case of a tie for the eighth position (where there would be more than eight highest vote recipients). In the case where there is a tie for the eighth highest vote total, all of those candidates tying for the eighth position will compete for the remaining available at-large directorships in a runoff election. The runoff election will occur prior to the selection process and the losing candidates will remain eligible for the selection process.

#### B. Lack of Nominees

If less than nine candidates apply for election, the election will still be held. All of the candidates appearing on the ballot (all non-write in candidates) shall be declared elected. The Selections Committee shall then proceed to select the remaining eight at large student directors. After the Board takes office they shall fill any remaining positions through the interim process.

#### C. Election Publicity

1. The purpose of the sub-section shall be to assure that the elections will be fair and open both as to campaigning and full participation by the members of the Indiana Memorial Union. In furtherance of this purpose the following procedures shall not be exclusive and the Board may provide for additional procedures that they deem necessary.
2. Prior to the election the Board shall publicize the election. They shall publish platforms provided by the candidates in the official campus newspaper and have them available at the polls. They shall sponsor a public forum with the candidates.

### Section 3. ELECTION/SELECTION PROCESS

- A. The Election/Selection Director(s) shall assist in organizing the annual Union Board Elections and Selections.
- B. The Chairman of the Election/Selection Director(s) shall call a meeting of the Selection Committee within two weeks after elections to select eight students meeting the

qualifications of Section 1 in Article II. The committee must have a quorum of two-thirds (2/3) of its members present before selections may be made.

- C. The Board shall formally confirm the following members of the Election/Selection Committee within two weeks prior to the appointed election date:
1. Director of Union - who will serve as chairperson with no vote
  2. Highest non-returning officer of the Board
  3. President of Residence Hall Association
  4. President of Indiana University Student Association
  5. Non-returning Union Board Director chosen by the Board
  6. Representative of the Interfraternity Council or Panhellenic Association to be decided amongst themselves
  7. One representative from the Graduate Students Organization
  8. One representative each from two additional student organizations, both representatives are to be appointed by the Dean of Students

#### Section 4. REMOVAL OF DIRECTORS

Any voting director may be removed from office in an open meeting by a three-fourths (3/4) vote of the entire voting body. (See Article III, Section 2, A.). Review of the removal decision shall be with the Election/Selection Committee.

#### Section 5. FILLING VACANCIES

##### A. Student Directors

In the event of any vacancy of a student director, the Board shall determine by a majority vote whether the vacancy shall be filled. Vacancies shall be filled by nomination of a screening committee of the Board, subject to a majority vote of approval by the Board.

##### B. Non-Student Directors

Vacancy in the office of any other director shall be filled in accordance with the standard procedure of appointment as set out in Article IV, Section 6 (A) and (B).

#### Section 6. OTHER DIRECTORS

- A. Within the first week of the new Board's term the Board shall formally confirm the following directors to serve for the ensuing year:
1. The President of the University
  2. One member of the Board of Trustees
  3. The Chancellor of the Bloomington Campus
  4. The Assistant Director for Program Services or designated representative of the Program Services Department
  5. The President of the Indiana University Student Association (IUSA)
  6. One director selected by the Bloomington City Council
- B. The Board of Directors shall formally appoint during their term:
1. One director from the Indiana University faculty
  2. One director from the Indiana University administration
  3. One director from the Indiana University Alumni Association from a list of three nominees presented to the Board by the Alumni Council.

Each director so elected shall be promptly notified of his/her election by the Vice President Membership of the Board.

## **ARTICLE V**

### Section 1. APPLICATION FORMS

The Board shall provide a standard application form requesting such information as it deems pertinent, concerning qualifications for members of the Board. The Election/Selection Director(s) shall make these applications available to all persons interested in qualifying for the Board, either by selection or election. Application forms shall be available for a period of not less than ten full days. The Election/Selection Director(s) shall cause to be published in the official campus newspaper an announcement of the dates when application forms are available and when they are to be turned in. A completed application form must be submitted by an active member of the Indiana Memorial Union in order to be eligible for either election or selection to the Board of Directors. Completed application forms for election shall be delivered to the office of the Union Board at least ten days prior to the date of election, and completed application forms for selection shall be delivered to the office of the Union Board at least ten days prior to the date of selections.

### Section 2. ELIGIBILITY FOR ELECTION, SELECTION AND SERVICE ON THE BOARD

Student Directors must be an active member as defined in Article II, Section 1 and shall be in good academic standing as defined by the University. Should the director be placed on academic probation by the University the Director shall be asked to step down from his/her responsibilities on the Board.

### Section 3. STATEMENTS/PLATFORMS

The names of the applicants who go through elections/selections shall be published in the official campus newspaper along with the names of the Election/Selections Committee. Notice shall be given that signed reference letters concerning applicants going through elections/selections shall be sent to the Union Board Office and that these letters will be forwarded to the Elections/Selections Committee.

## **ARTICLE VI**

Amendments to the Constitution are made in the following way:

A petition for amendment must be presented to the President of the Indiana Memorial Union. It shall originate either from within the Board or from other active members of the Indiana Memorial Union. Such petitions shall be considered a priority motion by the Board and shall be discussed at the first Board meeting following presentation to the President. If the proposed amendment is approved by three fourth (3/4) vote of the Board of Directors, or without such approval, if the petition is signed by at least 1,000 active members of the Indiana Memorial Union, the Board shall provide for an initiative.

