

Bone Student Center  
Braden Auditorium  
Bowling & Billiards Center

*Guidelines, Policies, and Procedures*



**BONE STUDENT  
CENTER**  
*Illinois State University.*

*Updated Thursday, March 21, 2013*

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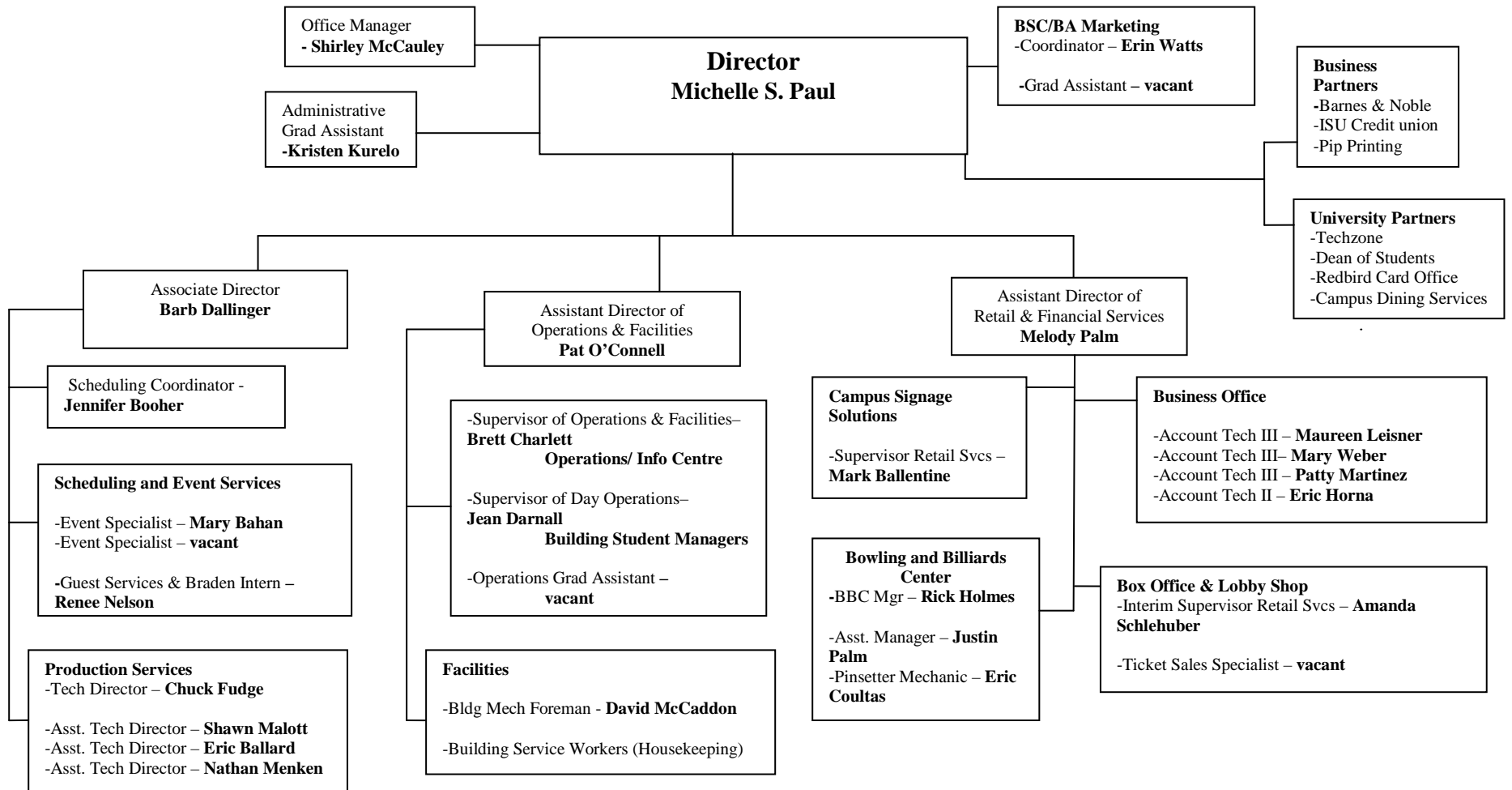
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# BONE STUDENT CENTER ORGANIZATIONAL CHART



## **OPERATING HOURS**

### **Bone Student Center**

Monday - Saturday 7am – 11pm

Sunday 10am-11pm

### **Bowling & Billiards Center**

Monday - Thursday 9am - 12am

Friday 9am-1am

Saturday 10am-1am

Sunday 12pm - 12am

Note: Building hours change during University holidays and breaks. For specific hours, refer to our website:  
<http://www.bsc.ilstu.edu>.

## IMPORTANT PHONE NUMBERS

<b>ADMINISTRATIVE OFFICES</b>	<b>438-2222</b>	<b>FACILITIES &amp; OPERATIONS</b>	
Michelle S Paul, Director	438-1231	Pat O' Connell, Assistant Director, Fac & Ops	438-3536
Barb Dallinger, Associate Director	438-8540	Jean Darnall, Operations Supervisor	438-8692
Melody Palm, Assistant Director, Ret/Financial	438-3930	Brett Charlett, Facilities & Operations Supervisor	438-1230
Pat O' Connell, Assistant Director, Fac & Ops	438-3536	BSC Student Manager - (CELL 830-4024)	438-3354
Shirley McCauley, Office Manager	438-2221	David McCaddon, Bldg Mech Foreman	438-0770
VACANT, Graduate Assistant	438-1102		
Kristen Kurelo, Graduate Assistant	438-2212	<b>INFOCENTRE</b>	<b>438-4636</b>
<b>FAX</b>	<b>438-3544</b>	Concourse Desk	438-3122
		Student Manager	438-2212
<b>BOWLING &amp; BILLIARDS CENTER</b>	<b>438-2555</b>	<b>SCHEDULING &amp; EVENT SERVICES</b>	<b>438-2222</b>
Rick Holmes, Manager	438-4558	Jennifer Booher, Scheduling Coordinator	438-4524
Justin Palm, Assistant Manager	438-2557	VACANT, Event Specialist	438-5717
Eric Coultas, Pin Setter Mechanic	438-2555	Mary Bahan, Event Specialist	438-5852
<b>FAX</b>	<b>438-3822</b>	Braden Guest Services	438-2278
		<b>FAX</b>	<b>438-3544</b>
<b>BOX OFFICE</b>	<b>438-5444</b>	<b>PRODUCTION SERVICES</b>	<b>438-2223</b>
(Vacant), Manager	438-5442	Chuck Fudge, Technical Director	438-2227
Amanda Schlehuder, Interim Manager	438-5441	Shawn Malott, Assistant Tech Director	438-2224
<b>FAX</b>	<b>438-5443</b>	Eric Ballard, Assistant Tech Director	438-2228
		Nathan Menken, Assistant Tech Director	438-2226
<b>BUSINESS OFFICE</b>	<b>438-5376</b>	Tech Student Manager - (CELL 830-6109)	438-8206
Maureen Leisner, Account Tech III/Receivables	438-7113	<b>FAX</b>	<b>438-5345</b>
Mary Weber, Account Tech III/Payables	438-7097		
Patty Martinez, Account Tech III/Student Emp	438-5272	<b>RETAIL AND SERVICES</b>	
Erik Horna, Account Tech II/RSO Processing	438-5153	Barnes & Noble Bookstore	452-0535
<b>FAX</b>	<b>438-5167</b>	Burger King/Pizza Hut	438-2770
		Catering	438-5504
<b>BSC/DOS MARKETING</b>		Einstein Bros. Bagels	438-8341
Erin Watts, Marketing Coordinator	438-8837	Lobby Shop	438-5600
VACANT, Graduate Assistant	438-2277	McAlister's Deli	438-3452
		PIP Printing	452-6123
<b>CAMPUS SIGNAGE SOLUTIONS</b>	<b>438-1660</b>	Redbird Card Office	438-2273
Mark Ballentine, Manager	438-2243	Techzone	438-8334
Back Office	438-2822		
<b>FAX</b>	<b>438-1024</b>		
<b>DEAN OF STUDENTS</b>	<b>438-2008</b>		
DoS PROGRAMMING	438-2836		
University Program Board	438-8814		
DoS Student Involvement Center	438-3212		
DoS Leadership & Service	438-7346		

## WELCOME!

**W**elcome! The purpose of the Bone Student Center/Braden Auditorium/Bowling & Billiards Center (BSC) is to encourage, develop, and support cultural, intellectual, social and recreational programs, together with the provision of related services and facilities, to benefit the everyday campus life of members of Illinois State University and its surrounding community: students, faculty, staff, alumni and guests.



**Michelle S. Paul, Director**

The complex serves as a hub for campus life because many co-curricular activities take place in the various multi-purpose areas of its buildings. It is also a convenient campus location where students, faculty, staff, alumni and guests can come together to dine, get information, enjoy recreational activities, read, study, and relax. More than a building, BSC is Illinois State University's community center.

The Director of BSC reports to the Senior Associate Vice-President of Student Affairs and is responsible for the operation of the facility, including determination of policies. The BSC Advisory Board, representing students, faculty, and staff, serves as an advisory board to the Director and the rest of the BSC administration.

This policy manual, coupled with our staff's commitment to excellence and quality service, will assist in making your event successful. We look forward to serving you.

## MISSION STATEMENT

As a department within the Division of Student Affairs, the Bone Student Center endeavors to provide quality facilities and services to the Illinois State University community with particular focus on ISU students. As campus community builders, we strive to offer experiences not found anywhere else on campus and we create intentional and deliberate working opportunities for our student staff that teach them leadership, management, and other transferable skills to ready them for the professional workforce. Four over-arching themes guide our work: Taking care of our customers, taking care of our staff, creating a unified, "One Bone," and creating an organization that is not dependent on any one particular individual.



## GENERAL BUILDING POLICIES & GUIDELINES

1. The Bone Student Center (BSC refers to the Bone Student Center, Braden Auditorium, and the Bowling and Billiards Center) reserves the right to determine appropriate use of space based on sponsors' congruency with the University's missions, policies, or procedures.
2. Organizations and individuals using BSC facilities shall conduct themselves in a manner that does not interfere with others. Event sponsors shall be responsible if their members or guests cause any disruption of programs and operations or cause any injury or damage to person(s) or property. Event sponsors may be charged for damage occurring during an event, excepting normal wear and tear, in the space(s) reserved and in other areas when directly attributed to the event. The users will pay on demand for any loss or damage to the BSC, its equipment, or equipment belonging to talent brought in by the User.
3. In general, the BSC does not loan equipment, furniture, or any other supplies for use outside the building. Exceptions to guideline will be made as needed by the Director and/or the Associate Director. Additional charges will apply.
4. All University buildings including BSC are smoke free.
5. Animals (except service dogs) and bicycles are not permitted in the building. Rollerblades and skateboards must be carried.
6. Excessive noise is not permitted to affect others in the building with the exception of approved special functions.
7. All food or beverages served at events in Bone Student Center, including performer meals, must be arranged through Campus Dining Services (438-5504). Alcoholic beverages are prohibited unless specifically approved by the Director as provided by University and BSC policy. (See Alcohol Policy section)
8. Parking on campus is regulated by Parking Services (438-8391).
9. All lost and found articles in any location of the building are taken immediately to the InfoCentre (438-4636) and are held for 30 days.
10. Academic credit classes may not be scheduled in the BSC with the exception of School of Kinesiology bowling and billiard classes.
11. Concourse areas will be open to the general public at all times that the BSC is open.
12. Event decorations and all information to be posted or distributed in the facility, including fliers, table tents, and surveys, require prior approval. An electronic message board is available for announcing campus events. (See Advertising & Posting section)



13. Sales activities, fundraising, and all forms of solicitation must be specifically approved by BSC staff. (See Sales & Fundraising section)
14. In the event of an emergency, staff will provide assistance and safety instructions. Customer service phones are available in most meeting rooms.
15. Wireless internet access is widely available on campus and in the Bone Student Center. Please note however, that there are two different networks. 'isunet' is for the exclusive use of Illinois State University students, faculty, and staff. 'isu-guest' is a network that anyone can use. However, before one can use the 'isu-guest' network, they must be given a login and password. This login and password can be assigned by any of our InfoCentre staff members.

## ADVERTISING/PROMOTION IN THE BSC



The Following is a checklist if you wish to post flyers, announcements, table tents, etc. in the BSC:

- Materials for display in Bone Student Center can be dropped off for approval and posting at the InfoCentre. Materials to be used in the Bowling and Billiards Center must be submitted to the Bowling and Billiards Office.
- Only university departments, registered student organizations, faculty, staff or ISU students with a valid Redbird Card may submit items for posting.
- A contact person and phone number must be written on the back if not included in text of poster.
- **Materials will be posted on bulletin boards only, and by BSC staff. One per floor (two total).**
- Maximum measurements are no more than 14x22 inches for sign standards, and 17X24 for bulletin boards.
- Materials must contain the University accommodations statement: **“If you need a special accommodation to fully participate in this program/event, please contact (name, host organization) at (phone number). Please allow sufficient time to arrange the accommodation.”** (see [http://www.disabilityconcerns.ilstu.edu/accessibility\\_statements/](http://www.disabilityconcerns.ilstu.edu/accessibility_statements/) for full policy)
- Materials may not display profanity or alcohol/substance abuse products or advertisement.
- Each poster may be displayed no more than two weeks.
- Items and programs advertised or sold may not be in conflict with existing lease contracts in Bone Student Center.

Policies/Procedures regarding campus distribution of information specifically for registered student organizations may be obtained from the Dean of Students Office (<http://deanofstudents.illinoisstate.edu/students/get-involved/student-involvement-center/resources/event-planning/>).

Materials found in violation will be removed and recycled. Any group or individual found in violation may be held financially responsible for removal of the posting and for any damages caused by posting such material and may be referred to the Office of Community Rights and Responsibilities.

### Table Tents

Any group wishing to advertise in the Bone Student Center with table tents need to get approval from the Director of the Bone. Other departments are not authorized to allow placement of these items. The event being advertised must take place in the Bone Student Center. It must include the university accommodations statement and be printed on recycled paper. The general length of time the tent can be posted is for one week

prior to the event. Customer must use card stock paper which will not bleed color when wet. Customer must take down any table tents when the event has concluded.

### **Petition/Distribution of Literature**

These activities must be registered with the Scheduling and Events Office prior to taking place, and requires a concourse table reservation. Samples of materials to be distributed or surveys/petitions are required for both noncommercial and commercial activities.

