

Tarble Arts Center
Eastern Illinois University
217-581-2787
REQUEST FOR USE OF FACILITY

Date (month/day/year): _____ Start Time: _____ Anticipated Attendance: _____

Event Title: _____

Individual Making Request: _____ Tarble Member: **Y** **N**

Telephone: _____ Office/Department/Organization: _____

Email: _____ Address: _____

Space Requested: Atrium Meeting Room Other (specify): _____

Event Specifications: Time event members need in: _____ Time doors open: _____ **Private** **Public**

Expected End Time of Event: _____ Time Out After Event: _____ Refreshments: **Y** **N**

Source/Caterer: _____ Delivery Time: _____ Clean Up Time: _____

Equipment/Furniture Needed (indicate how many where appropriate):

Chairs: _____ 8' Tables: _____ 6' Tables _____ 6' Round Tables: _____ Bistro Tables: _____

Sound System: _____ Projector: _____ PA: _____ Piano: _____ Podium: _____ Stage: _____

Other (specify): _____

Additional Information (agenda, special needs, etc.) **PLEASE ATTACH SEPARATELY**

I agree to and understand that there may be charge(s) for this event _____

► *Please note that in any publications of your event, you must refer to the location as the **Tarble Arts Center Atrium**. Keep in mind that people will be able to **walk through** any atrium event that is scheduled during open hours, except by special arrangement. Also, any **changes** to an event as booked will be honored at the discretion of the Tarble Arts Center.*

I (we) have read and agree to the Scheduling & Use Policies & Regulations as appear on the reverse or attached:

Signed: _____ Date: _____

Individual Making Request

Signed: _____ Date: _____

Authorizing Official/Fiscal Agent (Chairman/Dean/Director/Vice-President/President)

Please complete/correct, sign, date, and return this form to the Tarble Arts Center. This booking is not complete and confirmed until this form has been reviewed and approved. Requests must be made via this form at least 10 days prior to the event.

For the Tarble Arts Center Staff

Date Received: _____ By: _____ Reply Mailed On: _____ On Calendar By: _____

Approved _____ Denied _____ Assistant Director: _____ Date: _____ Comments: _____

Approved _____ Denied _____ Director: _____ Date: _____ Comments: _____

Approved _____ Denied _____ Curator: _____ Date: _____ Comments: _____

SCHEDULING AND USE POLICIES AND REGULATIONS

Tarble Arts Center, Eastern Illinois University

Scheduling Priorities

The use of the Tarble Arts Center will be scheduled at the discretion of the center staff as per the following priority order:

1. Events planned and coordinated by the Tarble Arts Center staff (director, curator, and designated personnel), and events for which the Tarble Arts Center is specifically designated as a co-sponsor by the center's director; only the center's director, curator, or designated personnel are authorized to schedule and mount exhibitions in the galleries.
2. While the Doudna Fine Arts Center is closed for construction/renovation, college-wide events sponsored by the College of Arts & Humanities, and public events sponsored by the departments of Art, Music, and Theatre Arts, with priority given to events/performances by visiting artists/scholars and faculty, and thereafter, for senior Music student recitals and for Theatre Arts ensemble student performances scheduled through the respective departmental offices.
3. University or non-profit organization-sponsored public events directly involving or related to the arts and humanities. Events involving fund-raising from non-profit community arts or cultural arts organizations will be considered on a case-by-case basis by the Tarble Arts Center Advisory Board.
4. University-wide public awards or recognition programs; fundraising events will be limited to events sponsored by the EIU Foundation, EIU Office of Development, and/or EIU Alumni Association.
5. Any College of Arts & Humanities departmental public awards or recognition programs; any EIU BOT event as arranged by External Relations; any IBHE event as arranged by EIU.
6. Public student recitals presented by private performing arts instructors, with a special fee for Tarble members.
7. Any university, non-profit, or civic group meeting or social event.
8. Private social events with priority given to current Tarble Arts Center members.

Use Regulations

Only events sponsored or co-sponsored by the Tarble Arts Center will be held in the galleries, and as deemed appropriate. Events sponsored by other agencies, offices, or individuals that limit or interfere with the public viewing of exhibitions or with educational programs will not be allowed.

The sponsoring agency, office, or individual is responsible for the cost of all set up, breakdown, and cleanup under Tarble Arts Center staff or staff-designee supervision, including the cost of special campus janitorial services deemed necessary by the Tarble Arts Center, as per fee schedule (schedule available upon request).

The sponsoring agency, office, or individual is responsible for the costs incurred by the Tarble Arts Center, including staff supervision as required; this includes gallery attendants for events where the art galleries are to be open for viewing.

The use of Tarble Arts Center equipment and furniture will be subject to availability. Requests for Tarble equipment or equipment to be brought in must be made in writing at the time the request is submitted and is subject to approval.

All arrangements for the serving of alcoholic beverages must be made in advance through the EIU MLK Jr. University Union, and are subject to all applicable EIU internal governing policies.

As per EIU internal governing policies, all food served at public events must be provided by a caterer certified by the Coles County Office of Public Health.

As per EIU internal governing policies, all non-university organizations are required to provide EIU with proof of insurance for one million dollar liability coverage for property damage, bodily injury, and/or personal injury for events not co-sponsored with the Tarble Arts Center; insurance can be purchased through Eastern Illinois University.

The Tarble Arts Center may not be used by any commercial concern or for commercial gain.

The use of flammable materials, open flames, or materials that produce smoke are prohibited.

The Tarble Arts Center director or designee reserves the right to close or curtail any event or activity that is deemed to be potentially harmful to the Tarble Arts Center facility or properties, to objects exhibited or collected, or to any individuals on the Tarble Arts Center premises.

The Tarble Arts Center reserves the right to refuse the use of the facility to any agency that or individual who does not adhere to these policies or is delinquent in paying bills incurred for previous events.