Leo R. Dowling International Center  
Coffee Hour Agreement

The purpose of this document is to ensure that groups/departments who use the Leo R. Dowling International Center fully understand their responsibilities associated with hosting an IC event. By signing this document, you agree to abide by these rules and can be held liable for non-compliance.

The IC provides a wonderful setting for programs and events. While the facility is available for your enjoyment, we ask that you be responsible to leave it in the same condition as it was before your event. In order to ensure that your program or event runs smoothly, we ask that you commit to the following guidelines:

**Before the Event:**
- Notify the director at least a week in advance if the coffee hour must be cancelled. Otherwise, the coffee hour will be publicized and held regardless of the level of the group’s organization.
- E-mail a description of the program and/or food by midday on the Friday before the coffee hour to icevents@indiana.edu. We encourage you to publicize your event in other ways too; it is your responsibility to get people to attend.
- Read the Student Organizations Handbook food policies and guidelines (page 24 http://sao.indiana.edu/documents/stuorghandbook08.doc)
- Notify us in a timely manner of any changes in the program that involves the Center’s equipment (check what is needed)
  - TV/VCR/DVD
  - Screen
  - Kitchen Utensils (be specific)
  - Warming Trays

**Day of Event:**
- Please arrive early enough before the event to get things set up in plenty of time. Our staff is here to assist, not to do this for you! Appointing a small team of people to move furniture, do food preparation and set-up, etc. is the most effective way to achieve this.
- While you are encouraged to decorate the center to promote your cause, please use only clear, scotch tape when attaching things to the walls, because other adhesives tend to peel the paint and leave stains.
- Please vacuum all the carpeted areas used during the event, and sweep the other floors clean. If there is an excessive amount of dirt or moisture brought in, the lobby and basement floors must be mopped clean.
- Move the furniture back the way it was before the event.
- If the event involves food and drinks, please take all the trash to the dumpster behind the IC, and replace the trash bags. Be sure to thoroughly clean the tables, so there is no food, drink or other residue left behind.
- A contact person from your organization MUST check with a representative from the International Center before leaving, to make sure everything is in good condition.

Revised 05/08
Kitchen/Food Responsibilities:

- The IC provides the coffee, tea and cups for the event. All other plates, utensils napkins are the responsibility of the organization. Student group is responsible to bring **vinyl tablecloths**, at least two days prior to the event (you can purchase them at the Dollar Store).

- Ensure that **complete ingredient lists** are displayed clearly on each dish.

- Ensure that a flame remains lit under all hot food at all times, and that cold food is immediately refrigerated upon arrival. Assign a person to be present in the room with the food at all times when the flames under the chafing dishes are lit.

- Appoint assistants to help serve food in a sanitary manner (the IC will provide gloves if necessary), this will discourage guests from helping themselves and make your food last longer.

- Ensure your group is in compliance with the food policies and guidelines outlined in the Student Organizations Handbook (page 24 http://sao.indiana.edu/documents/stuorghandbook08.doc)

- If you will be using the kitchen or any utensils, you MUST clean the kitchen afterwards, including all the utensils used during the event. IF ANY ITEMS USED DURING YOUR EVENT ARE MISSING AFTERWARDS, YOU WILL BE HELD FINANCIALLY RESPONSIBLE.

Please note that this list was not created to place a burden on your organization. Rather, it is intended to maintain the International Center’s high standards of organization and presentability for all to enjoy.

By signing this agreement, you agree to observe the above stipulations.

_______________________________  _______________________________
Name (please print)                            Signature

Organization/Department:  _____________________________________________________

Email: _____________________________

Phone: _____________________________

Address: ___________________________________________________________________

Date (mm/dd/yy): _______________________

Revised 05/08