Petitioning and distribution of literature may take place only in the concourses and must not interfere with those utilizing the building. Traffic must be allowed to flow freely and should not be solicited. Those who refuse to accept literature or sign a petition should not be harassed.

### **Indoor Clings**

1. Clings must relate specifically to an Illinois State University activity or sponsored event that is being held in the Bone/Braden/BBC.
2. A request for a cling must be attached to a confirmed event request with the BSC Scheduling Office. This way the request for the cling can be included in the same event reservation for billing purposes.
3. All clings must be professionally produced and installed by Campus Signage Solutions in the Bone Student Center. ([campusisgnagesolutions@ilstu.edu](mailto:campusisgnagesolutions@ilstu.edu); 309-438-2822; <http://www.bsc.ilstu.edu/shopping/sign/>).
4. All clings must be professionally produced by Campus Signage Solutions in the Bone Student Center.
5. Clings may be hung from the following locations in the Bone Student Center:
  - a. Glass outside of McAlister's Deli – Facing west
  - b. Glass outside of McAlister's Deli – Facing east
  - c. Inside glass at 1 Concourse west – Facing east
  - d. Inside glass at 2 Concourse east – Facing west
  - e. Inside glass at 2 Concourse east – Facing east
  - f. Inside glass at 2 Concourse west – Facing east
6. Only Illinois State University sponsored groups and/or organizations are allowed to make a request.
7. Clings requests must be made 14 days prior to the desired date of the requested reservation.
8. The name of the department or student group sponsoring the event must be on the banner. In the event of a cooperative arrangement between a University organization and an outside organization, both sponsors' names should appear on the banner. The sponsoring University organization's name should be the larger of the two.
9. Clings cannot promote, advertise or otherwise advocate illegal activity or violate any Bone Student Center, Illinois State University, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.
10. University personnel will be responsible for hanging and removal of clings.
11. Clings may be displayed for a maximum of 14 days.
12. Clings will be removed by 4:30PM on the last day of the scheduled reservation.
13. The Bone Student Center accepts no responsibility for damage to or theft of clings.
14. The Bone Student Center reserves the right to modify or suspend these guidelines at any time for any reason – especially during times of special university-wide events/programs.

### ***Exceptions to Rule #1 above if the event does not take place in the Bone:***

1. The group requesting the cling must be part of the Dean of Students or UPB.

2. Approval of the cling must first be obtained by the Director or the Associate Director of the BSC. The Director may be contacted via email at [mstpaul@ilstu.edu](mailto:mstpaul@ilstu.edu) and by including a .cc to the Associate Director at [bldalli@ilstu.edu](mailto:bldalli@ilstu.edu).
3. The event must take place on the campus of ISU
4. The window cling will be displayed for one week prior to the event
5. The window cling location will be at the 2 West entrance
6. If the event is off-campus, but the BSC serves as the rain site, special consideration may be given to advertise. However, the location of the event may not be a competing entity of the Bone, ie: US Cellular Coliseum, The Marriott, etc.

## **Outdoor Banners**

1. Banner hanging may be scheduled through Campus Signage Solutions ([campusignagesolutions@ilstu.edu](mailto:campusignagesolutions@ilstu.edu); 309-438-1660).
2. All banners must be professionally produced by Campus Signage Solutions in the Bone Student Center.
3. Outdoor banners are restricted to the area just outside of the 2<sup>nd</sup> east entrance.
4. Banners must be 4' X 6' in size.
5. Student organizations and university department banners may be displayed for two weeks and will be taken off display the day after the reservation ends. Banners are stapled to a frame. They are destroyed when removed from the frame.
6. Banners must relate to a university event and/or program that are being held on campus. Events and/or programs that are not university-related will not be considered.
7. The Bone Student Center reserves the right to deny any request judged to be offensive by the Bone Student Center staff.
8. Student organizations and university departments will be charged at \$50 for hanging and removing the banner.

## **Digital Signage**

1. Digital Signage requests must relate specifically to an Illinois State University activity or sponsored event that is being held in the Bone/Braden/BBC.
2. Only Illinois State University sponsored groups and/or organizations are allowed to make a request.
3. Digital files must be 877 pixels wide by 681 pixels high.
4. Digital files must be submitted in jpg or png format.
5. Digital Signage requests should be submitted to the Bone Student Center Marketing Coordinator via email at [emwatts@ilstu.edu](mailto:emwatts@ilstu.edu) for consideration and approval.
6. Digital Signage requests must be made at least 14 days prior to the desired start date.
7. The Bone Student Center cannot guarantee placement of all digital files. Due to limited space, requests will be considered on a first-come, first-serve basis.
8. The name of the department or student group sponsoring the event must be on the digital file. In the event of a cooperative arrangement between a University organization and an outside organization, both sponsors' names should appear on the file. The sponsoring University organization's name should be the larger of the two.
9. Digital signage cannot promote, advertise, or otherwise advocate illegal activity or violate any Bone Student Center, Illinois State University, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.
10. University personnel will be responsible for displaying digital files.
11. Digital files may be displayed for a maximum of 14 days.
12. The Bone Student Center reserves the right to modify or suspend these guidelines at any time for any reason – especially during times of special university-wide events/programs.

### ***Exceptions to Rule #1 above if the event does not take place in the Bone:***

1. The group requesting the digital signage must be part of the Dean of Students or UPB.
2. If the event is off-campus, but the BSC serves as the rain site, special consideration may be given to advertise. However, the location of the event may not be a competing entity of the Bone, ie: US Cellular Coliseum, Marriott Hotel & Conference Center, etc.

## **DEFINITIONS**

### **Conference and convention type activities**

Conference and convention type activities are defined as specific functions, meetings, and activities:

1. Developed for the participants.
2. Planned in advance rather than spontaneous.
3. Where participation is by invitation or registration.
4. Whose purpose is to consult about, discuss, exchange ideas, information or opinions about, deliberate about, take action on, or investigate subjects which are pertinent to and appropriate for lessee (s) initiating the function, meeting or activity.



## **University-sponsored activities**

University-sponsored activities are events and activities which:

1. Are expressly authorized, aided, conducted, or supervised by the University; and/or
2. Are funded in whole or in part by the University; and/or
3. Are initiated and conducted or promoted by a University department, faculty or employee, and/or;
4. Are planned in advance rather than spontaneous in nature, where participation is by invitation or registration only.
5. Are those scheduled for the University community as a regular part of University business and for which University department funds are used. University rates are subject to the approval of the Director of BSC.

Monies collected through or by the University shall not be used for the purchase of any alcoholic beverage except as provided by operating procedures (as stated below) for sale of alcoholic beverages.

## **RSO– sponsored Activities**

RSO sponsored activities are events and activities which:

1. Are initiated and conducted or promoted by the RSO; and/or
2. Are those scheduled primarily for students **and** actively sponsored by student organizations registered with the Student Involvement Center or funded with University funds. Student function rates are subject to the approval of the Director of the BSC.
3. Are planned in advance rather than spontaneous in nature, where participation is by invitation or registration only.
4. The organization, its officers, and any individuals applying to reserve space on behalf of the organization, assumes responsibility for maintaining the conditions of the facilities used and how they are used during the time reserved.

## DEMONSTRATION POLICY

During a public event, there will sometimes be people/groups that disagree with a speaker/performance being held in the Bone Student Center (BSC). The BSC has a policy that demonstrating/protesting may take place as long as the following occur:

- Signs/posters are allowed on the concourse, but not in meeting rooms, and must be held by a person and not on a stick or any other type of attachment
- Demonstrators may not speak out, yell or cause any type of disruption to the meeting/event
- Demonstrators may not block entry or exit ways to the building or events
- Demonstrators may not block the concourse
- Any deviation from these rules will result in removal from the building



## LATE NIGHT EVENT (LNE) GUIDELINES AND RESPONSIBILITIES

### GUIDELINES and RESPONSIBILITIES:



The purpose of the Late Night Event Policy is to provide a minimum set of guidelines for hosting social events in the Bone Student Center for Illinois State University students and their guests. A Late Night Event may be defined as any Friday or Saturday evening event scheduled past 11:00p.m. in the Bone Student Center. Student organizations requesting usage of the BSC are required to be a Registered Student Organization with the Student Involvement Center.

The following policy is a minimum set of guidelines to be met by the hosting organization:

### SCHEDULING

1. A registered student organization must submit a “Request for Late Night Event” form to the Scheduling and Event Services Office at least 30 days prior to the date requested. Once the form has been received, a Bone Student Center representative will notify the organization within five business days as to the status of the request. Requests for Late Night Events made less than 30 days prior to the date requested may not be accepted.
2. The sponsoring organization must attend a scheduled pre-event planning meeting at least 10 business days prior to the scheduled event. One student representative and the organization’s advisor (or approved designee) is required to attend this meeting. Failure to attend this meeting may result in the cancellation of the event.
3. All requests for Late Night Events are subject to approval by the Director of the Bone Student Center based upon the recommendation from the Event Coordinator, room availability, and University Police availability. Late Night Events are not held on weekends of home football and basketball games or the weekend preceding Final Exams during any semester. Exceptions to this policy will be made by the University Police Department and the Director of the Bone Student Center.
4. Two Late Night Events can occur on the same night in two different rooms in the Bone Student Center



as long as both groups agree to Security starting at 10:00 p.m. with the event starting at 11:30 p.m. and equal payment for all services.

5. Late Night Events are confined to Friday or Saturday nights from 11:30 p.m. to 2:30 a.m. Late Night Events are not allowed on consecutive nights. Exceptions to this policy will be made by the University Police Department and the Director of the BSC.

## **ATTENDANCE**

1. Only Illinois State University students and their guests can attend a Late Night Event. Each ISU student is allowed to **pre-register** two non-university guests. All ISU students registering guests must attend the event and have a valid Illinois State University student ID. Guests must be pre-registered via the Bone Student Center website by 4:00 PM the business day prior to the event. All guests must present the confirmation ticket and a valid **government-issued** photo identification card before entry into the event and must be at least 18 years of age. Traffic tickets are **NOT** valid forms of identification.
2. **RE-ENTRY INTO THE EVENT WILL NOT BE PERMITTED.** The Director of the Bone Student Center will make any exceptions to this policy.
3. The Bone Student Center Late Night event will begin at 11:30 p.m. only if the building is secure, and the organization's advisor (or approved designee) is present.
4. Admittance to the event is limited to the capacity of the room/building or the 1:30 a.m. cut off time (whichever comes first). After 1:30 a.m., nobody will be allowed to enter the event. The last song will be played at 2:25 a.m.
5. The maximum room capacity for the Brown Ballroom is 1200 people.

## **COST / PAYMENT**

Organizations hosting a Late Night Event can charge up to \$5.00 for ISU students and up to \$10.00 dollars for guests. Men and women must be charged the same rate.

All payments for Late Night Events are due upon receipt of the billing statement. Failure to remain in good financial standing will result in the loss of all scheduling privileges. Organizations not in good financial standing with the Bone Student Center will not be allowed to schedule or host a Late Night Event until the outstanding balance has been paid. Organizations that are revoked because of non-payment of outstanding bills will have their room released (if scheduled) and must submit another "Request for a Late Night Event" in order to re-schedule an event. The original "Request for a Late Night Event" becomes invalid if the organization is revoked.

## **PARKING**

Patrons should park in the lot directly behind the Bone Student Center. Parking Services will not be charging for parking during the event hours but school ID's and guest confirmation tickets will be checked at the entrance.

## **SECURITY**

All Late Night Events require the presence of Security and the use of metal detectors. All Late Night Events scheduled in the Bone Student Center will use the first floor East/West entrances for Security check-in. The sponsoring organization will absorb all charges incurred for security.

1. A Late Night Event Manager from Guest Services will handle all Security for the event in conjunction with the University Police Department and the Bone Student Center. **However, the sponsoring**



**organization will need to appoint two students to collect money, and two students to help secure wrist bands on patrons.** Wristbands will be provided to the organization and must be worn by all patrons/sponsoring organization volunteers.

2. The sponsoring organization must have an advisor (Greek Chapter / Faculty/Staff) or designee (as approved by the Scheduling and Event Services office) present throughout the entire event. The advisor/designee must be visible and accessible throughout the event.
3. The sponsoring organization should take active responsibility for the event by being visible, proactive, and accessible. The organization will help assist with the overall “hosting” of the event as well as the clearing of the room/building. The event may be canceled if members are not available to provide the above services. The decision to cancel an event on site will be made by the Late Night Event Manager or designee in collaboration with University Police Department, Bone Student Center staff and the sponsoring organization. However, the final decision rests with the Late Night Event Manager or designee, or highest-ranking Bone Student Center staff member in attendance.
4. A meeting between the Late Night Event Staff, the University Police Department, the advisor and the sponsoring organization’s volunteers will take place the night of the event at 10:30pm to summarize the guidelines stated in this policy. Volunteers will be required to be processed through the metal detectors and register with their ISU student ID.
5. Contracted vendor (i.e. DJ, sound/lighting equipment, furniture, etc.) information is required to be provided two days in advance of the event to the Scheduling and Event Services Office. Vendor and up to two employees may be allowed to enter the event after processing through metal detectors, a bag and equipment search and with proof of photo identification.
6. For security reasons; purses, bags, alcohol, food, beverages, canes, weapons, guns, drugs, and containers are strictly prohibited.

#### **UNIVERSITY POLICE DEPARTMENT / EMERGENCY MEDICAL PERSONNEL**

1. The University Police Department will have responsibility for monitoring activities in the Bone Student Center Parking Lot and may request those loitering or not entering the event to leave any or all University property.
2. The University Police will periodically make a walk-through of the event and assist with crowd control at the metal detectors during peak times of patrons entering.
3. The primary responsibility for confronting patrons creating disturbances will be the responsibility of the sponsoring organization, unless a Late Night Event Staff member or member of the University Police Department is immediately present at the site of the disturbance and members of the sponsoring group are not immediately available. Whenever risk of personal injury or safety appears imminent, the University Police Department will be contacted to handle the situation. The University Police or Late Night Event staff reserve the right to turn on lights and shut down music until all immediate risks are mitigated. The event may be cancelled if there is a continued risk of safety to others.
4. The University Police Department will clear the parking lot, however, additional expenses will be incurred for the time it takes or when additional officers are required to assist. Sponsoring organizations may assist clearing the parking lot to avoid incurring additional expenses.
5. Events held in the BSC will require a minimum of eight (8) officers from University Police Department, a minimum of twenty-five (25) Late Night Event Staff and four (4) emergency medical personnel. Officers are required from 10:30 p.m. until the end of the event and clearing of the parking lot. Late Night Event Staff is required from 10:00 p.m. until the building is clear and secured.

