

Columbus Learning Center Application/Reservation for Space

Building Policies and Guidelines Pages 2 - 5

Building Hours: Mon-Thur. 7:00 am to 10:00 pm; Fri. 7:00 am to 5:00 pm; Sat. 8:00 am to 3:00 pm & Sun. Closed

Person Making Reservation			
Contact Numbers:	Work:	Mobile:	
	Fax:	Other:	
Dates of Use:			
Starting Time:			
Ending Time:			
Cancellations Required One Week Prior to Event			
Name of Organization			
Address: City State Zip			
Mailing Address if Different From Above			
E-Mail			
Type/Title of Meeting			
Room(s) Requested			
Number to Attend			
<u>Special Requirements:</u> Off Hours - Dates - Arrangements - Podium Equipment – Mics			
In order to use the technology in the building please obtain a guest account from the Library Information Desk in the Center for Teaching and Learning prior to the date of your event. You will be given a temporary user name and password once you have presented a photo ID.			
Caterer		License Attached: Yes ___ No ___	
Beer Wine or Spirits to be served	Yes	No	
Warming Kitchen to be utilized	Yes	No	

The user agrees to properly clear the room of any unused food and/or drink items and to dispose of in a trash receptacle, (liquids should be poured out of containers before throwing away, and food will not be left in refrigerators). The room shall be left in a useable manner. The user has read the attached building guidelines and agrees to the terms of this application.

Signature(s)	Reservations will be made upon receipt of this form.
Date	

Return form to Judy Burns at the Community Education Coalition,
4555 Central Avenue, Suite 2100, Columbus, IN 47203
Via email to jburns@educationcoalition.com
Fax to 812-314-8503

CEC Use Only - Date CEC Received Application:	Received By:
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CATERING REQUIREMENTS

Caterers must have at least one year of experience and provide a certificate of insurance showing general liability, workers' compensation, and liquor liability (where applicable). Certificate of insurance must name the Columbus Learning Center as an additional insured.

Please state the caterer's following amounts of coverage:

General Liability	_____
Workers Compensation	_____
Liquor Liability	_____

Caterers desiring to serve alcoholic beverages at the Columbus Learning Center must provide proof of a supplemental caterer's license or a temporary beer and wine permit from the Alcoholic Beverage Commission. If you currently have a 3-way catering license from the ABC, you may apply for a supplemental caterer's license. This will allow you to serve beer, wine, and spirituous drinks. If you do not have a 3-way catering license, you can apply for a temporary beer and wine permit. No spirituous drinks are allowed under this license. **ABSOLUTELY NO CARRY OUT PRIVILEGES.**

Any and all persons dispensing alcoholic beverages must possess valid ABC employees permit or a temporary bartender's license. All employees must be 21 years of age or older.

Copies of certificates of insurance and proper licenses should be sent to Judy Burns via fax @ 812-314-8503 at least two (2) weeks prior to the event or the event will be cancelled.

If spills or other damage occur, the cost of cleaning or replacement will be charged to the user of the room.

Please sign and return to Judy Burns with the Application for Space Reservation in the Columbus Learning Center.

Signature and Date

Columbus Learning Center Policies and Procedures

These policies and procedures are guidelines to maintain uniform standards, applying to all who occupy and use the Columbus Learning Center. They provide information and building regulations for all occupants and tenants and identify those responsible for overseeing building operations and maintenance. Cooperation in adhering to these policies will help ensure a clean and healthful working and learning environment and reduce maintenance costs and building repairs.

Emergency Guidebooks are located in each room. Please familiarize yourself with emergency procedures so that you will know how to proceed, if necessary.

First Aid Kits

Kits are located in the Administration Area and the Information Desk in the Center for Teaching and Learning. Defibrillators are located near the Summerville Room (1400) and the entrance to the Lecture Hall.

Help Desk (Tech & Other)

For the IT help desk dial ext. 8702.

WorkOne should contact their IT Department for assistance.

For all phone repairs, moves or changes dial ext. 8507

Building Hours – Regular Semesters

Monday through Thursday 7:00 a.m. to 10:00 p.m.