- A. The Vice President Membership shall cause to be published in the official campus newspaper the proposed amendment(s) in their entirety at least three (3) days prior to the initiative.
- B. The initiative shall be held no later than three (3) academic weeks after the Board has approved the amendment(s) or after a petition signed by 1,000 active members of the Indiana Memorial Union has been submitted to the Board.

- C. The initiative shall be held and controlled by the Board in accordance with rules of procedure set up by the Board, subject to the existing policy governing all elections involving students.
- D. Voting shall be by secret ballot and all active members of the Indiana Memorial Union in good standing shall be eligible to vote.
- E. In case there be more than one amendment for adoption, voting shall be done separately for each proposed amendment and shall be placed on one ballot in the event of a constitutional revision or rewriting, the entire constitution as revised or rewritten shall be placed before the entire active membership for ratification.
- F. A majority vote in the affirmative of these voting shall be necessary for the adoption of the amendment.
- G. The amendment shall be effective from the date of its adoption unless provided otherwise in the amendment itself.

# INDIANA MEMORIAL UNION

## By-Laws

### ARTICLE I

#### Section 1. THE PRESIDENT

The President shall convene and preside over the meetings of the Indiana Memorial Union Board. The President shall serve as chairperson of the Policy Affairs Committee. The President shall attend all Indiana Memorial Union Executive meetings and make necessary reports to the Board. The President shall have the power of calling for and disbanding ad-hoc committees of the Union Board. The President shall have the power to speak for the Union Board in an official capacity. The President shall have the option to serve as an ex-officio member of any committee of the Indiana Memorial Union.

#### Section 2. THE VICE PRESIDENT PROGRAMMING

The Vice President Programming shall assume the duties and responsibilities of the President in the event of the President's absence. The Vice President Programming shall succeed to the office of President in the event of a vacancy in that office. The Vice President Programming shall chair the Budgetary Affairs Committee. The Vice President Programming shall be responsible for evaluating the performance of each programming committee and shall report this assessment to the President on a regular basis. The Vice President Programming shall serve as the chief financial officer for Union Board. The Vice President Programming shall also be responsible for regular evaluation of the Board's programming to ensure consistency with its mission statement and fiscal budget.

#### Section 3. THE VICE PRESIDENT MEMBERSHIP

The Vice President Membership shall preside at the Indiana Memorial Union Board meeting in the absence of the President and Vice President Programming. The Vice President Membership shall chair the Membership Committee of Union Board. The Vice President Membership shall be responsible for evaluating the recruitment and retention efforts of each programming committee and shall report this assessment to the President on a regular basis. The Vice President Membership shall be responsible for the recording and distribution of the minutes of the Union Board meetings. The Vice President Membership shall be responsible for activities pertaining to alumni relations.

#### Section 4. ELECTION OF OFFICERS

The newly elected/selected members of the Board of Directors shall meet to elect officers. At this meeting the out-going President shall chair the election until the new President is selected. The Board of Directors shall then select a Vice President Programming and Vice President Membership, and finally elect themselves to the program areas.

#### Section 5. REMOVAL OF DIRECTORS FROM OFFICE

Removal of Union Board Directors from office will follow as outlined in the Indiana Memorial Union Constitution, Article IV, Section 4.



Default of duties shall be defined as:

1. Failure to comply with Article III, Section 1 and 2 of these by-laws.
2. Failure to adhere to established Union Board of Indiana University guidelines.
3. Failure of officers to follow guidelines established to Article I, Section 1, 2, and 3 of this document.
4. Failure to fulfill programming responsibilities. Determination of failure to comply with this stipulation will rest with the Policy Committee.
5. Failure to fulfill membership responsibilities, as defined in Article II, Section 3 of the bylaws. Determination of failure to comply with this stipulation will rest with the Membership Committee.

## Section 6. INTERIM SELECTION PROCESS

In the event of a vacancy on the Union Board, the President should select a volunteer ad hoc committee consisting of six Union Board Directors, one of whom must be a non-student director. A Union Board Director may not sit on more than two selection committees in one term. The six-committee members, once appointed, elect their own chair. All members, including the chair, will have voting rights.

Applications will be available no fewer than seven days.

The proposed candidate for replacement is approved by a 2/3 vote decision based on interviews with applicants. This recommendation is then forwarded to the Board for approval.

The Union Board will approve a single selection committee's nomination by a majority vote.

## Section 7. APPRENTICESHIP OF NEWLY SELECTED MEMBERS

Any new member of the Board shall be required to attend at least one Board meeting prior to his/her induction and shall have the privilege of speaking on matters before the Board, but will not have the power to vote.

# ARTICLE II

## Section 1. THE UNION BOARD PROGRAM COMMITTEE

Directors are responsible for up to thirteen program areas. The directors shall develop and maintain a program committee during the duration of their term.

Contingent upon adequate interest, each committee shall have at least one Assistant Director, to be selected by the Director. Any Committee Member can apply for an Assistant Directorship by completing an application that shall be made available at the first Committee Meeting of each semester. Responsibilities of the Assistant Director shall be determined by the Director. Assistant Directors shall be inducted at a meeting of the Indiana Memorial Union Board of Directors, and shall attend at least one additional meeting.