#### **CANCELLATION**

The sponsoring organization may cancel a Late Night Event without penalty no less than 21 calendar days prior to the scheduled event directly to the Scheduling and Event Services Office of the Bone Student Center. Failure to cancel a Late Night Event less than 21 calendar days prior to the scheduled event may result in a \$100 cancellation fee.

Cancellation of a Late Night Event less than 7 calendar days prior to the event may result in a \$200 cancellation fee.

Cancellation of a Late Night Event the night of the event due to the absence of the advisor (or approved designee), DJ not arriving, or security risks (as determined by Late Night Event Staff and the University Police Department) will result in a charge of **no less** than the cost of 2 hours of Security and the University room rental rate. If the sponsoring organization decides to end the event prior to 2:30 a.m., they will be responsible for the cost of the services used up to that point (above and beyond the minimal required 2 hour charge), as well as any additional charges for clearing the building and parking lot.

### **LIABILITY / ACCOUNTABILITY**



The sponsoring organization is responsible for all damages, defacement or injury to persons or property during the event, whether caused by the sponsoring organization, one of its members or one of its guests.

Failure to abide by the guidelines outlined in this policy may result in suspending the sponsoring organization from eligibility to sponsor or schedule future Late Night Events or other events for a specified or indeterminate amount of time.

Any student documented for a violation of the Code of Student Conduct will be referred to Community Rights and Responsibilities and may be barred from attending any further Late Night Events. Illinois State University students are responsible for the behavior of their

registered guests.

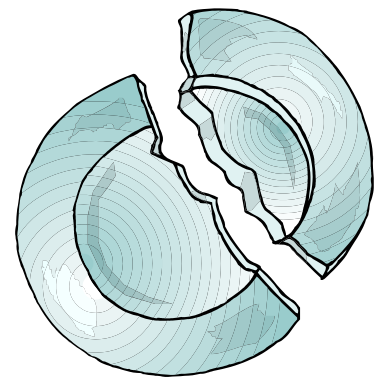
Students and guests may be temporarily banned from the event and/or the facility by University Police for violation of Late Night Event rules, the Code of Student Conduct, or criminal laws. Violations of temporary bans may result in the arrest of the violator for Criminal Trespass to State Property.

## PERSONAL LIABILITY/SECURITY

### Damages to BSC

Should the BSC be destroyed or damaged to the extent that such damage will substantially interfere with the use of the facilities by the sponsor, or should a strike, ban, public emergency, civil tumult, or other unforeseen occurrence beyond the control of the BSC occur, then the sponsor shall be liable only for charges due at the time of termination. Should the facility request be so terminated, the sponsor waives any claims against the BSC for damages and compensation.

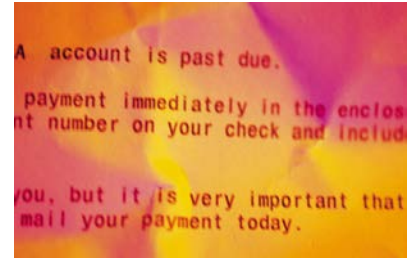
1. It is understood that neither Illinois State University nor the legal entities which own, lease, and/or operate the Bone Student Center/Braden Auditorium (BSC), nor their members, officers, directors, or employees, shall be responsible or liable for injury to any person or persons or for loss or damage to any property belonging to the event sponsor or any person or persons while in transit to or from Illinois State University or otherwise. The event sponsor assumes complete responsibility and liability for all loss, damage or destruction of the property of the Bone Student Center/Braden Auditorium used by the sponsor or brought upon the Illinois State University premises on his behalf.
2. The event sponsor also assumes full responsibility and liability for all injury to any and all personal property in any way connected with sponsor's event caused by the event. Sponsor indemnifies and agrees to hold harmless the Bone Student Center/Braden Auditorium and the legal entities which own, lease, and/or operate the facility, their members, officers, directors, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury caused by sponsor, the sponsor's agents, representatives, employees, or any other person.
3. Staffing of events is the responsibility of the BSC staff. Costs will be applied according to building policies and price schedules. If the Director or his/her designee determines that for any reason adequate safety or protection of persons or property at the event cannot be insured through reasonable security and other precaution, he/she may deny, withdraw, or further qualify permission for use of the facilities at any time.
4. All events scheduled for BSC must be assessed as to their potential for security problems. The responsibility for such assessment is a joint one between the sponsoring organization and BSC staff. After considering the previous history of similar events, the time of the event, the admission prices, whether the event may be controversial, and after consultation with event sponsors, BSC staff will determine the nature and amount of security and medical staff necessary. Sponsors scheduling events for which event security may be needed should consult with BSC staff at least 15 days prior to event.
5. Depending upon the nature of an event, users may be asked to provide evidence of liability and/or property damage insurance as specified by BSC staff.
6. The BSC reserves the right to determine the level of security needed for any events held on University property. The Director (or designee) of Bone Student Center/Braden Auditorium (BSC) will convene a meeting for this purpose which shall provide the opportunity for input and discussion by affected students, RSOs (Registered Student Organizations) and staff. Procedures for facilities frequently used for such events shall be reviewed annually in a similar manner.



## **RSO PAST DUE BILLS**

If an RSO has a past due bill with any campus entity they are subject to loss of their RSO status. Unpaid bills are tied to the RSO registration process:

- Any past due amounts must be made current through either making immediate payment in full or setting up a payment plan if allowed by the department
- If a payment plan is established it must be kept current in order to maintain RSO status
- Any future events with charges must be paid in full in advance of the event while fulfilling a payment plan
- Any organization who has setup more than one payment plan in the past will need to provide a deposit or payment in full before an event can be held in the future. This procedure will continue until the organization has reestablished their credit.



### **Payment Plans**

Bone Student Center (BSC) payment plans can be setup for amounts greater than \$100 by visiting the Bone Student Center/Dean of Student Business Office on the first floor (east entrance) of BSC.

## **SALES ACTIVITIES AND FUNDRAISING**

The sale or issuance of merchandise/materials directly related to a scheduled event must be approved by the BSC staff and is subject to commission rates published in the BSC Rental Rates/Services Charges schedule. Registration with the Illinois Department of Revenue is required.

The State of Illinois Department of Revenue requires that all merchandisers and concessionaires be registered with the State. Concessionaires may obtain proper permits by contacting the state Department of Revenue. Registration by phone takes six weeks. Concessionaires must present permit, FEIN, and legal address of company to sell on the premises. Vendors, concessionaires, and merchandisers, including Not-For-Profit entities, are required to report/pay taxes to State of Illinois.

The selling of merchandise including food, beverages, and services in the BSC is restricted to pre-approved lessees and scheduled sales or fundraising activities. In addition, the BSC will allow for the sale of merchandise approved by the management of the BSC for specific events, i.e., antique shows, flea markets, home shows, concert event souvenir tables, etc. Such activities must not compete directly with University operated or leased sites.

Merchandise may also be sold through approved University departments/registered student organizations provided that the sales are conducted for the sole purpose of raising funds to support the operation of the sponsoring organization. Fund raising activities must be approved at least ten (10) working days in advance of the activity by the appropriate personnel listed below.

Sales events in the BSC/BA are approved by the Director/Associate Director, Bone Student Center, Room 146 (438-2222).

Sales Must Also Meet the Following Criteria:

- Sales efforts shall be defined as arrangements by registered student organizations or University departments for the purpose of generating income for the sponsoring group. The sponsoring group must be present at the point of sale.
- Each sponsoring group must sign an agreement with the appropriate approval agency as listed above, specifying the following: what is to be sold, where merchandise will come from, what arrangements have been made for payment of merchandise to vendor, proof that sponsor shall receive an equitable percentage (recommended minimum of 20%) of gross merchandise sold or a specific amount for each item processed. In addition, the organization must state the activity it is seeking to support with such funding.
- All sales efforts must be consistent with state, local and University regulations, including payment of any taxes or licensing fees, commonly accepted standards of decency and taste, and must not present any potential danger to the consumer or to the University community. Merchandise sold should not directly compete with University operated sites, lessees or as much as reasonably possible with local merchants. Illinois State University will not be held liable in any way for the suitability, quality or safety of merchandise sold.
- Any and all uses of the University's name, symbols or other indicia require the prior review and approval of the University and the grant of a specific license. Proposals to use the University's trademarks should be directed to the Office of University Marketing and Communication (8-8404, 109 Alumni Center).

## SCHEDULING POLICIES

### Alcohol

Alcohol is permitted in the Bone Student Center with a signed Use Agreement and approved Alcohol Addendum. All alcohol events must have the approval of the Director of the Bone Student Center.

The service of alcoholic beverages in the BSC is regulated by the University policy and the laws of the State of Illinois. The Illinois Liquor Control Act allows the University to serve alcohol at the BSC for cultural, political and educational events when University faculty, staff, alumni or members of an organization of students are active participants in the event.



The Director of the BSC may permit the sale, serving or consumption of alcoholic beverages during convention type activities or conferences initiated by a lessee (host of event), University sponsored activities, Registered Student Organization (RSO) sponsored activities (catered meal), or wedding receptions when University faculty, staff, alumni or members of an organization of students are active participants in the event.

Specific procedures for implementing the provisions of this policy section shall be approved and amended from time to time with the written authorization of the President of the University.

## **Request for Sale/Serving Alcohol at Events in BSC**

1. Sponsors of events that include alcoholic beverages must complete a “Request for Alcoholic Beverages” addendum, which is included in a BSC use agreement. The addendum should be returned to the Scheduling Office at least ten (10) calendar days prior to the event.
2. Registered Student Organizations (RSOs) wishing to have alcohol at an event must complete the “Registration Form for Events with Alcohol”. This form is available from the SIC (Student Involvement Center) and must be filled out by the RSO and must be signed by their advisor. Once the RSO has completed the first step, the form is taken to CDS (Campus Dining Services) for approval, and then returned to the SIC for final approval. Once the form is completed and signed by the SIC, Scheduling and Event Services needs a copy of it to go with the Use Agreement. This completed form must be attached to the Use Agreement before being turned in to the Director to sign and approve.
3. Only beer, wine, wine coolers, champagne will be considered for RSO events. The sponsoring RSO will provide 1 monitor per 30 guests attending the event. Monitors cannot consume any alcoholic beverages during the event.
4. For events involving a RSO, alcoholic beverages (only beer, wine, wine coolers, champagne) can only be served as part of a BSC catered meal, between 5:00 p.m. and 8:00 p.m.
5. Alcoholic beverages can be served during wedding receptions given the following:
  - a. The alcohol for wedding receptions is provided through Catering.
  - b. Faculty, staff, alumni or students are active participants in the event or a member of either of these groups is a sponsor of the event.
  - c. Catering bartender(s) provide the service.
6. Events where approval to serve alcoholic beverages may be granted include:
  - a. Events where heavy hors d’oeuvres will be served.
  - b. Reception: Events prior to a catered meal.
  - c. Dinner: as part of a catered meal.
  - d. After Dinner Open Bar: Events after a catered meal.
7. The event sponsor will work with BSC personnel to control the behavior of those attending the event, according to building and University regulations and public law. Whether or not University Police/Community Police are needed as a precaution or in response to an incident will be determined by BSC staff.
8. BSC reserves the right to immediately terminate an event or the serving of alcoholic beverages if the staff believes that this policy or Illinois State University Student Code of Conduct or Illinois laws are being violated. Violations may also result in the loss of privileges at BSC and administrative and/or civil action.

## **Catering Guidelines for Sale/Serving Alcohol at Events in BSC**



- Catering will be responsible for purchasing, facilitating delivery, inventory control, sales and serving of all alcoholic beverages. The sale and serving of alcoholic beverages can be done through a host bar or a cash bar.
- A host bar is generally selected for formal events and special receptions. Alcoholic beverages are provided by the host of the event at no expense to the guest. A record will be kept by the bartender for the cost of beverages selected by the guests. The host will be billed at the conclusion of the event. This option is not available to RSO sponsored events.
- For cash bars, participants are allowed to purchase all alcoholic beverages from the Catering bartender(s). All alcoholic beverages will be provided through a cash bar for all RSO sponsored events.
- Possession or consumption of alcoholic beverages will be restricted to those who can be easily identified as legitimately attending the scheduled event.
- Catering personnel serving alcohol will be instructed not to serve anyone who is under 21 or who appears to be intoxicated.
- Possession or consumption will be restricted to the room(s) or area(s) scheduled and specified for such beverages.
- Non-alcoholic beverages must be offered at any event at which alcoholic beverages are served.
- Personnel serving alcoholic beverages have the right and obligation not to serve anyone behaving in a threatening or abusive manner. Sponsors of events or activities at which alcoholic beverages are sold or served are responsible for the strict enforcement of this policy.



### A/V Equipment

The Bone Student Center has a wide range of A/V and Production equipment and services available for rental. Requests for Production Services equipment and labor must be supplied to the Scheduling and Event Services office no later than **14 business days** prior to the event. Major events (as defined by the Scheduling and Event Services Office) and all conferences need to provide preliminary estimates of their needs **30 days** prior to the event.

### Blood Drive

Any organization wishing to co-sponsor a blood drive with the American Red Cross, or other entity, may do so BUT only in the Activity Room or the First West Lounge. Blood Drives may not be held in any other room within the Bone Student Center and are limited to two per month. The standard setup for a blood drive in the Activity Room is 30 chairs and 10 eight foot tables. The standard setup for a blood drive in the First West Lounge is 15 chairs and 5 eight foot tables.

## **Cancellations/ No Shows**

There are fees and charges associated with either the cancellation, or failure to use spaces that have been reserved.

