

Reserving Locations

Please make sure to check availability and reserve a location for all of your events early.

You can request space through the Event Request Form found on the Special Events & Conference Services webpage. If you have questions regarding your upcoming event please email events@collegeofidaho.edu or call 208.459.5316.

Any event requiring the following:

- Catering
- A/V needs
- College equipment
- College personnel
- Event Registration Form

Must submit a request **three weeks** prior to event. If a suitable location and personnel are available a tentative reservation will be made.

An *Event Registration* form, through the Office of Student Involvement, must be approved **two weeks** in advance of the event. Please be aware some events may require the student organization to attend an Event Advisory Meeting*.

If the event is approved in the appropriate time frame location and personnel will be confirmed.

If approval is not granted within the above time line the event will be cancelled or delayed.

Any event, such as a meeting, requiring only a location must have a request submitted to Special Events **two weeks prior** to event. An Event Registration Form is not required for meetings.

Please note all student events must be approved by the Office of Student Involvement. Scheduling space is not to be considered approval. Confirmation of menu/catering is also not to be considered approval of either the event or a confirmation of desired location. You must receive approval and confirmation from all three entities to hold the event.

Cancelling an event: any cancellations of events, or resources, must be made three (3) business days prior to the event. Cancellations received without three (3) days notice will still be invoiced.

Summer/Early Fall reservations: Student Organizations wishing to reserve space on campus during the summer months or the first two weeks of fall term must submit a room request by the last day of Spring term.

Setup & Breakdown

You are responsible for your event's setup, decorations, loading and unloading. No vehicles are permitted in any areas other than designated parking lots. Do not drive vehicles onto sidewalks or lawn areas without written permission from Facilities.

Catering

Catering estimates are to be received directly from Bon Appetit. Any estimates you receive through Special Events & Conference Services are invalid.

Catering Manager: 208.459.5490 or catering@collegeofidaho.edu.

Alcoholic Beverages

Please refer to the student handbook.

Rental Equipment

A limited number of tables and chairs are available; due to the ever increasing need for equipment and occurring loss, theft, and damage of equipment there will be a rental fee to help the College maintain and replace inventory for future events. You are welcome to bring in your own equipment or rent through an external source.

All tents must be secured using water barrels or weights. NO spikes are to be driven into lawns or concrete.

Description	Pricing Method	Price	Damage/Replacement Fee
Equipment Delivery	Unit	\$45.00	N/A
Equipment Setup (based on availability)	Unit	\$100.00	N/A
AV Technician	Hourly	\$25.00	N/A
BBQ Grill	Unit	\$35.00	\$150.00
Chairs - Black Padded (indoor)	Unit	\$2.00	\$50.00
Chairs – White Plastic	Unit	\$1.50	\$20.00
Choral Riser (only in performance venue)	Unit	\$10.00	\$300.00
Crowd Control Stands (2 Unit minimum)	Unit	\$10.00	\$200.00
Digital Projector	Unit	\$50.00	\$300.00
Easel	Unit	\$5.00	\$30.00
Easel w/Flip Chart	Unit	\$10.00	\$45.00
Extension Cord	Unit	\$10.00	\$20.00
Garbage Bins w/bags	Unit	\$6.00	\$15.00
Generator	Unit	\$60.00	TBD
Sound System	Unit	\$30-\$1000	Based on reordering cost
Table - 5ft Round	Unit	\$6.00	\$150.00
Table - 6ft Banquet	Unit	\$5.50	\$75.00
Table - 8ft Banquet	Unit	\$5.50	\$100.00
Table - Cocktail	Unit	\$6.00	\$95.00
Portable Projection Screen	Unit	\$10.00	\$60.00

Audio/Visual Equipment

The College has a limited number of A/V devices for rent. Please reserve equipment through Special Events & Conference Services as early as possible. You may bring in your own equipment or rent through an external company. Events with A/V Technician needs will be charged a \$25.00 per hour fee.

Decorations

Do not use nails, or thumbtacks, unless you have requested and been granted approval. NO Glitter or adornments smaller than the size of a quarter are allowed in use of decorations. Candles are only allowed if in a glass container and the flame is two inches below edge of glass. Floating candles may be used in bowls of water.

