

## University Club of Indiana University

### *Rental Information*

In order that these facilities may be maintained in a condition pleasing to you and your guests, compliance with the following Club rules is necessary. The sponsor is responsible for adherence to these rules and is financially responsible for any damage.

Alcohol	Event sponsor must enforce Indiana liquor laws including prohibiting drinking by minors. All coolers must remain in the kitchen. <b><u>IMU Catering must supply all alcohol beverages and a licensed bartender.</u></b>
Audio-visual equip.	Projectors, screens, and other audio-visual equipment can be rented from Meeting Support. Lectern, T.V. and components can be rented from the University Club (please see below).
Candles	Candles are not allowed except those on serving tables inside glass globes provided by IMU as part of a catered event.
Card tables	Card tables are available at no charge; chairs must be brought or rented.
Catering	The Indiana Memorial Union is the Club's only approved caterer.
Children	Children are not permitted at department events. For other functions, such as wedding receptions, children must be closely monitored.
Clean up for other than catered events	Sponsor is responsible to assure that all items brought in the club are re-moved. Kitchen counters, sink, stove, refrigerator, and serving table should be left clean. Trash should be left bundled in the kitchen for custodial pickup. Sponsor does not need to mop or vacuum, that is done by custodial services.
Decorations	Decorations may not be taped or tacked to walls or ceiling. No confetti or glitter is allowed.
DVD and VCR	The DVD and VCR attached to the U Club's big-screen TV in the Faculty Room may be rented in conjunction with an event for \$50. Other audio-visual equipment is available from Meeting Support.
Fireplaces	Fireplaces are not operational.

Food and beverages Renters may provide their own refreshments; only IMU catering is permitted.

Furniture, moving of Because of liability, furniture may be moved only by hiring Meeting Support

Furniture, rental of Chairs, tables and so on can be rented from Meeting Support.

Host/Hostess Host/Hostess oversees the club during functions, helps assure everyone's safety, and provides assistance in resolving problems. Host/Hostess does not move furniture, is not responsible for operation of audio-visual equipment, and does not provide child care.

Lectern The U Club rents a lectern with microphone for use in conjunction with an event in the Presidents' Room for \$50. A wireless microphone is available for an additional \$25. Other speaker equipment is available from Meeting Support.

Smoking This is a non-smoking facility.

Television The U Club big-screen TV in the Faculty Room may be used in conjunction with an event without charge (also see DVD and VCR). Other television or audio-visual equipment is available from Meeting Support.

Contact information:

Club Manager is available for arrangements and consultation weekdays, 9 am to 3 pm. 812-855-1325.

At any time, messages may be left on voice mail or sent by e-mail to [uclub@indiana.edu](mailto:uclub@indiana.edu).

Indiana Memorial Union (IMU) Catering: 812-855-1777 weekdays 9 am to 5 pm. IMU Catering is the only catering permitted to provide food service in the University Club.

Meeting Support: 812-855-1808 weekdays, 9 am to 5 pm for rental of furniture or equipment, set up, or other services.

**I have read the above rental information, have received a copy, and will assure compliance.**

---

Sponsor/Contact

---

Date