## Section 2. QUALIFICATIONS FOR SERVICE TO PROGRAM COMMITTEE

Any member of the Indiana Memorial Union as defined in the Indiana Memorial Union Constitution, Article II, Section 1, is eligible for service on the Union Board Program Committee.

### Section 3. HOLDING COMMITTEE MEETINGS

Each director is required to hold regular committee meetings. In order to effectively program, each director must have active committee members serving on their committee. If a director does not have active members, is not meeting with the Membership Committee to generate recruitment ideas, and is not actively recruiting it will be considered a default of duties as defined in Article I, Section 5 of the bylaws.

## **ARTICLE III**

### Section 1.

The Board shall meet once a week during the Fall and Spring semesters and at such special meetings as the President may call.

### Section 2. ABSENCES

The accumulation of three (3) unexcused absences from Board meetings shall be considered default of duties. The accumulation of two (2) unexcused absences from official Board functions shall be considered default of duties. The President of the Board, subject to appeal by the Board, shall determine the validity of the excuse. A majority vote of the Directors may overturn the President's decision.

### Section 3. PROXY

If a Director can not attend Board meetings on a regular basis, then that Director may designate, with Board approval, one upstanding Union Board member to serve as a proxy for a predetermined amount of time. All eligibility requirements for Directorship as stated in Article V, Section 2 of the Indiana Memorial Union Constitution will apply to the designated proxy. Three (3) unexcused absences by the proxy will result in default of duties for the director as stated in Article IV, Section 4 of the IMU Constitution.

## **ARTICLE IV**

### Section 1.

Adoption of these by-laws shall be by a 2/3 vote of the Board. These by-laws and appendices shall govern this Board in all cases where applicable and consistent with the Rules of Order.

### Section 2. AMENDMENT TO BY-LAWS

Amendment of these Union Board By-Laws and all subsequent appendices shall be by a 2/3 vote of the Board. The proposed amendments shall be received at the schedule meeting prior to the meeting when amendments are to be voted upon. The amendments will be approved by a simple majority of the Policy Affairs Committee prior to being received by the Board.

### Section 3.

The previous Article IV, Section 1-6, shall hereafter be designated Appendices A-D of appendices to follow these by-laws.

## ARTICLE V

### Section 1. ELECTION/SELECTION DIRECTOR(S)

The Board shall elect an Election/Selection Director(s). The Election/Selection Director(s) shall be non-returning directors to the Board. They will be responsible for overseeing the election/selection process and enforcing the election rules listed below.

### Section 2. THE ELECTION BALLOT

All candidates will be randomly assigned numbers for the election. The name of each candidate will be listed on the ballot according to his/her assigned number.

### Section 3. POLLS

- A. Polls shall be located in one location in the IMU and at least two other locations, anywhere on campus. Locations will be approved by the Board.
- B. At least two poll workers must be present at all times.
- C. Polls will open Election Day for eight consecutive hours. The start time will vary by location.
- D. Each student wishing to vote must present to the poll workers a valid student I.D.
- E. No campaign materials will be allowed within 100 feet of the polls. No individuals campaigning or candidates will be allowed within 100 feet of the polls, except when casting their own ballot.

### Section 4. VOTE TABULATION

- A. Ballots from all polls will be brought to the Union Board Office to tabulate. No candidates will be allowed in the vicinity of the Union Board Office at this time.
- B. The votes shall be tabulated by computer. In the event of computer malfunction, the following persons will count votes, provided that they are not running for Directorship.
  - 1. Election/Selection Director(s)
  - 2. President of Union Board
  - 3. Vice President Programming of Union Board
  - 4. Vice President Membership of Union Board
  - 5. IMU Assistant Director for Program Services
  - 6. A representative from the Dean of Students Office
  - 7. Union Board Staff
- C. Candidates will be notified of the results the evening of the election.
- D. Results will be posted the following morning on the door of the Union Board Office.

### Section 5. VOTING IRREGULARITIES

- A. Any person who feels that there has been a violation of the election rules must submit his/her claim to the Election/Selection Director(s) in writing between 8 a.m. and 10 a.m. the morning following the Election in IMU, Room 270.

1. The Election/Selection Director(s) must act on these claims within 24 hours after he/she has received them in writing.
  2. The Election/Selection Director(s) must submit the report to the Election Review Board Chair within the above stated 24 hours, and inform all candidates that a complaint has been filed and submitted to the Review Board.
  3. The Election Review Board shall be composed of five (5) members of the Indiana Memorial Union Board. They are appointed by the President of the Union Board subject to ratification by a 2/3 vote of the Union Board.
  4. Vacancies in the Election Review Board will be filled by appointment by the President of the Union Board subject to ratification by a 2/3 vote by the Union Board.
  5. The Election Review Board must convene within 24 hours after the Chair has received the report.
- B. The Election Review Board has the power to decide if there is enough evidence to investigate the complaint. The Board must have a 2/3 vote to act upon the submitted report.
1. The Election Review Board must decide if the Election process was severely altered, effected or not effected by the individual's actions.
  2. If the Election Review Board decides by a 2/3 vote that the Election process was severely altered:
    - a. The student will be denied the opportunity to hold a position on the Indiana Memorial Union Board and will be denied the opportunity to serve on a Union Board Committee.
    - b. The Election Review Board may order a new election or take any other action to correct irregularities.
  3. If the Election Review Board decides by a 2/3 vote that the Election process was affected:
    - a. The student's Union Board Directorship will be suspended for that election year.
    - b. The student may retain committee status on the Board.
    - c. The student may run again for Union Board Director the following year.
- C. The individual (the accused) who the complaint was filed against has the right to be present at all Review Board hearings.
1. The individual may have access to the original complaint.
  2. The hearing process will proceed as follows:
    - a. The individual will speak on their behalf.
    - b. There will be testimony from those persons the Review Board deems necessary.
    - c. The individual may then speak concerning the testimony heard.
    - d. The individual may not comment or question during the testimony given.