Art Work

The integrity of The College of Idaho's academic program depends on maintaining total respect for the principle of free and responsible academic and creative expression. Should visitors to the campus encounter pictures, sculptures, poetry readings, theatre rehearsals, student organization activities or any other form of creative or academic expression they find unsettling, we request that they refrain from attempts at, or calls for, censorship. Conference Services, Campus Safety, and Administrative staff have neither the obligation nor the authority to remove or cover up images, nor to suspend performances that are integral to any bona fide academic endeavor, or the result of the legitimate activity of any registered The College student organization. Such matters come under the purview of the teaching faculty, student organization officers and advisors. Groups using the College's facilities, especially those serving the interests of minors, must understand that while our commitment to this principle is never intended to offend, we may not relinquish this commitment because the manner in which we exercise it might upset, or conflict with the moral or religious convictions of visitors.

Payment

Payment for services rendered will be due upon receipt of an invoice. All balances (with Special Events & Conferences Services, as well as with Bon Appetit) must be paid in order to schedule another event.

Building Hours

Please see chart below for specific building hours. Student organizations wishing to hold events in buildings after hours will be charged \$50* and must inform Campus Safety when they leave the building (McCain excluded).

Building	Hours	Notes
Blatchley	8am-10pm	
Boone	8am-11pm	
Covell	8am-10pm	
Grounds	8am-11pm	
J.A. Activities Center	8am-11pm	
Jewett	8am-10pm	
KAIC	8am-11pm	
Langroise	8am-10pm	
McCain	8am-10pm	*After Hours Fee does not apply
Simplot Dining Hall	Breakfast 7:30 am - 10:15 am Lunch 10:45 am - 1:30 pm Dinner 5:00 pm - 7:30 pm Saturday and Sunday: Brunch 8:30 am - 1:30 pm Dinner 5:00 pm - 7:30 pm	
Terteling Library	Sunday 1:00 pm - midnight Mon- Thu 8:00 am - midnight Friday 8:00 am - 5:00 pm Saturday 1:00 pm - 5:00 pm <i>Break Hours</i> Mon-Fri 8:30 am - 1:30 pm Sat-Sun 5:00 pm - 7:30 pm	No events may be held in the Library after hours.

Fees -

Adjustment Fee- If a student organization changes the event date (only applies to circumstances where an event is scheduled to an earlier date), time, location, or requests additional or different equipment/personnel, within seven (7) business days of the event the group will be fined \$50.00. To avoid this fee, student groups are encouraged to be proactive in planning and if necessary postpone their event.

Cleaning Fee: We request all student organizations leave rooms the same way they find it (if prior to event there is concern about the space please notify Campus Safety -if you don't notify them your group may be held responsible) which includes replacing furniture to proper areas and disposing of garbage. If students fail to adhere to this request their organization will be charged an appropriate cleaning/damage fee and have all other reservations for space on campus canceled for the next six weeks.

Damage/loss Fee: This fee pertains to all rental equipment. Please see rental equipment chart for more information.

After Hours Fee: This fee shall be implemented if a student organization holds an event after building hours.

Facility Clarifications

Langroise Recital Hall- The availability of the Recital Hall is dependent on scheduled college events, musical/theatrical practices and performances, external events and the availability of an A/V Tech. Student groups are not permitted to use the space without an A/V Tech (A/V Tech must be approved by Events) present.

Eros- Scarlet masque and Theatre Department have priority of the space.

Studio Theatre- Student groups must receive clearance from Joe Golden and the Theatre Department for use of the space.

Movie Theatre- Student organizations must receive training on equipment before they may use the space. Training may occur after the group reserves the space, but must happen before actual date of event.

Gym/Auxiliary Room JAAC 101- Athletic teams and the Athletic Department have first priority to the main gym floor as well as the auxiliary gym (JAAC 101). Events happening in these spaces must receive clearance from Coach Reagan Rossi before the space may be reserved by the Events Department.

Jewett Auditorium- The availability of the Auditorium is dependent on scheduled college events, musical/theatrical practices and performances, external events and the availability of an A/V Tech. Student groups are not permitted to use the space without an A/V Tech (A/V Tech must be approved by Events) present.

McCain Lounge- Student events with A/V needs must contact SUB Committee for assistance.

Strahorn – Unavailable to any student organization due to the buildings lack of ADA compliance.

Blatchley-The Parlor is the only space in the building available for use by student organizations. The availability of the space may be dependent on Gallery Art Shows.