Friday 7:00 a.m. to 5:00 p.m.

Saturday 8:00 am to 3:00 pm & Sunday Closed

You must contact administration for any events scheduled outside the hours listed above.

To keep maintenance cost to a minimum and to adhere to safety codes we ask that you observe the following:

- **Heaters, candles or potpourri pots are not allowed in the building.**
- **Please do not attach anything to walls, cabinets, columns, furniture or windows with any type of tape as it leaves a residue. This includes post-it notes and sticky flip charts. Most rooms have tack boards and/or magnetized marker boards for your use. Tack boards are located in common areas for notices and announcements. Window signs to accept paper inserts are provided at all classrooms and labs. Please place notices in those window signs rather than doors and walls.**
 - **Standing sign holders are available for use with 8-1/2 x 11 portraits style signs**
 - **Contact Judy Burns at 314-8509 for sign holders to be used on the day of your event**
- **Tacks, nails or screws should not be used on walls**
- **Marker boards are magnetized; please do not use any adhesives to attach items to marker boards.**
- **Acoustical panels should not be used as tack boards in order to prevent damage to the panels.**
- **Deposit unwanted liquids and drinks in the restroom sinks, not in your wastebaskets.**

Lost & Found

Lost & Found is located at the Information Desk in the Center for Teaching and Learning.

Pantry

Our housekeeping staff will dispose of perishable food items left in the refrigerators on Fridays. If you have a catered event, you are responsible for clean-up and disposal of all food items.

Parking

The parking lot directly in front of the Learning Center on Central Avenue has some parking reserved for visitors only. Staff may park in any other lots. No stickers are required in Ivy Tech lots; IUPUC requires stickers (you will be ticketed if you do not display a parking permit).

Recycling

This facility participates in the City's Recycling Program. Receptacles will be provided throughout the building. For instructions call Administration at 8509.

Reservations of Shared Space

To reserve any of the shared spaces (e.g. auditorium/lecture hall, meetings rooms, conference rooms) in the Learning Center, contact your scheduling committee member. If you would like to check the status of a room you may go to WebEvents at <http://events.iu.edu/> click on IUPUC Columbus, click on all events on this campus, click on calendars and choose the room you want to look at. Remember a calendar is actually a room; or you can visit www.columbusctl.com and click on Locations and Schedules for rooms in the LC and CTL.

Tobacco

The Columbus Learning Center is tobacco free. Effective August 14, 2006 smoking will not be permitted on CLC grounds. Smoking is permitted in the gazebo located to the rear of the IUPUC campus.

Vending

Vending machines are located in the student commons area of the auditorium and on the first floor adjacent to the email bar and on the second floor south end. Food and drinks are not allowed in classrooms, computer labs, the Center for Teaching and Learning or the Lecture Hall.

Auditorium Kitchen/Servery

This area will remain locked at all times unless in use by caterers or staff. Please contact Administration at 8509 if you need access to this area.

Housekeeping

Please clean up spills before they cause stain or permanent damage or contact Administration at 8509 to request Housekeeping.

Catering

Catering policy is attached to the CLC Room Reservation Form and is accessible on the Columbus Learning Center Web Site www.educationcoalition.com

Columbus Learning Center Rental Fees (By Room)

Space available only when building is open

HOURS – Regular Semesters

Monday – Thursday (7:00 am to 10:00 pm)

Friday (7:00 am to 5:00 pm)

Saturday 8:00 am to 3:00 pm & Sunday (Closed)

Summer and Holiday Hours Will Vary

Please Check Website @www.educationcoalition.com

Space	All Day Over 4 Hours	1 to 4 Hours	Flat Fee	IT Help
Lecture Hall	\$500	\$250		\$25/Hour Minimum 1 Hr
Student Commons	\$100	\$50		
The Summerville	\$100	\$75		\$25/Hour Minimum 1 Hr
Seminar Rooms	\$50	\$25		
60 Seat Classroom	\$75	\$50		\$25/Hour Minimum 1 Hr
Large Events			\$500	
Multiple Rooms (Total of All Requested Rooms)				