## Section 6. ADVERTISING REGULATIONS

- A. The official campaign week shall be one week and one day prior to elections.
- B. It is vitally important that candidates for election show good judgment in the placement and distribution of flyers and other campaign materials. Candidates must follow the University and IMU advertising policies. The Elections/Selections Director and Program Coordinator shall monitor candidates' practices.
- C. It is the responsibility of every candidate to remove all posters, flyers and other campaign materials within 24 hours after the election.

- D. The Union Board logo is not to appear on any advertising for candidates.
- E. Union Board resources may not be used by any applicant. This includes IDS rates and computers.

**INDIANA UNIVERSITY**

**EMERGENCY ACTION PLAN**

FOR

**INDIANA  
MEMORIAL UNION**

**Building No. 053**

**The Director's Office  
Bloomington, Indiana 47405  
(812) 855-5650  
Fax: 812-855-5653  
Date: September, 2002  
EMERGENCY ACTION PLAN**

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# EMERGENCY ACTION PLAN

## Indiana Memorial Union (Building No. 053)

### I. PURPOSE

The purpose of an Emergency Action Plan is to protect the employees and guests from serious injury, property loss, or loss of life, in the event of an actual or potential major disaster. A major disaster may include, but not be limited to, any of the following: fire, tornado, earthquake, bomb threat, or hazardous chemical spill. In the event of a major disaster, this Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees until the appropriate university or municipal responders take over.

### II. RESPONSIBILITY

***For the protection of employees, an Emergency Action Plan is a requirement of OSHA 1910.38. It is also necessary and prudent for the protection of our students and visitors.*** It is a requirement that the employer review with each employee upon their initial assignment, those parts of the plan that the employee must know to protect themselves in event of an emergency. In addition, the written plan shall be made available for employees to review and plan for their evacuation.

### III. GENERAL PROCEDURES

It is impossible to provide specific information for all situations. Therefore, this plan is a guide for employees to familiarize themselves with basic emergency planning, response and evaluation.

#### A. **Pre-planning**

Preparation will increase the margin of safety in an emergency. To evacuate successfully:

1. Train employees in ways of assisting others
2. Inform employees how to communicate in an emergency
3. Assign specific tasks
4. Identify employees with specific needs
5. Provide a building specific plan

#### B. **Notification of Emergency Warning**

In the event of a disaster, the warning may come from any of the following sources: commercial radio or television, NOAA radio, building smoke detection or sprinkler system, private citizen, Indiana University Police Department (IUPD) or Building Manager. A person receiving notification of a possible disaster or a building emergency should immediately sound the alarm to notify employees and IUPD. (e.g. Yell "Fire!", pull building alarm, call other offices, etc.) Inform immediate supervisor who will continue notification up the Chain of Command. The building emergency alarm system is reserved for evacuation only.



## REPORTING AN EMERGENCY

FIRE, POLICE, AMUBULANCE.....Campus Phones: **9-911**  
Pay Phones: **911**  
PHYSICAL PLANT/OPERATIONS (Utilities, Building Services, etc.).....5-8728

1. Activate alarm upon discovery of smoke, fire or explosion.
2. **DIAL 911 or 9-911**, from a telephone in a safe area, to report the incident to IUPD.

(There may be a 10 second delay before the operator answers.)

- Give your name, building room number and type of emergency.
- Stay on the line until you have given all necessary information.
- Evacuate the building. **CLOSE THE DOORS AS YOU LEAVE.**
- Use stairways. When out, move away from building to prearranged assembly area for a head count. Leave walks and drives open for fire and emergency responders.
- Activate fire extinguishers or fire hose, if necessary for a safe, orderly evacuation. At the discretion of the individual, use extinguisher if trained and assigned to do so.
- Notify fire fighters if you suspect someone may be trapped inside the building.

### C. Emergency Control Committee

1. The membership of the committee is composed of:  
The Indiana Memorial Union (IMU) Building Manager, and shall serve as the Chairman of the Emergency Control Committee. The Chairman shall appoint one staff member and one alternate from each floor, to serve as "Floor Monitor" and members of the committee.

Floor Monitors:

- Lobby: Beth Smith, Gary Chrzastowski, Roy Lovell
- Mezzanine: Thom Simmons, Michael Fazio, Bo Shipley
- 1<sup>st</sup>.: Dave Calvin
- 2<sup>nd</sup>.: Corbin Smyth
- 3<sup>rd</sup>.: Steve Veldkamp
- SAC Tower: Building Manager on Duty
- Bookstore: Paul Hazel
- Food Service: Maureen Brown, Mark Wagner, Judy Drew
- Hotel Tower: Skip Harrison, Hollie Lutz, Diane Banister, Beth Smith, Front Desk Supervisor on Duty

In the event of a disaster or immediate emergency, the committee members are to report to the Hotel Front Desk, designated as the Emergency Control Center, unless the prevailing situation dictates otherwise. Communication will be by (radio, public address system, or voice) with the ranking member in charge.