- For **Public**, all deposits are non-refundable unless a written request for cancellation is received 90 days prior to the client's event. Clients who, due to past history or previous credit approval, are not required to provide a deposit may cancel reservations, in writing, up to 90 days prior to the event without penalty. If the cancellation is received 30-39 days prior to the event, a \$100.00 cancellation fee will be imposed, if cancellation is received less than 30 days prior to the event a cancellation fee equal to the rental fee for the reserved room(s) will be assessed.
- For **University and RSO** events, reservations for the Brown Ballroom and Braden Auditorium may be cancelled, in writing, up to 14 days prior to the event without penalty. If the cancellation is received less than 14 days prior to the event, or if client fails to show up during their reserved time, a cancellation fee of \$200.00 will be assessed for each reserved space.
- All other Rooms in the Bone Student Center may be cancelled, in writing, up to 3 business days prior to the event without penalty. If the cancellation is received less than 3 business days prior to the event, or if client fails to show up during their reserved time, a cancellation fee of \$25.00 will be assessed for each reserved space. A Registered Student Organization "No Show" will be billed the appropriate fee and receive a warning letter informing the client that after two additional "No Shows", the Registered Student Organization will be suspended from using the Bone Student Center and Braden Auditorium for the current academic year.

## **Catering**

All catering within the Bone Student Center is provided, and billed separately, through Campus Dining Services (CDS). No outside food or beverages may be brought onto the premises. The only exception to this policy is ordering pizza in the BBC Activity Room. Timelines for catering orders and additional information may be found at [www.catering.ilstu.edu](http://www.catering.ilstu.edu). Catering requests should be made directly by calling CDS at 309-438-5504.

## **Charges**

Charges expressed in the Use Agreement are estimated charges for your event based on identified needs as of the date you requested, and do not reflect charges that may be incurred the day of your event. Actual charges will reflect changes, discounts or additions including requests accommodated the day of the event. A final bill reflecting actual charges will be presented after your event and is payable upon receipt. If payment is not received within 45 days of invoicing, a 5% late payment fee will be applied to the invoice and an additional 1.5% will be added to every 30 days thereafter.

## **Decorations, candles, smoke machines and confetti/glitter**

- Under no circumstances may customer staple, tape, or affix decorations onto any surface.



- Any damage to walls, floors, decorations, windows, tables, or other surface or furnishing due to decorations or signage will be corrected at the expense of the client.
- The BSC does not allow candles or other flame producing items within our facility. Table decorations may utilize tea lights or votive candles as specified by our policy.
- Under **NO** circumstances will smoke machines or other items producing smoke or haze by any method be allowed in the BSC without prior arrangement. Requests to use these items must be made to the Scheduling and Event Services office no later than 10 business days prior to your event for approval. If approval can be given, the client will receive specific guidelines for use of such equipment and costs for arranging to have smoke alarms temporarily suspended.
- Confetti can be used on tables as decorations if it is large pieces (dime sized or larger) that can easily be cleaned up. Glitter is not permitted. Excessive confetti that falls onto the floor and tracks through the building, is highly discouraged and may incur an additional clean up charge.
- Event sponsors are responsible for removing decorations. Charges may be assessed if excessive cleanup or disposal is required.

### **Deposits**

University and RSO clients who are in good standing are not required to provide a deposit. For public clients a deposit of 30% of the rental charge for the event is required and must be received within 14 calendar days following execution of the use agreement. If the deposit is not received, the venue will release client's reserved space and cancel the reservation. Checks should be payable to Illinois State University. Please include the reservation ID number on all deposits. Payment may be made in person or mailed to: Bone Student Center Business Office, Campus Box 2640, Illinois State University, Normal, Illinois 61790-2640.

All deposits are non-refundable unless a written request for cancellation is received 90 days prior to client's event. Refunds will be made for requests meeting the cancellation policy by mail and University check, approximately 10 business days after receiving the written request. Deposits are applied to Use Agreement charges.

### **Food Service Discount**

A discount of 70% off the applicable room rental will be applied for events which meet all of the following criteria. 1.) The per person food cost (excluding alcohol or other non-food costs) is at or above; \$8.00 for breakfast, \$9.00 for lunch and \$12.00 for dinner, 2.) The minimum number of meals per room is met, 3.) The length of the event does not exceed 3 hours for breakfast, 4 hours for lunch and 6 hours for dinner.



For events which run longer than the allotted time, the room discount will be 50% of the applicable room rental rate as long as the event takes place within the 8:00am to 5:00pm or 5:00pm to close rental periods. This Food Service Event Discount only applies to the room in which the meal is served.

### **Health and Safety Guidelines**

In the interest of the personal safety of guests, students, and staff, the following rules must be followed:

- The space reserved for each function is not used in excess of the room capacity.

- All aisles leading to exit doors must be kept clear and unobstructed.
- Exit doors will not be fastened or obstructed to ensure that the doors can be readily opened from the inside.

### **Licensed Media, Games, and Movies**

Most media, games, and movies are licensed for private, home use only. As a public venue, the Bone Student Center is restricted from making available rooms, spaces, and equipment for activities that involve the illegal use of media, games, movies, etc. Event sponsors who wish to use games, media, movies, etc. must show proper authorization and licensing before reservations are accepted.

### **Liability**

It is understood that neither Illinois State University, nor the legal entities, which own, lease, and/or operate the Bone Student Center/Braden Auditorium/Bowling and Billiards Center (BSC) shall be liable for injury to persons, or for loss or damages to any property belonging to the Sponsor arising in any manner from events. The sponsor assumes full responsibility and liability for all injury to any and all persons or property in any way connected with the event. The sponsor agrees to hold harmless the BSC and the legal entities which own, lease, and/or operate the facility, their members, officers, directors, and employees against any and all liability whatsoever arising from any or all damage to property or personal injury caused by the sponsor, the sponsors' agents, representatives, employees or any other person.

Users will pay for any damage to the BSC and/or its equipment, and may, in some instances, be asked to provide evidence of liability and property insurance or a cash performance bond to be used as payment for liquidation of damages.

### **Live Bands**

An event with a live band cannot be scheduled in the Circus Room if an event is scheduled in the Brown Ballroom and/or Old Main due to noise issues.

### **Non-Exclusive Use**

Event sponsors acknowledge that concourse areas will be open to the general public at all times. Event sponsors further understand that the use of other areas of the BSC may take place before, during and after the program.

### **Parking**

Parking for guests is available in the Bone Student Center parking lot located on the corner of University and Locust. This is a pay lot operated by the Illinois State University Parking Services with charges of \$1.00 per hour for Public and \$ .75 cents per hour for students. The only exception to this has been if Braden Auditorium would be having a major show on a particular evening, then all vehicles entering the lot would pay a \$6.00 special event-parking fee.

Parking arrangements are not a part of the room reservation process. (Parking Services 438-8391)

### **Payment**

The BSC reserves the right to require partial or full advance payment. Event charges for room, equipment and services will be invoiced following an event. Payment is due 30 days following the invoice date.

Users may be required to provide a cash performance bond to be used as payment for liquidation of damages. Determination and deposition of such bond amount of same shall be established by the BSC.

Any organization 90 days or more delinquent in accounts receivable will not be able to hold events, even if they have been previously scheduled, nor schedule any future events until full payment is made. BSC staff reserves the right to cancel/remove existing reservations already in the scheduling system because of delinquent accounts. Ultimate responsibility may rest with the person who signed the Use Agreement. Late charges may be applied.

### **Phone/Phone Lines**

The regular phone line comes with a standard push button speaker phone. A star conference phone comes with speakers so the call can be heard throughout the room. If a customer is requesting less than three telephone lines we are able to supply with no problem. If customer wants more than three telephone lines for an event, we will attempt to coordinate services. Payment for these services is the responsibility of the customer.

### **Rates**

Public, University, or Registered Student Organization (RSO) rates are pre-determined. Ask your scheduler if you are unclear of which rate you qualify for. Once you book a space under one of the three categories you cannot change sponsorship. Room rental charges are for time periods: 8am-5pm or 5pm-close. Events exceeding these time frames will be charged an additional 50% of base rent.

Customers should not allow someone else to use their name to reserve, schedule or use space in the BSC. Any Customer that allows another group/organization to use its name and/or scheduled space forfeits the scheduled space and jeopardizes their ability to schedule future events.

### **Registered Student Organization (RSO) Function**

RSOs are allowed to use spaces, services and equipment within the Bone Student Center at a reduced rate since the building is partially funded by student fees. In order to qualify RSO events, the following criteria are used:

- A function at which students are anticipated to be in the majority of those in attendance;
- The function must be sponsored by a student organization currently registered, and in good standing, with the Dean of Students Office and planned by an officer of that organization who will be the primary contact with the Scheduling and Event Services Office;
- Both the “requestor” as well as the “fiscal agent/faculty/staff advisor” must sign the Use Agreement if any charges will be incurred for the event before the facility can be used.

### **Registered Student Organization Officers**

Only executive members listed on the official Dean of Student’s RSO Officer’s List are able to book rooms for their particular organization. Advisors of a RSO are not able to book for their organization. A client cannot reserve anything under the name of a member of the organization if he or she is not on the list (not even a hold). If the information for a particular organization is not correct, an officer of a RSO can update that information (using the club’s assigned login and password) through the RSO database. If you have questions about the RSO Database, please contact the SIC at (309) 438-3212.

### **RSO Semester Booking Rule**

RSO’s are not able to book any rooms in the Bone Student Center more than one semester at a time. Fall semester dates can be booked beginning the first Monday of August and spring semester dates can be booked starting the first Monday of December.

RSO’s can schedule their regular weekly (or monthly) meetings provided all of the following conditions are met:

- Only in Spotlight, 1 West, 3 East and 3 West Lounges, PDR, Prairie North, Prairie Center and Activity Room.
- The RSO may only book one of these rooms one day a week for no longer than 2 hours in duration
- The RSO must follow the guidelines for cancellation. If the RSO cancels late, or No Shows twice in a semester, ALL of their remaining reservations for that room will be cancelled

***RSO's can schedule two dance practices per week for no longer than 2 hours in duration in the 1 West, 3 East and 3 West Lounges, Circus Room, Prairie North, Prairie Center and Activity room only. Dance practices count as meeting time.***

### **RSO Semester Booking Rule Exception**

To receive an exemption to this rule and in order to ensure that the intent of the RSO pricing and scheduling guidelines are being followed, we will need to receive a letter, written and signed by a member of the executive board of the RSO and not by the faculty advisor stating why this request is being made so far in advance. This letter also needs to include, but not limited to, the name of the event, date, time, setup, room, and a brief description as to what you are going to be doing in the event. The letter should be addressed to the Scheduling and Event Services and can be dropped off or mailed to the Scheduling and Event Services Office in the Bone Student Center, Campus Box 2640.

### **Shipping/Storage**

The Bone Student Center cannot accept any freight or materials (including overnight delivery services) prior to client's contracted move-in date. All shipments must be delivered to the client on the move-in day, unless prior arrangements have been made with Scheduling and Event Services. All shipments should be addressed to client or their agent and not our facility. Bone Student Center employees cannot sign for freight or materials for a client's event.



All items including, but not limited to; props, displays, vendor merchandise, etc, must be brought in and removed within the contracted time, unless previous arrangements have been made with Scheduling and Event Services office. The Bone Student Center does not have storage space available, and all items left after the contracted time may

be disposed of by our facility. The client will be billed for any and all charges associated with the removal and disposal of items left behind following client's event.

### **Standard Room Set up / Reset Fee**

Spotlight, Private Dining Room, and the Faculty-Staff Conference Room have standard room arrangements (i.e. fixed) and cannot be changed without prior approval and agreement of the BSC staff.

### **Scheduling of Concourse Tables**

1. To reserve a table, a reservation must be made through Scheduling and Events Services.
2. A completed Use Agreement (UA) is required prior to the use of the tables. Sales activities must be approved in advance of the activity. The UA must have the advisor's signature.
3. For organizations that are not affiliated with ISU, there will be a fee payable in advance. Failure to pay and return the UA prior to 14 days of your scheduled event may result in cancellation of tables.
4. Cancellations should be done at least 24 hours in advance by calling 438-2222. Failure to do so will result in a "no-show" fee. There are no refunds given for tables not used.
5. Tables are not to be moved.

6. There will be no solicitation or calling out to anyone. You must remain behind tables at all times. If this policy is not followed, you may be asked to leave.
7. All posters/banners must be hung with tacks or staples on the advertising boards above tables only. They are not to be taped to walls at any time. Failure to comply will result in posters/banners being taken off walls.
8. Bone Student Center is not responsible for posters or equipment left by the organization/sponsor overnight. It is the responsibility of that organization to take any posters with them at the end of the day. If left overnight, they will be disposed of.
9. If a television is needed, the Scheduling and Event Services staff needs to be notified at least 24 hours in advance. There will be a fee billed to the organization for these requests.
10. Illinois State University is not responsible for any loss or damage to any property belonging to the sponsor of event. Any damage to BSC equipment will be paid by sponsor/organization.

### **Scheduling an Event**

- Event requests may be made by visiting our website at [www.bsc.ilstu.edu](http://www.bsc.ilstu.edu); in person at the BSC Scheduling Office, east end of the first level concourse; or by phone (309-438-2222).
- Each room at the Bone Student Center has room set-up options that come free of charge with the room rental. Any equipment rented above these included set-ups will require an extra charge. Please contact the BSC Scheduling and Event Services office for any additional questions.
- Room rental includes standard room lights and general cleaning. Please see the current rate sheets for room rates and information about additional equipment and services.
- A fully completed and signed Use Agreement (UA) including details of the event is required no less than three (3) business days prior to the use of the facility, (30-day advance confirmation for Braden Auditorium). Events involving A/V equipment, catering, and/or customized room set up require details no less than fourteen (14) **business** days in advance of the event. Both the “requestor” as well as the “fiscal agent/faculty/staff advisor” must sign the UA before the facility can be used. Reservations are not considered final until a signed Use Agreement is returned to Scheduling and Event Services.
- Only one contact person should be authorized to provide event details or make changes to event specifications.
- While requests made less than three business days may be approved, these events will be scheduled with only limited equipment and technical needs. Only “as is” events can be scheduled 24 hrs. prior to the event.
- If a reservation is made and has not been confirmed and another group requests the same space, the customer will be contacted about confirming or releasing the space. If space or details are not confirmed within the time frame noted in this policy, surcharges or cancellation of the space may be considered.
- First time public events scheduled more than one year in advance may require a non-refundable deposit within 14 days of the hold. If the deposit (minimum 30% of room rental) is not received within 14 calendar days the room will be released.
- Organizations presenting programs where professional talent contracts are used must have their contract reviewed and approved by BSC staff.

