

# Hoover Hall Event Notification & Authorization

Iowa State University  
Materials Science and Engineering  
2240 Hoover Hall  
515/294-1214 • FAX: 515/294-5444  
mse@iastate.edu  
http://www.mse.iastate.edu

This form must be turned into 2240 Hoover Hall prior to the event for approval, OR a scanned document signed by the requestor may be sent to the above email address. A signed form by the authorizing department confirms reservation.

**Step One:** Information must be PRINTED and LEGIBLE to be processed

NAME OF ORGANIZATION \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

TYPE OF ACTIVITY (**CHOOSE ONLY ONE**)

<input type="checkbox"/> Artwork	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Recreational	<input type="checkbox"/> Other _____
<input type="checkbox"/> Concert/Dance	<input type="checkbox"/> Info/Display	<input type="checkbox"/> Special Event	_____
<input type="checkbox"/> Educational	<input type="checkbox"/> Rally/Speech	<input type="checkbox"/> Theme Week Event	_____

ACTIVITY DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

EVENT DATE \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

TIMES: **Set Up Time** \_\_\_\_\_  am  pm • **Start Time** \_\_\_\_\_  am  pm • **End Time** \_\_\_\_\_  am  pm • **Clean Up Time** \_\_\_\_\_  am  pm

LOCATION REQUESTED

Will You Charge Admission?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Admission Charge \$ _____
Will You Serve Food?	<input type="checkbox"/> No <input type="checkbox"/> Yes	What will be served? _____
Is It Open to Public?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Who is providing or cooking the food? _____
Will You Sell Anything?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If so, What? _____
Is there a need for electricity?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If so, What? _____

**Step Two:** Statement of Responsibility: *Your signature indicates that you have read and will comply with the Activity Authorization Notes on the Reverse side of this form.* The sponsors and participants of this activity will abide by the university policies and procedures that apply to this activity. They assume responsibility and guarantee payment for any damage to the university facilities, including buildings, lawn, trees, shrubs, benches, fences, etc., caused by sponsor or participants of this activity. Any student organization must be registered for the current year through the Student Activities Center. The signature of your sponsor is required to process this form.

UNIVERSITY ORGANIZATION REPRESENTATIVE (REQUESTOR)		ADVISER/SPONSOR INFORMATION (ADDITIONAL CONTACT)	
FIRST NAME	LAST NAME	FIRST NAME	LAST NAME
POSITION		POSITION	
CAMPUS/LOCAL ADDRESS		CAMPUS/LOCAL ADDRESS	
PHONE		PHONE	
EMAIL		EMAIL	
SIGNATURE		SIGNATURE	
DATE		DATE	

**Step Three:** Authorization – Signature Approval

**THE AREA BELOW IS FOR AUTHORIZATION SIGNATURES ONLY.** The event is not considered AUTHORIZED until all signatures are acquired. Once this is complete the reservation is confirmed.

\_\_\_\_\_  
Building Supervisor Date  
Michelle Lenkaitis, MSE Dept. Program Coordinator

\_\_\_\_\_  
Calendar Confirmation Date Entered  
Michelle Lenkaitis, MSE Program Coordinator

## EVENT AUTHORIZATION POLICY AND NOTES

### USE OF UNIVERSITY SPACE

Use of University space and facilities is a privilege. Special rules apply to some activities and some locations so that the university can manage the time, place and manner in which events are conducted on campus property. The Use of Facilities Policy, as approved by the Board of Regents is available for reading online at [www.sac.iastate.edu](http://www.sac.iastate.edu) (Click on Resources.)

### PURPOSE OF FORM

- To give notice of, and/or obtain authorization for, use of University space and facilities
- and/or give permission for solicitation, which is defined as any commercial, profit making, or fundraising activity, as well as any activity which involves petitioning canvassing, campaigning, or distribution of literature, and
- To ensure that groups/individuals understand the policies and responsibilities that apply to their activities.
- The spaces, facilities, and/or services requested on this form are reserved on a tentative basis until all signatures have been obtained. Questions should be directed to the MSE Admin Office, 2240 Hoover Hall, 515/294-1214

### ACTIVITY AUTHORIZATION NOTES

1. **AUTHORIZATION:** This event is not considered authorized until all signatures have been obtained.
2. **NOTIFICATION:** The MSE office will notify affected departments and follow up with the sponsor as needed. Some activities may require the organization to contact the appropriate departments. The sponsor will need to pick up a copy of this form and should be made available at the event.
3. **ACCOUNTABILITY:** Sponsors of an activity are responsible for actions resulting from the activity.
4. **SECURITY:** It is the responsibility of the requesting organization to alert public safety before or during the event if it is deemed necessary at 515/294-4428
5. **INSURANCE/LIABILITY:** Non-ISU groups will need to provide proof of liability insurance and may need to pay for the use of University space. Insurance may also be required for some ISU group activities. The Student Activities Center will work in conjunction with ISU Risk Management to assist ISU groups with insurance and liability issues as needed.
6. **FUNDRAISING:** Credit card fundraising is prohibited on campus. Raffles and other forms of gambling  
**TENTS/STAKING TO GROUND – LOCATES:** Facilities Planning and Management (General Services Building • 515-294-0692) requires a 5-class day notification for tents or other objects to be staked to the ground. There is a charge for this service.

7. **DISRUPTIONS:** Activities may not substantially interfere with academic or administration activities or previously scheduled activities. Activities may not disrupt fee flow on sidewalks or streets. The sponsoring group is responsible for ensuring that the activity (including the audience) stays within the appropriate area.
8. **FOOD:** ISU groups may sell food on campus if they follow the ISU food policy ([www.sac.iastate.edu](http://www.sac.iastate.edu)). Additional paperwork is required for licensed food vendors outside the ISU Dining Services. In accordance with policies and procedures of Iowa State University, all event sponsors and participants must be adequately insured.
9. **PUBLIC EVENTS:** These are outdoor events in which more than 50 persons are reasonably expected to participate and indoor events in which more than 15 persons are reasonably expected to participate.
10. **OUTDOOR EVENTS:** Certain events may need additional approval through the Event Authorization Committee. Information available online at [www.sac.iastate.edu](http://www.sac.iastate.edu).
11. **INDOOR EVENTS:** Events held indoors in a university facility must not conflict with university programs and events and must be compatible with the purpose of the facility or particular area used. Organizations should contact the MSE Office to determine availability and regulations for use.
12. **CLEAN UP:** The sponsoring group is responsible for clean up of the area they have reserved. Sponsors of activities that include distribution of leaflets or literature must police the area within 500 feet for discarded materials. If materials are not cleaned up, the organization will be charged for clean-up costs.
13. **WEEKEND EVENTS:** For those events occurring on a weekend, please be sure to request any lighting needs you may have as the lighting in Hoover Hall is set up on an energy-saving schedule and may be at a reduced level when your event is scheduled.
14. **OTHER ITEMS:** Each Organization/Group/Event Sponsor is responsible for providing/bringing their own supplies needed for their particular events. This would include tables, chairs, linens, utensils, equipment, etc. The MSE Department does not supply these items.