2. Responsibilities of the IMU Building Emergency Control Committee:

(a) Assess nature and extent of all emergencies.

(b) Assume initial control of all emergency actions until IUPD arrives, then:

- Assign persons to carry out specific actions.
- Order evacuation, if deemed necessary.
- Take any other action necessary to protect life.
- Review plan annually, revise as necessary, and make copy available to building employees and the Office of Risk Management.
- Instruct personnel of their duties.

In any emergency situation, the ranking member of the IMU Building Emergency Control Committee present shall have initial authority to coordinate procedures and amend, modify or supersede any provisions of this plan in order to ensure employee safety.

**D. Emergency Control Center (Hotel Front Desk)**

Emergency actions should be coordinated from the Emergency Control Center. The location will be designated by the Chairman of the Emergency Control Committee (Building Manager).

**E. Disabilities**

***In an emergency, each person has different skills and abilities. Discuss with persons who have identifiable disabilities what assistance they may need.***

1. Following are areas for persons who may need assistance in evacuation, e.g. hearing, mobility, vision or speech impaired, the elderly and children. The area for rescue assistance will have direct access to an exit, where those who are unable to use stairs or who are unable to navigate the emergency route may remain. Position the person so they do not obstruct the exit. (Do not use a stairwell, unless the emergency warrants.)

- Lobby; Woodlawn Entrance
- Commons Area
- Hotel Guest Rooms 100, 101, 120, 133, 220, 320, 356, 420
- Alumni Hall Area
- Bookstore Level 1

Department heads should discuss with individual employees any special requirements they may need and determine how they will communicate. At this time there are no individuals who indicate they may need assistance.

2. Communicate to IUPD where individuals can be found. (If possible, leave a two-way radio with those in an area awaiting rescue assistance.)

## F. First Aid Services

Emergency Medical Service (EMS) personnel or those individuals who are trained by the American Red Cross will provide first aid. Until rescue personnel arrive, first aid will be administered in the building or, in the event of a complete evacuation, at a designated safe assembly area outside.

## G. Utility Controls

IMU maintenance personnel (5-7022) will know the location and operation of main controls for shutting off the gas, fuel oil, electricity and water leading into the building. For campus utility or building service emergencies call: 5-8728.

## H. News Information

Information to the news media will only be released, as deemed necessary, through Public Affairs and Government Relations: 5-0850 or pager 337-5852, or the Director's office.

# IV. EMERGENCY ALARMS

## A. Sprinkler Alarm – Smoke Detection – Fire Alarm

In the event of a fire, sprinkler and/or HVAC smoke detection systems will activate the alarm automatically. The Ademco dialer will send a notification to IUPD/Control Center. Manual alarms, pull station or break glass models, are located on each floor.

## B. Action

When seeing smoke or fire, after verbally warning employees and guests in the immediate area (e.g. the same room), **close the door** upon exiting and activate the nearest manual fire alarm. Immediately proceed to the outside evacuation sites and conduct a roll call. Upon hearing the alarm, employees shall, unless otherwise assigned, call **9-911** from a campus phone or **911** from a pay phone on another floor – if it is safe – or from outside the building. **There may be a 10-second delay before you hear the ring.** At least one member of the Emergency Control Committee should report to the evacuation sites outside the building. The other members should take action to ensure the safety of employees and notify proper agencies for any services that are needed.

## C. Building-wide, Outside Evacuation

The signal/alarm for a building-wide evacuation will be the sound of the fire alarm. All employees and guests are required to evacuate the building, unless authorized to remain by the emergency agency in charge. Evacuate to HPER, Ballantine Hall or Dunn Meadow. Report to IUPD or the Fire Department any individuals who may be trapped or missing.

## D. Segmented Area Evacuation

Building Manager, Risk Management, Environmental Health and Safety, Fire Department, Police Department, or Emergency Control Committee will order this type of evacuation. Employees shall report to the closest available enclosed area without windows. e.g., restroom, center stairwell, hallway – **with doors closed**. The first-line supervisor should conduct a roll call of employees and report to a member of the Indiana Memorial Union

Building Emergency Control Committee.

## **E. Phone Listings**

Emergency telephone numbers are located at building pay phones and office telephones. Call **911** from a pay phone or **9-911** from a campus phone if an emergency occurs. The IU police dispatcher will be responsible for contacting the appropriate department or agency. Then, contact immediate supervisor.

## **V. EVACUATION SITES**

A map of evacuation routes will be displayed in hallways and departments. Each map will show the way to an exit, depending on where employees are located in the building. ***Color and shape coding will indicate: location, exit route, exit doors and areas for rescue assistance.*** It will be the responsibility of the first-line supervisor to inform employees of these evacuation routes.