- The BSC reserves the right to deny or limit space assignments and to assign space based on size and needs of the event. Sponsors will limit their event to the space reserved on the UA. The name and/or description of the event must accurately describe the event and advertising/display of material for events are subject to BSC and University Policy. No announcement of any program may be made until receipt of the approved UA.
- BSC facilities staff must do room set-up and/or rearrangement, unless other arrangements are made. There is a \$30 penalty if, for some reason, the room is altered against policy and not re-set to its original state.
- All clients must provide preliminary details of their event needs (i.e. room layout and any special needs) at the time of booking. Major events (as defined by the Scheduling and Event Services Office) and all conferences must provide preliminary details 30 days prior to the event. Final details must be provided 14 business days prior to the event. The venue will do its best to accommodate requests made less than 14 days prior to the event but under some circumstances may not be able to fulfill the client's request and will notify the client. A surcharge of at least 50% may be applied for changes requested within one working day of the event.

Events scheduled Saturday-Monday must make changes by noon Friday to avoid these charges. Requests will be accommodated based on the availability of staff and equipment.

### **Use Agreement**

A fully completed and signed Use Agreement is required for all events. The BSC Scheduling and Event Services staff reserves the right to cancel and re-let any space for which a completed Use Agreement is not received by the deadline. The deadline for signed and returning the Use Agreement varies depending on many factors, but in general is 7 days from the date that the Use Agreement is sent to the customer.

# BUILDING AND ROOM INFORMATION

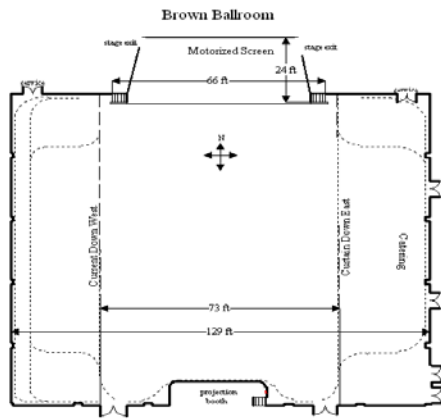
## First Floor



- **Ballroom**
- **Circus**
- **Old Main**
- **Founder's Suite**
- **Spotlight**
- **1<sup>st</sup> Floor West Lounge**
- **Private Dining Room**
- **Faculty Staff Commons Conference Room**
- **Faculty Staff Commons Lounge**
- **Braden Auditorium**



## Brown Ballroom



### Features/Notes:

- 14,578 square feet
- Can add curtains down to make room smaller
- Not able to book for practices (unless full tech rehearsal)
- Stage with 2 dressing rooms
- Theatrical Lighting including mirror ball
- Reception Style lighting available
- In House PA system in Projection Booth
- Motorized Screen left, center and right stage
- LCD projectors in ceiling (no high cart needed)
- 10 Mbps, Ethernet network connection
- Telephone Jacks

### Included in rental rate:

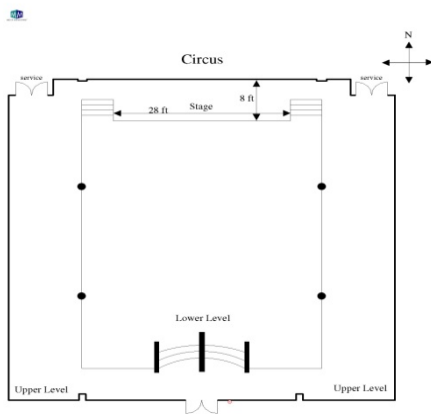
Set Type	Chairs	Tables
Audience	400	1
Banquet	320	40
Classroom	200	50

### Additional Charges Apply:

Set Type	Maximum Set (additional charges apply)
Audience	1200
Banquet	670
Classroom	600



## Circus Room



### Features/Notes:

- 3,600 Square Feet
- Small stage (28' wide x 8' deep)
- Motorized screen on North centered on stage
- LCD Projector in ceiling (no high cart needed)
- Lower level can accommodate many different setups
- 10 Mbps Ethernet Network Connection
- In House PA System
- Limited Theatrical Lighting

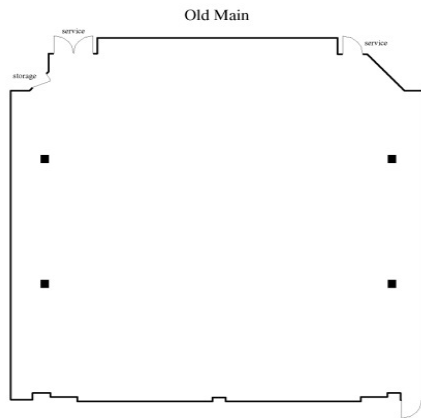
### Included in rental rate:

Set Type	Chairs	Tables
Audience	100	1
Banquet	96	12
Classroom	80	20

### Additional Charges Apply:

Set Type	Maximum Set
Audience	150
Banquet	152 (88 Lower; 64 Upper)
Classroom	96
Hollow Square	52
U-Shape	40

## Old Main



### Features/Notes:

- 3,700 square feet
- Pillars along East and West sides
- LCD Projector in ceiling (no high cart needed)
- A 20 ft. Motorized Screen on North wall  
(Limited equipment can be placed on north when in use)
- 10 Mbps Ethernet Network Connection
- In House PA System
- Limited Theatrical Lighting
- **NO DANCE PRACTICES**

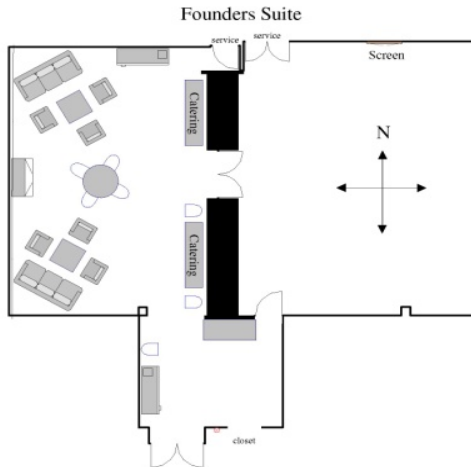
### Included in Rental Rate:

Set Type	Chairs	Tables
Audience	150	1
Banquet	96	12
Classroom	80	20

### Additional Charges Apply:

Set Type	Maximum Set
Audience	250
Banquet	160
Classroom	164
Hollow Square	80
U-Shape	60

## Founder's Suite



### Features/Notes:

- 1,730 square feet (Lounge – 736, Main Room – 994)
- West side has lounge seating (couches, chairs, etc.)
- East side can accommodate many different setups
- Catering usually on existing tables on West side
- Motorized Screen on East side on North Wall
- LCD Projector on East Ceiling (no high cart needed)
- 10 Mbps Ethernet Network Connection
- Telephone Jacks
- White board
- **NO DANCE PRACTICES**

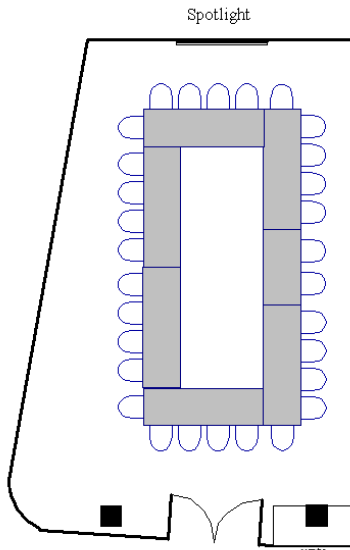
### Included in Rental Rate:

Set Type	Chairs	Tables
Audience	50	1
Banquet	40	5
Classroom	32	8
Hollow Square		
U-Shape		

### Additional Charges Apply:

Set Type	Maximum Set
Audience	60
Banquet	40
Classroom	32
Hollow Square	32
U-Shape	24

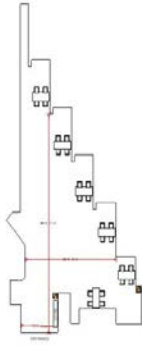
## Spotlight Room



### Features/Notes:

- 682 square feet
- Room has an as-is setup for a hollow square of 30
- \$25 reset fee if room is moved out of as-is set-up
- White board and projection screen on South Wall
- LCD projector in ceiling (no high cart needed)
- 10 Mbps, Ethernet network connection

## First Floor West Lounge



- **Features/Notes:**
- Room has an as-is lounge seating for 20 (tables and chairs along West wall)
- **\*DO NOT schedule anything in lounges if something is scheduled in Braden\***

Set Type	Chairs	Tables	Maximum Set
Audience	70	1	100
Banquet	48	6	80
Classroom	48	12	48
Hollow Square			48
U-Shape			44

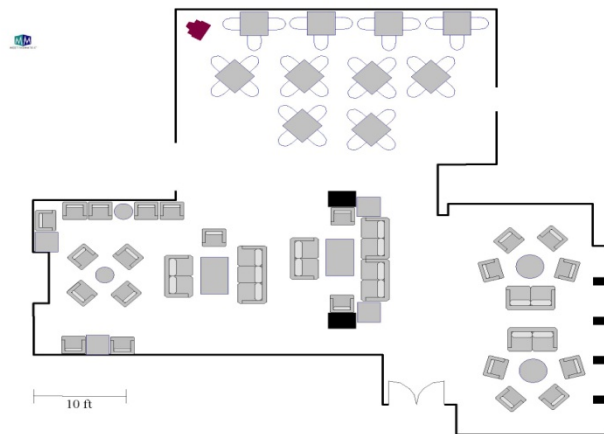
## Private Dining Room (PDR)



### **Features/Notes:**

- Located right inside McAlister's Deli
- Conference table for 12
- 10 Mbps Ethernet Network Connection
- White board on south wall
- Projection screen on west wall

## Faculty Staff Commons Lounge



### Features/Notes:

- Located behind Einstein Bros Bagels
- Accessible from outside door or through Einstein Bros Bagels
- Has lounge seating (couches, chairs, tables, chairs, etc.) for about 38
- **DO NOT book room if there is a meeting in the Faculty Staff Commons Conference Room\***
- Can only schedule University groups weekdays after 3:00pm and weekends\*

## Faculty Staff Commons Conference Room

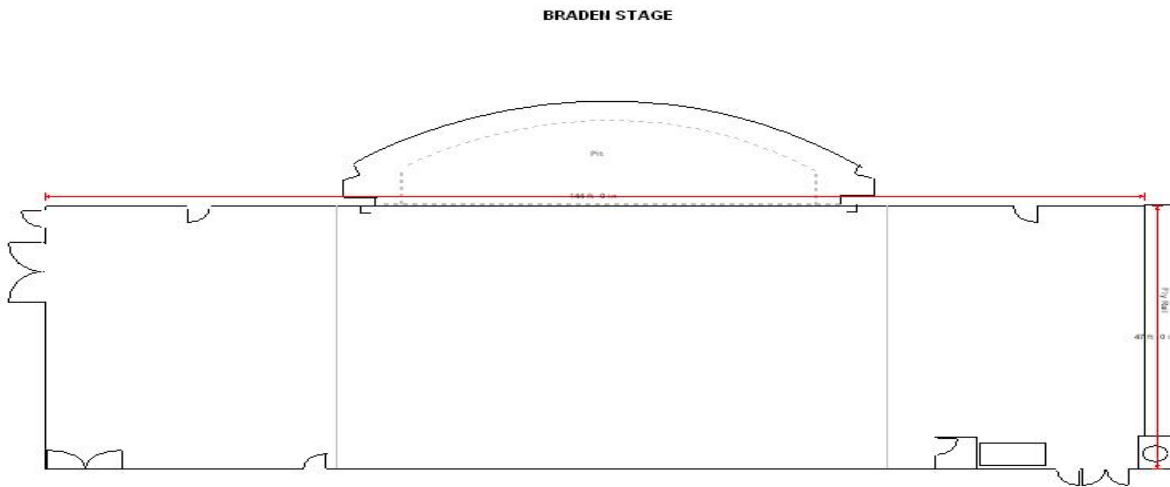


### **Features/Notes:**

- Located North West Corner of Faculty Staff Commons Lounge
- Conference table for 10
- INCLUDES: TV, DVD player, Dry Erase Board
- **DO NOT book room if there is a meeting in the Faculty Staff Commons Lounge**



## Braden Auditorium



### **Features/Notes:**

#### **Seating Capacities**

Orchestra Level – 1,401

Mezzanine – 1,006

2<sup>nd</sup> Balcony – 1,050

TOTAL SEATS – 3,457

Additional seating in Orchestra Pit – 82

Sound Kill – 45 seats removed

#### **Stage Dimensions**

Total Width, wall-to-wall – 148'

Stage – 72' wide x 48' deep

Wings – 38' wide

Proscenium – 60' wide x 28' high

#### **House Dimensions**

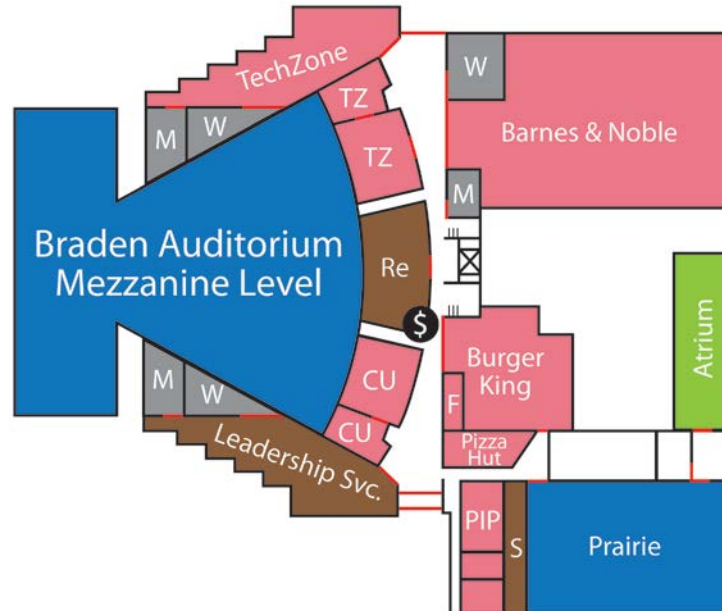
House @ stage – 75' wide (60 degrees subtended)

Orchestra – 96'

Mezzanine – 142'

2<sup>nd</sup> Balcony – 174'

