

University Club of Indiana University

Helpful Information and Room Rental Guidelines

Alcohol	IMU Catering must supply all alcohol beverages and a licensed bartender. Event sponsor must enforce Indiana liquor laws including prohibiting drinking by minors.
Audio-Video equip.	Projectors, screens, and other audio-visual equipment can be rented from Meeting Support Services.
Candles	Candles are not allowed, except for those on serving tables inside glass globes provided by IMU as part of a catered event.
Catering	Indiana Memorial Union Catering is the UClub's only approved caterer. Food procured or prepared by a restaurant, fast food chain or an outside caterer is prohibited. Violation of this may result in the removal of the food items by the IMU and/or security staff. No food supplied by IMU Catering may leave the premises.
Children	Children are not permitted at IU Department events. For other functions, such as wedding receptions, children must be closely monitored/supervised by a responsible adult.
Clean Up (for non-catered events)	Event sponsor is responsible for assuring that all items brought into the Club are removed. Kitchen counters, sink, stove, refrigerator, and serving tables must be left clean. Trash should be left bundled in the kitchen for custodial pickup.
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 (upstairs in the Faculty Room) may be used by event coordinators. Other A/V equipment is available from Meeting Support on a pre-arranged basis.
Faculty Room Rental	Renting the Faculty Room upstairs includes use of the lobby, kitchen and the Faculty Room. The Library Room (adjacent to the Faculty Room), the Billiards Room, and the Sitting Room are Members-only areas.
Fireplaces	Fireplaces are not operational.
Food and Beverage	Renters may provide their own home-prepared refreshments and non-alcoholic beverages; but only IMU Catering is permitted for alcohol and catered food.
Furniture, moving of	For liability purposes, furniture may be moved only by Meeting Support Services.
Furniture, rental of	Chairs, tables, podia, and A/V equipment can be rented from Meeting Support on a pre-arranged basis.
Host/Hostess	A UClub 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.
Smoking	The entire IMU building is non-smoking!
Parking	The IMU has two parking lots available for use on a pay per hour basis. Event sponsor may obtain parking passes for attendees by contacting Meeting Support Services.
Time and Charges	Charges for rooms are based on 3, 6, 9 and 12 hour increments. If occupancy of the room exceeds the Agreement end time by more than fifteen minutes, and extends into the next increment level of service, then renters will be charged the higher rate.

Contact information:

UClub Staff: **812-855-1325** is available for arrangements and consultation weekdays from 9 am to 3 pm. Messages may be left at any time on voice mail or sent via e-mail to: uclub@indiana.edu

Catering: **812-855-1777** IMU Catering is available weekdays from 9 am to 3 pm. IMU Catering is the only caterer permitted to provide food service in the University Club.

Meeting Support: **812-855-1808** is available weekdays from 9 am to 3 pm. Please contact Meeting Support for room set up, table and chair rental, parking passes or other equipment.