## **VI. PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS**

An emergency shutdown of the IMU Building can be ordered by the Building Manager or the ranking member of the Indiana Memorial Union Building Emergency Control Committee. No employee should risk any type of injury. However, if time permits, personnel should perform the following duties:

- A. **An emergency shutdown of computers** should be accomplished in the event of a severe electrical storm. If time permits, exit the program and shut off the computer power supply.

## **VII. TORNADO**

In the event of a tornado or severe weather warning, the following procedure should be put into effect by the supervisor or Emergency Control Committee:

- A. Listen for latest advisories on radio.
- B. Post spotters at window to observe and report eminent weather changes.
- C. If necessary, initiate emergency shutdown procedures.
- D. Move personnel into designated safe assembly areas without windows (for example, a restroom, stairwell, hallway or office) and close the door.
- E. After tornado passes, restore calm and check for injuries.
- F. Report injuries and damage to IUPD via 9-911 or 911, then Risk Management.

## **VIII. EARTHQUAKE**

An earthquake usually occurs without any type of warning. Due to the suddenness, all personnel should attempt to get into a doorway passage, under a table or desk, any place that the employee feels is safe. After an earthquake has stopped, initiate the following procedure:

- A. All employees should help restore calm.

- B. Those trained in first aid should check for injuries and provide assistance.
- C. The Maintenance Department should check for fires and shut off utilities, to control gas and water leaks.
- D. If major structural damage has occurred, the Emergency Control Committee should order a complete evacuation. The building should be inspected by Physical Plant for damage before reentry.
- E. Physical Plant should then notify proper agencies, companies or departments as needed. For major structural damage, the university will make the decision (i.e. Physical Plant or Engineer's office.) Minor damage will be assessed by Winston Shindell, Thom Simmons or Gary Chrzastowski.

## **IX. BOMB THREAT**

Normally a bomb threat will be received over the telephone. The following procedure should be followed:

- A. The person receiving the bomb threat should remain calm and obtain as much information as possible by completing the attached form (appendix 1). **Immediately call 9-911 or 911.** Give all available information. Notify IUPD, then immediate supervisor.
- B. If a suspicious package or device is found **immediately** notify the police. ***Do not touch or handle any suspicious item! Do NOT use the fire alarm.***
- C. The Building Manager, her/his designee or the ranking member of the IMU Building Emergency Control Committee, after consultation with the University Police, will be responsible for ordering an evacuation of the building and will cordon off the area until IUPD arrives. If evacuation takes place, do not re-enter until the building has been searched and declared safe by the authority having jurisdiction.
- D. If a bomb threat is received by written communication, immediately notify IUPD, **9-911 or 911.** Do not handle the communication any more than is necessary. Surrender the document to IUPD upon their arrival.

## **BOMB THREAT CHECKLIST**

## INSTRUCTIONS

**BE CALM AND COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.**

EXACT WORDING OF THE THREAT:

CALLER'S IDENTITY:    Male                      Female                      Adult                      Juvenile

VOICE & MANNER:        Deep                      Soft                      Whisper                      Muffled

ORIGIN OF CALL:        Long Distance            Booth                      Internal

### **SPECIFICS ABOUT BOMB**

A.    KEEP CALLER TALKING, IF CALLER IS AGREEABLE TO FURTHER CONVERSATION.

B.    QUESTIONS TO ASK (record response and repeat in sequence):

When will bomb explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What building is it in? \_\_\_\_\_                      What floor is it on? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What is your name? \_\_\_\_\_                      Can we help you? \_\_\_\_\_

C.    AFTER CALL IS TAKEN, NOTIFY 911 or 9-911 AND IMMEDIATE SUPERVISOR.

D.    Your name \_\_\_\_\_ Date/Time: \_\_\_\_\_

### **FIRE PREVENTION AND WORKPLACE HAZARDS**

A.    It is the responsibility of all employees to prevent any type of fire in the building. Listed below are general items to accomplish this objective:

1.    Follow general guidelines supplied by the office of Risk Management or Environmental Health and Safety. (Refer to Control of Workplace Hazards page 17 and the Faculty Emergency Procedures Handbook.)
2.    Smoking is not allowed in Indiana University buildings. Extinguish all cigarettes in their proper place.

3. Do not put any type of hot object, such as cigarette butts, in trash cans.

#### **A. Listing of Typical Workplace Hazards**

1. Flammable Solvents (Such as maintenance amounts of gasoline, paint thinner or degreaser.)
2. Impaired Fire Controls
  - a. Fire and smoke doors blocked open.
  - b. Storage and trash in stairways and hallways.
  - c. Storage closer than 18 inches to sprinkler heads.

### **XI. HAZARDOUS SUBSTANCE (Chemical) SPILL**

**Introduction:** The HAZardous Waste Operations and Emergency Response standard, 29 CFR

1910.120 Paragraph (q) covers:

*“Emergency response operations for releases of, or substantial threats of releases of, hazardous substances without regard to the location of the hazard.”*

“**Hazardous substances**” includes about every known chemical. “**Location**” means any place on the IU campus where chemicals are being used or stored, such as the Chemistry Building, Physical Plant, IU Art Museum, dark rooms, etc.

Releases are either incidental or emergency response situations.

#### **A. Incidental Release**

An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (i.e., fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. In addition, an incidental release does not have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, and toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to the clean up. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise be safely controlled at the time of release by the employee in the immediate release area are not considered to be emergency response within the scope of this standard.