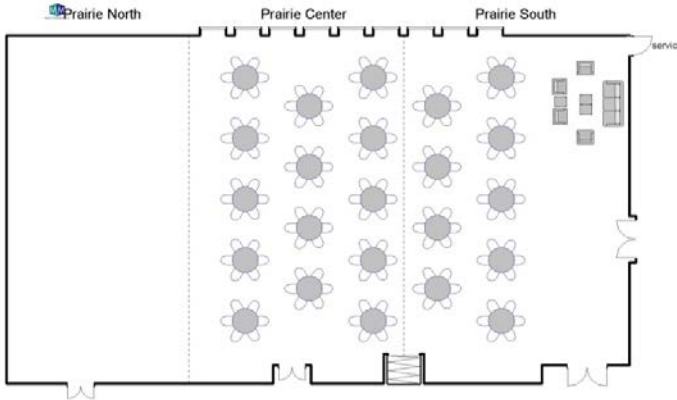
## Second Floor



- **Prairie Room**

- **Large Prairie**
- **Prairie South and Center**
- **Prairie North and Center**
- **Prairie South**
- **Prairie Center**
- **Prairie North**

## Large Prairie Room



### Features/Notes

- 5,375 square feet
- Located behind Pizza Hut and PIP Printing
- Room may be partitioned into three areas to create smaller breakout rooms
- Has a standard setup as shown above
- Manual screen on North wall
- Limited Theatrical Lighting installed as necessary
- 10 Mbps, Ethernet network connections
- Flat screen TV mounted on northeast wall next to windows

### Audio Capabilities

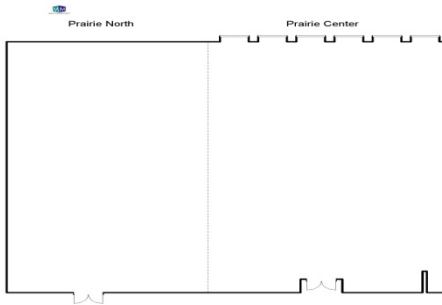
- 10 mic/line inputs
- 3 return lines for recording or press box

### Visual Capabilities

- 4 input panels – VGA w/ audio, Composite Video w/ audio, S – Video w/ audio
- (3) 3500 lumen ceiling projectors (no high cart needed)
- (3) 5' x 9' 16:10 format motorized screens on East wall
- **DO NOT book room weekdays before 2:00pm. Any exceptions should be discussed with an Event Scheduler.**

Set Type	Chairs	Tables	Maximum Set
Audience	225	1	420
Banquet	160	20	210
Classroom	120	30	385

## Prairie North & Center



### Features/Notes:

- 3,410 square feet
- Located behind Pizza Hut and PIP Printing
- Room may be partitioned into two areas to create smaller breakout rooms
- 10 Mbps, Ethernet network connection
- Manual screen on north wall
- Limited Theatrical Lighting installed as necessary

### Audio Capabilities

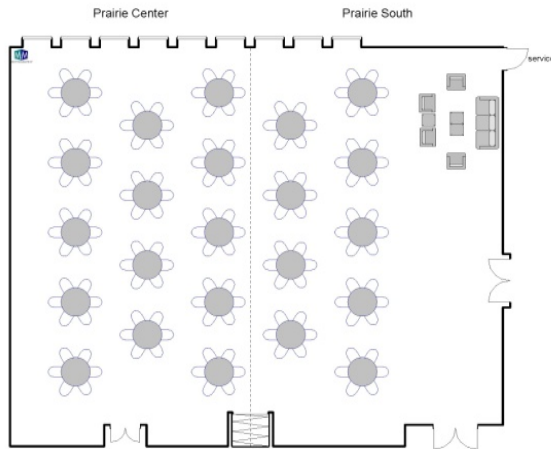
- 7 mic/line inputs
- 2 return lines for recording or press box

### Visual Capabilities

- 3 input panels – VGA w/ audio, Composite Video w/ audio, S – Video w/ audio
- (2) 3500 lumen ceiling projectors (no high cart needed)
- (2) 5' x 9' 16:10 format motorized screens on East wall
- **DO NOT book room weekdays before 2:00pm. Any exceptions should be discussed with an Event Scheduler.**

Set Type	Chairs	Tables	Maximum Set
Audience	150	1	240
Banquet	96	12	150
Classroom	80	20	160
Hollow Square			80
U-Shape			60

## Prairie South & Center



### Features/Notes:

- 3,750 square feet
- Located behind Pizza Hut and PIP Printing
- Room may be partitioned into two areas to create smaller breakout rooms
- Has a standard setup as shown above
- 10 Mbps, Ethernet network connection
- Limited Theatrical Lighting installed as necessary
- Flat screen TV mounted on east wall next to windows

### Audio Capabilities

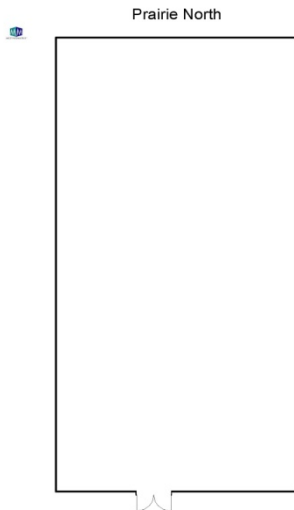
- 6 mic/line inputs
- 2 return lines for recording or press box

### Visual Capabilities

- 3 input panels – VGA w/ audio, Composite Video w/ audio, S – Video w/ audio
- (2) 3500 lumen ceiling projectors (no high cart needed)
- (2) 5' x 9' 16:10 format motorized screens on East wall
- **DO NOT book room weekdays before 2:00pm. Any exceptions should be discussed with an Event Scheduler.**

Set Type	Chairs	Tables	Maximum Set
Audience	150	1	312
Banquet	96	12	160
Classroom	80	20	194
Hollow Square			84
U-Shape			62

## Prairie North



### Features/Notes:

- 1,560 Square feet
- 10 Mbps, Ethernet network connection
- Limited Theatrical Lighting installed as necessary
- Wall between Prairie North and Center may be removed
- Screen on North wall.

### Audio Capabilities

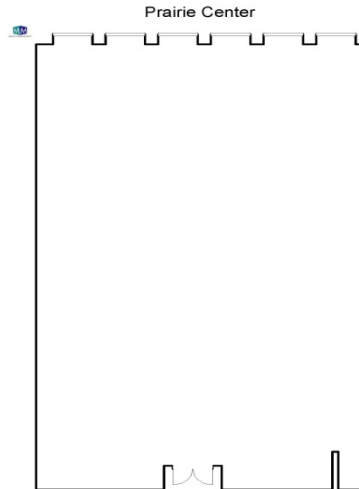
- 4 mic/line inputs
- 1 return line for recording or press box

### Visual Capabilities

- 1 input panel – VGA w/ audio, Composite Video w/ audio, S – Video w/ audio
- 3500 Lumen ceiling projector
- 5' x 9' 16:10 format motorized screen on East wall

Set Type	Chairs	Tables	Maximum Set
Audience	50	1	120
Banquet	48	6	80
Classroom	40	10	80
Hollow Square			56
U-Shape			48

## Prairie Center



### Features/Notes:

- 1,840 Square feet
- 10 Mbps, Ethernet network connection
- Limited Theatrical Lighting installed as necessary

### Audio Capabilities

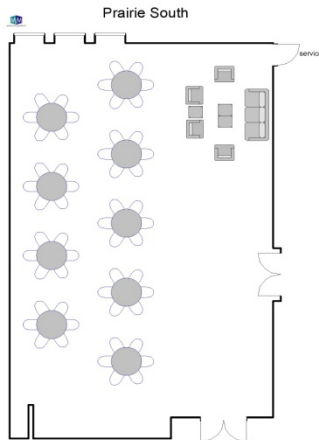
- 3 mic/line inputs
- 1 return line for recording or press box

### Visual Capabilities

- 2 input panels – VGA w/ audio, Composite Video w/ audio, S – Video w/ audio
- 3500 lumen ceiling projector (no high cart needed)
- 5' x 9' 16:10 format motorized screen on East wall

Set Type	Chairs	Tables	Maximum Set
Audience	50	1	132
Banquet	48	6	88
Classroom	40	10	80
Hollow Square			48
U-Shape			48

## Prairie South



### Features/Notes:

- 1,900 Square feet
- 10 Mbps, Ethernet network connection
- Flat screen TV mounted on east wall next to windows
- Has a standard setup as shown above

### Audio Capabilities

- 3 mic/line inputs
- 1 return line for recording or press box

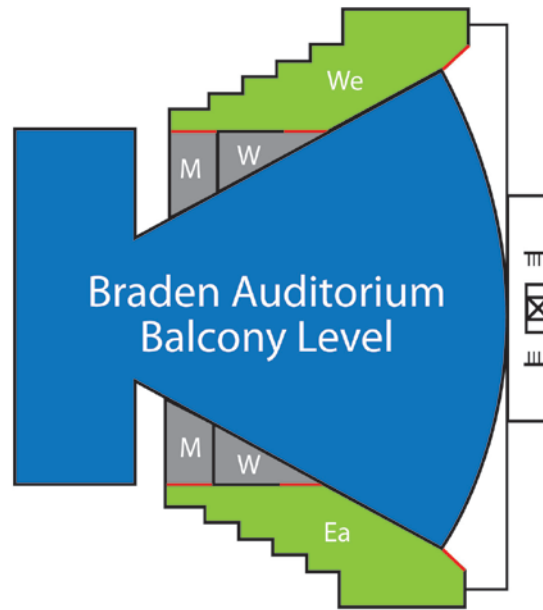
### Visual Capabilities

- 2 input panels – VGA w/ audio, Composite Video w/ audio, S – Video w/ audio
- 3500 lumen ceiling projector (no high cart needed)
- 5' x 9' 16:10 format motorized screen on East wall
- **DO NOT book room weekdays before 2:00pm. Any exceptions should be discussed with an Event Scheduler.**

Set Type	Chairs	Tables	Maximum Set
Audience	50	1	110
Banquet	48	6	64
Classroom	40	10	80
Hollow Square			56
U-Shape			48

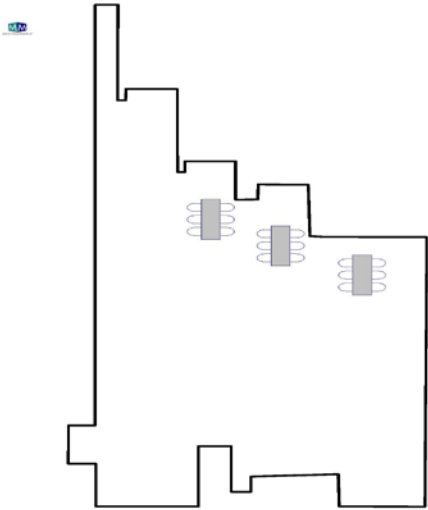


## Third Floor



- **Third West Lounge**
- **Third East Lounge**

### Third East/West Lounge



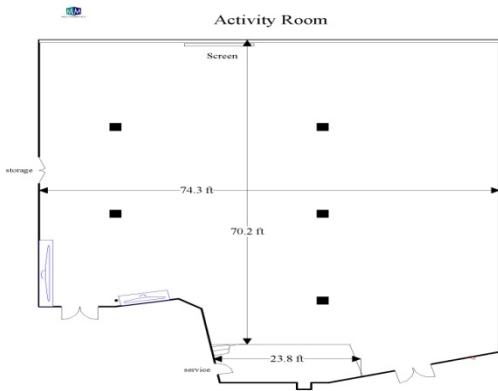
**Features/Notes:**

- Room has as-is lounge seating for 14 (tables and chairs along wall)
- 10 Mbps Ethernet Network Connection
- **\*DO NOT schedule anything in lounges if something is scheduled in Braden\***

Set Type	Chairs	Tables	Maximum Set
Audience	70	1	70
Banquet	48	6	48
Classroom	48	12	48
Hollow Square			40
U-Shape			40

# Bowling and Billiards Center

## Activity Room



Included Room Set Options:		
	CHAIRS	TABLES
Audience	150	1
Banquet	96	12
Classroom	80	20

Max Setups:	
Audience	– 300
Banquet	– 120
Classroom	– 200
Hollow Square	– 64
U-Shape	- 56

- Features/Notes:
- 4,440 sq. feet
- Stage on North
- Screen on South
- 10 Mbps Ethernet Network Connection

Set Type	Chairs	Tables	Maximum Set
Audience	150	1	300
Banquet	96	12	120
Classroom	80	20	200
Hollow Square			64
U-Shape			56



# BONE STUDENT CENTER

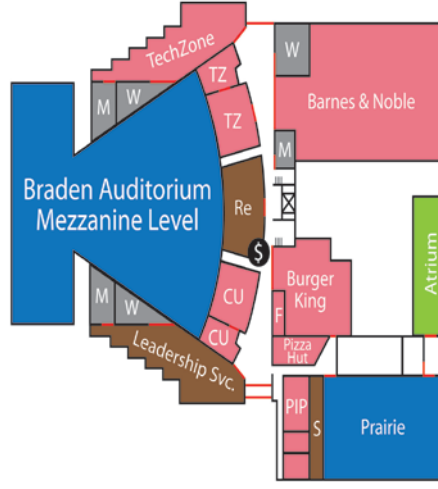
*Illinois State University.*



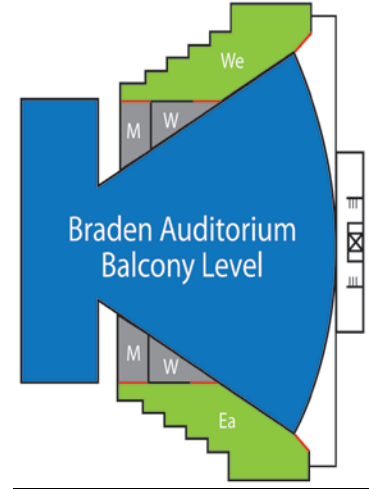
**First Floor**



**Second Floor**



**Third Floor**



**Maximum Room Capacities**

<u>Room</u>	<u>Area (Sq. Ft.)</u>	<u>Audience</u>	<u>Banquet</u>	<u>Classroom</u>	<u>Hollow-Square</u>	<u>U-Shape</u>
<b>Brown Ballroom</b>	14,578	1,200	670	600	N/A	N/A
<b>Circus Room</b>	3,600	150	Total: 152 Lower Level: 88 Upper Level: 64	96	52	40
<b>Old Main Room</b>	3,700	250	160	164	80	60
<b>Founder's Suite</b>	1,730	60	40	32	32	24
<b>Spotlight</b>	682	N/A	N/A	N/A	30	N/A
<b>1<sup>st</sup> Floor Lounges</b>	N/A	100	80	48	48	44
<b>Activity Room</b>	4,440	300	120	200	64	56
<b>Large Prairie Room</b>	5,375	420	210	358	N/A	N/A
<b>Prairie North/Center</b>	3,410	240	150	160	80	60
<b>Prairie South/Center</b>	3,750	312	160	194	84	62
<b>Prairie North</b>	1,560	120	80	80	56	48
<b>Prairie Center</b>	1,840	132	88	80	56	48
<b>Prairie South</b>	1,900	110	64	80	56	48
<b>3<sup>rd</sup> Floor Lounges</b>	N/A	70	48	48	48	44

## ROOM, EQUIPMENT, AND LABOR RATES

Room/Resource	Registered Student Organization	University Department	Public	Not-For-Profit	Notes
<b>Meeting/Event Spaces</b>					
Braden Orch - Event	\$0/\$1425 vs. 10% gross*	\$0/\$1425 vs. 10% gross*	\$1025/\$1425 vs. 10% gross	\$615/\$1425 vs. 10% gross	Adm \$10 or under/Adm \$10.01 or more
Braden Orch & Mezz - Event	\$0/\$1825 vs. 10% gross*	\$0/\$1825 vs. 10% gross*	\$1425/\$1825 vs. 10% gross	\$855/\$1825 vs. 10% gross	
Entire Aud – Event	\$0/\$2250 vs. 10% gross*	\$0/\$2250 vs. 10% gross*	\$1650/\$2250 vs. 10% gross	\$990/\$2250 vs. 10% gross	
Braden Orch - Rehearsal	50% of base rent				
Braden Orch & Mezz - Rehearsal	50% of base rent				
Entire Aud – Rehearsal	50% of base rent				
Auditorium Rental includes 3 hours rehearsal on day of performance without an audience. “Free will offerings” are considered paid admission events subject to higher rent.	50% of base rent				
Brown Ballroom	No Charge	\$460.00	\$920 (Sun-Thurs) \$1380 (Fri&Sat)	\$560 (Sun-Thurs) \$840 (Fri&Sat)	
Events Charging Admission over \$10	\$690.00	\$690.00	\$2070.00	\$1260.00	
BBC Activity Room	No Charge	\$124.00	\$310.00	\$186.00	
Circus Room	No Charge	\$144.00	\$360 (Sun-Thurs) \$540(Fri&Sat)	\$220 (Sun-Thurs) \$330(Fri&Sat)	
Faculty Staff Commons Conference Room (Conference table for 10)	No Charge	No Charge	\$80.00	\$55.00	
Faculty Staff Commons Lounge	No Charge	\$82.00	\$205.00	\$123.00	
Founder's Suite	No Charge	\$114.00	\$285.00	\$171.00	
McAlisters Private Dining Room (Conference table for 14 )	No Charge	No Charge	\$80.00	\$55.00	
Old Main	No Charge	\$164.00	\$410 (Sun-Thurs) \$615 (Fri&Sat)	\$250 (Sun-Thurs) \$375 (Fri&Sat)	
Prairie Large ψ	No Charge	\$246.00	\$615 (Sun-Thurs) \$920 (Fri&Sat)	\$370 (Sun-Thurs) \$555 (Fri&Sat)	
Prairie North and Center	No Charge	\$164.00	\$410.00	\$246.00	
Prairie South and Center	No Charge	\$164.00	\$410.00	\$246.00	
Prairie North	No Charge	\$82.00	\$205.00	\$123.00	
Prairie Center	No Charge	\$82.00	\$205.00	\$123.00	
Prairie South	No Charge	\$82.00	\$205.00	\$123.00	
Spotlight Room (Hollow Square for 30)	No Charge	No Charge	\$180.00	\$125.00	\$25 reset fee
Auditorium Lounges ‡	No Charge	No Charge	\$175.00	\$105.00	
**Pricing effective July 11, 2012					
<b>BONE EQUIPMENT</b>					

Room/Resource	Registered Student Organization	University Department	Public	Not-For-Profit	Notes
A/V Cart	\$3.20	\$4.80	\$8.00	\$5.60	
Camera – Live Production	\$120.00	\$180.00	\$210.00	\$300.00	Pro Staff Labor Required
Chairs (per chair)	0.25	\$0.37	\$0.62	\$0.43	
Chalk/Bulletin Board	\$3.20	\$4.80	\$8.00	\$5.60	
Concourse Table - Informational	No Charge	No Charge	\$45.00	\$31.50	
Concourse Table – Commercial/Sales	\$40.00	\$60.00	\$100.00	\$70.00	
Data Projector * Deluxe	\$70.00	\$105.00	\$175.00	\$122.50	
Data Projector * Standard (not suitable for Ballroom or Braden)	\$40.00	\$60.00	\$100.00	\$70.00	
Dry Erase Board/Flip Chart (includes markers and eraser)	\$3.20	\$4.80	\$8.00	\$5.60	
Easel	\$3.20	\$4.80	\$8.00	\$5.60	
Laptop	\$15.00	\$25.00	\$40.00	\$30.00	
Laptop Wireless Presentation Clicker	\$4.00	\$6.00	\$10.00	\$7.00	
Lectern, Standing	\$12.40	\$18.60	\$31.00	\$22.00	
Lectern, Table	\$6.20	\$9.30	\$15.50	\$11.00	
Media Distribution box (Press Box)*	\$22.00	\$33.00	\$55.00	\$38.50	
Microphone, Additional *	\$2.00	\$4.00	\$8.00	\$5.00	
Microphone, Wireless *	\$30.80	\$46.20	\$77.00	\$54.00	
Mini Sound System *	\$30.00	\$75.00	\$52.50	\$45.00	
Monitor System I* up to 8 mixes	\$160.00	\$240.00	\$400.00	\$280.00	
Monitor System II* additional 8 mixes	\$80.00	\$120.00	\$200.00	\$140.00	
P.A. System, House * (includes 1 microphone & CD player except Ballroom)	\$20.00	\$30.00	\$50.00	\$35.00	
P.A. System, Ballroom * (includes 1 microphone & CD player)	\$40.00	\$60.00	\$100.00	\$70.00	
P.A System, Mini	\$30.00	\$45.00	\$75.00	\$52.50	
P.A. System, Portable 0.5 *	\$100.00	\$150.00	\$250.00	\$175.00	
P.A. System, Portable I *	\$160.00	\$240.00	\$400.00	\$280.00	
P.A. System, Portable II *	\$260.00	\$390.00	\$650.00	\$455.00	
P.A. System, Portable III *	\$400.00	\$600.00	\$1,000.00	\$700.00	
Piano <sup>5</sup>					
Upright	\$30.00	\$45.00	\$75.00	\$52.50	
7' Grand	\$134.00	\$201.00	\$335.00	\$235.00	
**Pricing effective July 11, 2012					
Piano Tuning	\$135.00	\$135.00	\$135.00	\$135.00	
Portable Curtain (per 10 ft.	\$2.10	\$3.15	\$5.25	\$4.00	

Room/Resource	Registered Student Organization	University Department	Public	Not-For-Profit	Notes
section)					
Portable Dance Floor					
Small (15 x 18 max)	\$34.00	\$51.00	\$85.00	\$60.00	
Large (18 x 30 max)	\$52.00	\$78.00	\$130.00	90.00	
Risers (per 4' x 8' section) 8", 24", 40" (BBC - 8", 16" only)	\$4.20	\$6.30	\$10.50	\$7.50	
Screen, Fixed w/o projector rental (Prairie, Old Main, Circus, Founders, Spotlight) *	\$14.40	\$21.60	\$36.00	\$26.00	
Screen, Fixed w/o projector rental (Brown Ballroom 9' x 13' stage left and right) *	\$20.40	\$30.60	\$51.00	\$36.00	
Screen, Fixed w/o projector rental (Brown Ballroom 15' x 20' stage center) *	\$20.40	\$30.60	\$51.00	\$36.00	
Screen, Portable/Front or Rear Projection (7½ x 10 or 10½ x 14) *	\$20.40	\$30.60	\$51.00	\$36.00	
Screen, Portable Tripod (6 x 6) Da-lite	\$10.20	\$15.30	\$25.50	\$18.00	
Sign Standard	\$2.00	\$3.00	\$5.00	\$3.50	
Smoke Machine *	\$24.80	\$37.20	\$62.00	\$44.00	
Strobe Light*	\$16.40	\$24.60	\$41.00	\$29.00	
Table 5', 8', Round	\$2.50	\$3.75	\$6.25	\$4.50	
Telephone Line w/standard phone or Star Conference Unit	\$16.00	\$24.00	\$40.00	\$28.00	
<b>BRADEN AUDITORIUM EQUIPMENT/RESOURCES</b>					
					Pro Staff Labor Required
Camera – Live Production	\$120.00	\$180.00	\$300.00	\$210.00	
Concert Shell*	\$80.00	\$120.00	\$200.00	\$140.00	
Data Projector - Deluxe	\$70.00	\$105.00	\$175.00	\$122.50	
Laptop	\$15.00	\$25.00	\$40.00	\$30.00	
Laptop Wireless Presentation Clicker	\$4.00	\$6.00	\$10.00	\$7.00	
Lectern, Standing	\$12.40	\$18.60	\$31.00	\$22.00	
Media Distribution Box (Press Box)	\$22.00	\$33.00	\$55.00	\$38.50	
Microphone, Additional	\$2.00	\$4.00	\$8.00	\$5.00	
Microphone, Wireless	\$30.80	\$46.20	\$77.00	\$54.00	
Monitor System I* (up to 8 mixes)	\$160.00	\$240.00	\$400.00	\$280.00	
Monitor System II* (additional 8 mixes)	\$80.00	\$120.00	\$200.00	\$140.00	
P.A. System, Mini *	\$30.00	\$45.00	\$75.00	\$52.50	
P.A. System, Braden * (Includes 1 microphone, and 1 cassette/CD player)	\$50.00	\$75.00	\$125.00	\$87.50	
P.A. System, Portable 0.5*	\$100.00	\$150.00	\$250.00	\$175.00	
**Pricing effective July 11, 2012					
P.A. System, Portable I *	\$160.00	\$240.00	\$400.00	\$280.00	
P.A. System, Portable II *	\$260.00	\$390.00	\$650.00	\$455.00	
P.A. System, Portable III *	\$400.00	\$600.00	\$1,000.00	\$700.00	

Room/Resource	Registered Student Organization	University Department	Public	Not-For-Profit	Notes
Piano <sup>5</sup>					
Upright	\$30.00	\$45.00	\$75.00	\$52.50	
Grand (7' or 9')	\$134.00	\$201.00	\$335.00	\$235.00	
Piano Tuning	\$135.00	\$135.00	\$135.00	\$135.00	
Portable Curtain (per 10 ft. section)	\$2.10	\$3.15	\$5.25	\$4.00	
Risers, Choral (per unit)*	\$6.20	\$9.30	\$15.50	\$11.00	
Risers, Orchestral (per unit) *	\$4.20	\$6.30	\$10.50	\$7.50	
Screen, Motorized in Braden	\$20.40	\$30.60	\$51.00	\$36.00	
Screen, Portable/Front or Rear Projection (7½ x 10 or 10½ x 14)	\$18.40	\$27.60	\$46.00	\$33.00	
Screen, Portable/Front Projection (15' x 20')	\$18.40	\$27.60	\$46.00	\$33.00	
<b>LIGHTING AVAILABLE FOR BALLROOM:</b>					
Follow Spotlight*	\$30.60	\$45.90	\$76.50	\$54.00	
Lighting, Additional*	\$5.00	\$6.00	\$8.00	\$6.50	
Lighting, Portable System*	\$102.00	\$153.00	\$255.00	\$178.50	
Lighting, Reception	\$30.00	\$45.00	\$75.00	\$52.50	
Lighting, Speaker Table*	\$10.00	\$15.00	\$25.00	\$17.50	
Lighting, Standard Stage *	\$32.00	\$48.00	\$80.00	\$56.00	
Lighting, Trade Show *	\$14.00	\$21.00	\$35.00	\$25.00	
Mirror Ball*	\$12.00	\$18.00	\$30.00	\$21.00	
Power Drop per 20amp circuit	\$20.50	\$20.50	\$20.50	\$20.50	
<b>LIGHTING AVAILABLE FOR BRADEN:</b>					
Follow Spotlight * (per use)	\$53.60	\$80.40	\$134.00	\$95.00	
Lights (full stage) *	\$56.00	\$84.00	\$140.00	\$98.00	
Lights (pit only) *	\$20.00	\$30.00	\$50.00	\$35.00	
Lights, Additional *	\$5.00	\$6.00	\$8.00	\$6.50	
Lights, Portable System *	\$102.00	\$153.00	\$255.00	\$178.50	
Smoke Machine	\$24.80	\$37.20	\$62.00	\$44.00	
Strobe Light *	\$16.40	\$24.60	\$41.00	\$29.00	
<b>LABOR RATES</b>					
House Manager	\$14.65	\$14.65	\$14.65	\$14.65	
Section Manager/Event Security	\$12.35	\$12.35	\$12.35	\$12.35	
Ushers	\$11.85	\$11.85	\$11.85	\$11.85	
Event Security Supervisor	\$14.50	\$14.50	\$14.50	\$14.50	
Student Operator	\$12.35	\$12.35	\$12.35	\$12.35	
Student Manager	\$14.65	\$14.65	\$14.65	\$14.65	
Professional Staff	\$24.50	\$24.50	\$24.50	\$24.50	
Technical Director	\$37.00	\$37.00	\$37.00	\$37.00	
Union Stage Hands - Prevailing Rate (required for professional shows; supplied by arrangement with Braden Auditorium Office)					
EMT	Prevailing Rate	Prevailing Rate	Prevailing Rate	Prevailing Rate	
Security Officers	Prevailing Rate	Prevailing Rate	Prevailing Rate	Prevailing Rate	
Overtime rate of 1 1/2 times the base rate will be charged for personnel used in excess of 7.5 hours per day or 37.5 hours per week.					
**Pricing effective July 11, 2012					

Bone Student Center (BSC) equipment rental rates include standard setup and teardown. Equipment rental rates are based on daily use. Multi-day events will be billed full pricing for equipment on the first day of use and 50% of pricing for each successive day of use, when the successive use is in the same configuration and same room and no change in setup is required.



A surcharge of at least 50% may be applied for changes requested within one working day of the event.

Please inform the Scheduling and Event Services Office of equipment ordered from other sources for delivery to BSC. BSC charges for setup and tear down of external equipment (see Labor Rates below). For additional information regarding receiving and storage of items please see your Use Agreement.