**All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per the training requirements of the Hazard Communication standard (29 CFR 1910.1200) or the OSHA Lab Standard (29 CFR 1910.1450).** Response to a release of this nature does not require full Hazardous Waste Operations & Emergency Response (HAZWOPER) training, this will be covered in the next section.

## B. Emergency Response Situation

A release that requires an emergency response regardless of the circumstances is defined by the situation and requires full HAZWOPER training. An emergency response includes the following situations:

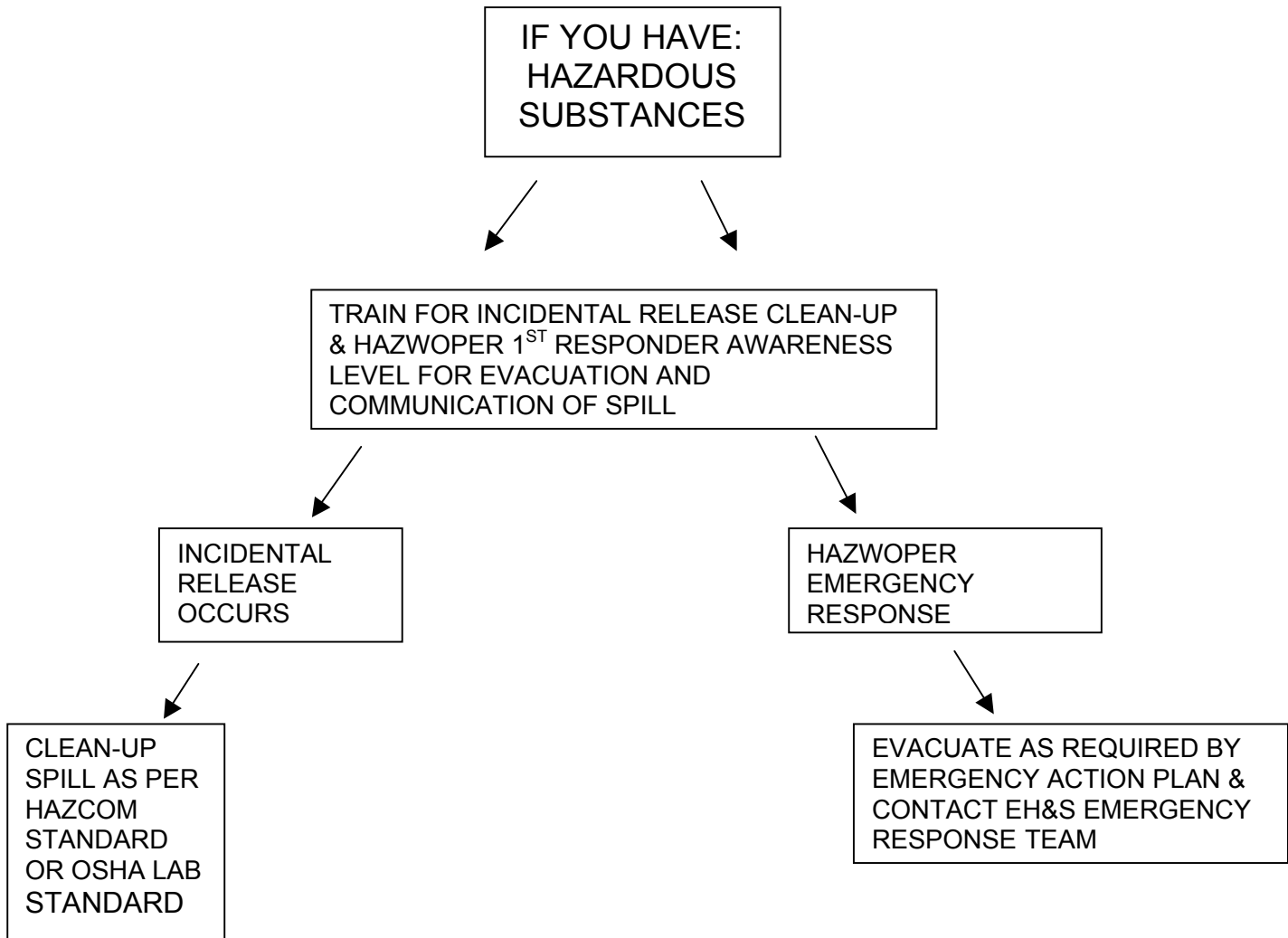
1. The response comes from outside the immediate area of the release. (This includes in-plant personnel who are outside the immediately affected area but respond to the release.)
2. The release required evacuation of employees in the area
3. The release poses, or has the potential to pose Immediately Dangerous to Life and Health (IDLH) conditions.
4. The release requires immediate attention because of imminent danger.
5. The release may cause high levels of exposure to toxic chemicals.
6. One is uncertain as to whether the employee in the work area can handle the severity of hazard considering the Personal Protective Equipment (PPE) and equipment provided.
7. The situation is unclear or data are lacking on important factors.