<sup>5</sup> Upright Pianos are periodically tuned while Grand Pianos are tuned once for each event. When additional tuning is requested, charges will be billed to the event sponsor.

\* May require operator and additional set-up labor

All equipment rates for Production services are subject to billing at 1.5 X the base rate for events which take place outside of the Bone Student Center.

‡ Auditorium Event could pre-empt use of this space and require Scheduling and Event Services Office to move event to an alternate location. No built-in screen in lounges.

ψ The Prairie Room is generally not available for scheduled events before 4pm Monday - Friday.

**Room charges for events are based on the time periods of 8am-5pm or 5pm-Close. Events exceeding time period will be charged an additional 50% of base rent.**

**Food Service Events**— A discount of 70% off the applicable room rental will be applied for events which meet all of the following criteria. 1.)The per person food cost (excluding alcohol or other non-food costs) is at or above; \$8.00 for breakfast, \$9.00 for lunch and \$12.00 for dinner, 2.) The length of the event does not exceed 3 hours for breakfast, 4 hours for lunch and 5 hours for dinner, 3.) The minimum number of meals per room is met.

For events which run longer than the allotted time listed above, or for events where only one meal meets the minimums listed above, the room discount will be 50% of the applicable room rental rate as long as the event takes place within the 8:00am to 5:00pm or 5:00pm to close rental periods. This Food Service Event Discount only applies to the room in which the meal is served.

**Commercial Sales Space** -- Events which rent space intended to be used as commercial sales space will be charged an additional 50% of the base room rate. RSO and University room rental pricing for commercial sales will be based upon the University base room rent. Note - this does not apply to merchandise sales for professional shows which are charged a percentage of gross sales as defined in the Use Agreement.

## INTERNATIONAL FLAG DISPLAY

The International Flag Display in the Bone Student Center Concourse represents the home countries of faculty, staff and students at Illinois State University. Its purpose is to celebrate our diversity and help demonstrate that our institution extends beyond the United States' borders. It also provides us with an opportunity to educate our

students, faculty, staff and guests about the global aspect of our campus. In an increasingly interdependent world, it is essential to foster global and cross-cultural knowledge and understanding necessary for effective world citizenship.

The United Nations' protocol will be used to determine which country's (geographical location) flags are hung in the Bone Student Center Concourse. As a University, we reserve the right to alter the United Nations' protocol to ensure we are inclusive of all members of our University community.

A student, faculty member, or staff may request that his/her country's flag be hung in the Bone Student Center Concourse.

Requests will be based on the following criteria:

1. Geographical location
2. Population in geographical location
3. Sovereignty of geographical location
4. Culture of geographical location

Requests will be considered by the Bone Student Center Advisory Committee.

# **BOWLING & BILLIARDS CENTER**

## **General Policies**

1. Students and faculty/staff are required to present appropriate identification cards to receive University rates and privileges.
2. Up to four (4) guests may accompany a student or faculty/staff member and receive University rates and privileges.
3. All guests are required to pre-pay for the use of lanes and bowling shoes.
4. A non-University person who wishes to use the BBC will be required to leave appropriate identification at the counter for billiards equipment.
5. The BBC is available for rent on a limited basis for private groups. This is subject to available times that won't interfere with student use of the facility, and will be at the discretion of the BBC Manager.
6. A deposit of \$5.00 per lane will be required for reservations of two or more lanes after 4 p.m. Monday - Friday and anytime on the weekend. Reservations for Friday or Saturday after 7pm will not be accepted.
7. Lanes are reserved on a first-come, first-served basis. If your group has not arrived within 15 minutes of the scheduled reservation start time, you may lose your reservation.
8. A tentative reservation may be made by telephone or in person. However, the sponsor will be required to complete a Facility Request Form (FRF). Reservations over 2 lanes are not considered final until a deposit has been received and an approved copy of the facility request is returned by the applicant.
9. Outside food or drinks is not permitted with the exception of pizza and/or a birthday cake. All other food service in the BBC is provided by Campus Dining Services. Food service requests should be made directly with Campus Dining Services by calling (309) 438-5504.

## **Birthday Parties and Reservations**

1. A minimum Deposit of \$10.00 and a completed Facility Request Form (FRF) is required with each birthday party reservation. Deposits must be in the form of check or cash and will be held in our safe until the date of the event. At that time, the deposit can be returned or applied to the cost of the event. Reservations and deposits are required a minimum of four (4) days in advance of your event. Receipt of deposit will confirm your reservation.
2. Your birthday party package includes the following: use of lane(s) and table(s) on the concourse for two (2) hours and shoe rental for all of your guests. Each lane can accommodate 5-6 people.
3. When younger children are bowling, please supervise them. Don't let them run in the facility or on the

approaches. Do not allow anyone to go over the foul line or down the walkways along lane one (1). The bowling lanes are coated with conditioner (oil) and can be very slippery. If the need arises to get a ball or something from the lanes, alert our staff and they will assist.. Don't let anyone put their hands in or around the opening of the ball return. Make sure children don't get their hands between the bowling balls when they are on the ball return rack; a returning ball could cause injury. Help younger children by carrying their ball to the foul line for them. We want everyone to have fun without getting hurt!

4. Cakes are permitted - Unfortunately, candles are not permitted. Please, no confetti, streamers, or silly string.
5. All drinks must be purchased from the Bowling & Billiards Center. No outside drinks can be brought in.
6. Pizza may be ordered and delivered to the Bowling & Billiards Center. All other food must be catered through Campus Dining Service (438-5504).
7. Please help us by cleaning up your area and returning any light weight bowling balls (6-8 lb) to the counter. Thank you!

## BRADEN BOX OFFICE SERVICES AND PROCEDURES

Braden Box Office is located on the first floor of the Bone Student Center, located at the corner of College and University in Normal, IL.

We are here to serve you from 10 am to 6 pm on Monday, Tuesday and Wednesday; from 10 am to 7 pm on Thursday and Friday and from 10 am to 2 pm on Saturday during the school year; and from 10 am to 4 pm Monday through Friday during summer and breaks.

Operating hours, event Information, bus schedules and ticket information are posted at the Box Office and are available online at [www.bsc.ilstu.edu](http://www.bsc.ilstu.edu) or by phone 309-438-5444.

Following is a list of the services we offer:

- Check cashing for ISU students, faculty and staff
- Bus tickets for Peoria Charter Coach and Burlington Trailways
- TicketMaster system for events in Braden Auditorium and Bone Student Center
- Tickets for ISU Center for the Performing Arts events
- Redbird athletic tickets and All Sport passes
- Ticketmaster Outlet for a 15 state area
- Postage stamps available at cost

### Check Cashing FAQs

Who can cash checks at BBO?	<i>ISU students, faculty and staff.</i>
What kind of check can I cash?	<i>ISU payroll, your personal check, a check from your parent or legal guardian.</i>
Can I cash a check from my friend/roommate/grandparent/summer job?	<i>No.</i>
How many checks can I cash a day?	<i>One per day.</i>
How much can I cash a check for?	<i>Maximum check amount is \$50.50 (this includes the .50 check cashing fee).</i>
If I can't cash my check here, where CAN I cash it?	<i>A check can be cashed at the bank it was drawn on.</i>
Where can I get a money order?	<i>Money orders can be purchased at ISU Credit Union.</i>
Can I just get change?	<i>No.</i>
Can I deposit my check here?	<i>No.</i>

### Bus Information FAQs

For which bus companies do you sell tickets?	<i>Peoria Charter Coach and Burlington Trailways.</i>
<i>Where will the bus pick me up?</i>	<i>There is a bus pick-up by the benches on University street outside Bone Student Center.</i>
Can I get a refund on or exchange my bus ticket?	<i>We do not give refunds. However, tickets are good for one year from date of purchase for Peoria Charter and six months for Burlington Trailways.</i>
What types of payment do you accept for bus tickets?	<i>Cash, check, credit card and debit card.</i>

## **Braden Auditorium FAQs**

Are cameras or video-recorders allowed?	<i>No.</i>
How many seats are in Braden?	<i>82 Pit + 1401 Orchestra + 1006 Mezzanine + 1050 Balcony = 3539 total.</i>
What is the Pit?	<i>The Pit is the lower area in front of the stage.</i>
Where does the Mezzanine overhang the Orchestra?	<i>Around row 18.</i>
Where does the Balcony overhang the Mezzanine?	<i>Around row 10.</i>
How do I get to the second or third level?	<i>We have an elevator or stairs.</i>
Where can I park?	<i>You can park in the Bone Student Center parking lot (to the north of the building).</i>
What time will doors open for an event?	<i>Usually 30 or 45 minutes before show time.</i>
How many people can sit in wheelchair seats?	<i>Two-the disabled person and one companion.</i>
Do you validate parking?	<i>No.</i>
Do you have an interpreter?	<i>Given two weeks advance notice, we can provide an interpreter.</i>

## **Event Tickets FAQs**

Can I purchase tickets over the phone?	<i>Yes, there is for a \$5.00 per order convenience fee.</i>
Can I purchase discounted student tickets over the phone?	<i>No. Students must show a valid student ID at the Box Office when ordering discounted student tickets.</i>
If my child sits on my lap, do I still have to buy them a ticket?	<i>Yes, all persons entering the Auditorium must have a ticket.</i>
Can I exchange my tickets?	<i>No.</i>
What happens if I lose my ticket?	<i>It can be re-printed for a \$1 per ticket fee.</i>
Can someone else pick up my tickets?	<i>Yes, if you let us know who will be picking them up.</i>
Can I use someone else's credit card as payment?	<i>No.</i>
Will there be good tickets released later?	<i>Possibly.</i>
Will there be rush tickets available?	<i>Not usually.</i>
Can I order tickets before they go on sale?	<i>No.</i>

## **Other ISU locations**

Can I get tickets to an event in (Center for Performing Arts, Westhoff Theatre), etc.?	<i>Absolutely.</i>
What about Gamma Phi Circus in Redbird Arena or Shakespeare at Ewing Manor	<i>Yes, those tickets can also be purchased at Braden Box Office.</i>

## **Athletic Tickets**

Can I buy Athletic tickets at the Braden Box Office?	<i>Yes, we sell Student Athletic All Sports Passes and tickets to ISU sports events.</i>
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## **TicketMaster Outlet**

Can I get tickets for shows in Chicago or St Louis?	<i>Yes, The Box Office is a Ticketmaster Outlet for a 15 state area and accepts cash or credit cards as forms of payment.</i>
Do you have the same tickets as Ticketmaster on-line?	<i>Yes.</i>
Is it cheaper to get tickets from you than if I purchase them	<i>No, the cost would be the same either way.</i>

## **How can I sell tickets using Braden Box Office?**

### **USING BRADEN BOX OFFICE AS YOUR TICKETING AGENT**

1. Please call the Scheduling and Event Services Office at 309-438-2222 to reserve a space and sign a use agreement.
2. Fill out Ticket Request Form and return it to the Scheduling and Event Services Office at least two (2) weeks prior to the requested on sale date. Scheduling and Event Services will also provide the Box Office with any portion of a contract that pertains to tickets.
3. The event sponsor must agree to provide the Braden Box Office with all publicity, news releases and print media prior to publication, as stated on the Ticket Request Form.
4. The event sponsor will discuss with the Scheduling and Event Services Office and the Box Office Manager, at an agreed upon meeting time, which map to use, price levels, ticket prices, holds, day and time of on-sale, complimentary tickets, payment details, charges to be incurred, day of show hours and expectations for any tickets not sold through the Box Office.
5. The Scheduling and Event Services Office will provide the event sponsor with a copy of the ticket text to proof read. The Box Office requires two (2) days to complete all changes or corrections to tickets.
6. The event sponsor must provide the Box Office a list of names with the number of held tickets no later than four (4) days prior to the on-sale date.
7. Tickets that are being held should be picked up at least one week prior to event or released for sale to the public.
8. Ticket counts may be obtained by the authorized contact person (designated at initial meeting) by calling (309) 438-5444 or e-mailing [bradenboxoffice@ilstu.edu](mailto:bradenboxoffice@ilstu.edu). Monday through Friday between 8 a.m. and 4 p.m.
9. In the event sales are not progressing as anticipated, special promotions and/or discounts may be introduced. Each item would need approximately two (2) days to process.
10. Event fees include a service charge of 4% of gross ticket sales, a \$.13 per ticket printing fee, bankcard charges at current rate and any additional labor for the on-sale day and day of show. Any tickets printed but returned to the Box Office will be charged the \$.13 per ticket printing fee.
11. Once the signed settlement document has been received by the Box Office, the settlement check will be sent to the event sponsor listed on the settlement form.

### **BOX OFFICE FEES**

All ticketed events charging over \$10.00 admission in Braden Auditorium must sell their tickets through the Box Office.

There is a \$150 charge if the Auditorium is to be scaled differently than any current maps on file. This charge will be included in the settlement document. New scaling will add three working days to the Box Office time frame.

#### **Ticket Cost**

\$.15 per ticket printing fee

#### **Selling Charge**

4% of gross sales.

### **Labor Charges**

Charges are incurred when additional staff is needed during regular business hours or when the Box Office is open outside of normal operating hours.

First cashier--\$25 per hour; additional cashiers--\$19.00 per hour, with a minimum of three cashiers.

### **Bank Card Charges**

Bankcard charges will be billed at the current rate. Event sponsors have the option of passing credit card charges on to the consumer purchasing tickets online at Ticketmaster.com or by phone at 800-745-3000.

### **Phone and Mail Orders**

As a convenience to customers, the Box Office charges a \$5.00 service charge per order to ticket purchasers on orders phoned or mailed in.

### **Cancellation Charge**

\$.30 per ticket plus \$1,000 labor.

### **Facility Fee**

There is a \$2.00 per ticket Facility Fee for events charging over \$10.00 in Braden Auditorium. The \$2.00 fee must be added to the ticket prices in all advertising. Please contact Scheduling and Event Services for more information.

### **Advertising**

The event sponsor must agree to provide the Box Office with all publicity, news releases and print media prior to publication. There will be a \$25 penalty fee added to Box Office charges each time an ad is published without prior Box Office approval.

Information for advertising Spots: "Tickets available at Braden Box Office, all Ticketmaster outlets, online at Ticketmaster.com or order by phone at 800-745-3000."

For written advertising: "Tickets available at Braden Box Office, all Ticketmaster outlets, online at Ticketmaster.com or order by phone at 800-745-3000. For special accommodations, contact Braden Box Office at 309-438-5444."