Those situations that may be incidental or may be an emergency response must be determined on a case-by-case basis. However, the prime component is knowledge and understanding of the chemical, its hazards, and proper handling procedures. Other factors that play a role in this determination are the quantity released, ventilation considerations, confined space considerations, and personal protective equipment available. Essentially, one must determine what the circumstances are, then determine the capabilities of the personnel available, and lastly determine whether the release is incidental or warrants an emergency response. **Therefore, if a release occurs and it is considered more than incidental (non-incident), you will want to contact the Department of Environmental Health and Safety's (DEHS) Emergency Response Team at 855-6311 or by dialing 911 or 9-911 after hours.**

There is a possibility of a non-incident release in any area that contains hazardous substances. The principal investigator (or supervisor) for each area is responsible for determining if such a non-incident HAZWOPER emergency response situation could occur under a worst-case scenario. All HAZWOPER emergency response would require evacuation of personnel. The Principal Investigator (or supervisor) must designate employees who have training and competency as a HAZWOPER *First Responder* to decide if other employees need to be evacuated under 29 CFR 1910.38 (a), Emergency Action Plans. The spill could then be addressed by DEHS's Emergency Response Team. As in the past, DEHS will provide an advisory role to incidental spill response if assistance is needed.



### C. Response Flow Chart



## XII. CONTROL OF WORKPLACE HAZARDS

- A. Flammable and combustible materials will be stored in a designated area or flammable storage area. Refer to laboratory safety standards.
- B. Good housekeeping will be the responsibility of **ALL** employees.
  - 1. Waste materials are to be discarded in their proper places.
  - 2. Heat producing equipment shall be maintained in good working order and a minimum of 36 inches from combustible items.
  - 3. Personnel are responsible to keep their work areas neat and orderly.
  - 4. All aisles and exits will be kept clear.
  - 5. Access areas to fire extinguishers will be kept clear.

6. All employees will know the evacuation routes and exits, and will proceed to them when instructed.
  7. All employees will be instructed on the building Emergency Action Plan.
  8. Emergency telephone number, **911**, will be posted on all pay telephones.
  9. Each supervisor will be responsible to properly train their employees who are required to handle, store and maintain hazardous materials.
  10. All fire/smoke doors are to remain closed and unobstructed from their intended function of retarding the spread of fire and smoke.
- C. Following any emergency, a post-emergency evaluation will be conducted to evaluate the cause, employee and outside department actions, and to determine what corrective or preventative actions are necessary.

### **XIII. MAINTENANCE OF FIRE EQUIPMENT AND SYSTEMS**

Refer questions and problems regarding the fire sprinkler and/or smoke detector systems, fire extinguishers and their locations to Building Services Department.

### **XIV. FOR FURTHER INFORMATION REGARDING THIS PLAN, CONTACT:**

The Building Manager, 812-855-4543, his designee, or any member of the IMU Building Emergency Control Committee listed below:

- Gary Chrzastowski, 5-6699, [gchrzast@indiana.edu](mailto:gchrzast@indiana.edu)
- Thom Simmons, 5-5650, [tsimmons@indiana.edu](mailto:tsimmons@indiana.edu)

## **XV. DEFINITIONS**

<b>Ademco</b>	Brand name for automatic telephone dialer.
<b>Assembly Area</b>	Designated safe area for gathering groups of people during an emergency. Contingent on the type of emergency, may be indoor or outdoor.
<b>BTFD</b>	Bloomington Township Fire Department
<b>DEHS</b>	Department of Environmental Health and Safety
<b>Emergency Control Center</b>	Designated area from where staff members report during an emergency to be assigned various responsibilities and where building emergency operations are controlled.
<b>Emergency Control Committee</b>	Building occupants with authority to make decisions affecting the university in an emergency.
<b>EMS</b>	Emergency Medical Service
<b>Floor Monitor</b>	Person who warns and checks on occupants.
<b>Hazardous Substances</b>	Includes every known chemical.
<b>HVAC</b>	Heating, Ventilation and Air Conditioning
<b>IDLH</b>	Immediately Dangerous to Life and Health
<b>IUPD</b>	Indiana University Police Department
<b>LEL</b>	Lower Explosive Limit
<b>NOAA</b>	National Oceanic and Atmospheric Association. NOAA radio information available from weather receivers or scanners in Bloomington at 162.45 MHz.
<b>PI</b>	Principal Investigator
<b>PPE</b>	Personal Protective Equipment
<b>Ranking Member</b>	Member of Emergency Control Committee with superior rank or knowledge.



# VISITOR ACCIDENT REPORT

**\*This report is to be completed by a supervisor and sent immediately to the IMU Director's Office\***

Date of Injury: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Visitor's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address: street \_\_\_\_\_ city \_\_\_\_\_  
state \_\_\_\_\_ zip \_\_\_\_\_

Permanent Address: street \_\_\_\_\_ city \_\_\_\_\_  
state \_\_\_\_\_ zip \_\_\_\_\_ phone \_\_\_\_\_

Nature of Incident (describe fully): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Extent of Injury: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_

Address: street \_\_\_\_\_ city \_\_\_\_\_  
state \_\_\_\_\_ zip \_\_\_\_\_ phone \_\_\_\_\_

Name and Address of Physician: \_\_\_\_\_

Did injured go to hospital? Yes \_\_\_\_\_ No \_\_\_\_\_ Name of Hospital: \_\_\_\_\_

Date disability began (if any): \_\_\_\_\_

Probable length of disability: \_\_\_\_\_

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Office: \_\_\_\_\_ Date submitted to IU Risk Management: \_\_\_\_\_