

Ivy College of Business Facility Use Policy for Kingland Hub

I. Reservation Information and Expectations

- a. The Kingland Hub is best suited for events such as receptions, dinners, guest lectures, panel discussions, and large presentations for up to 100 people.
- b. Events must be hosted by Ivy College of Business departments or recognized Ivy College of Business student organizations.
 - i. Other ISU departments and organizations that wish to use the Kingland Hub must provide a written explanation for why it is the preferred event venue.
- c. Space reservations for use of the Kingland Hub must be made by filling out the [Kingland Hub Request Form](#). Requests must be submitted at least 10 business days prior to the scheduled event date to allow adequate time for planning. Reservations made within 30 days of the event will need to utilize the furniture arrangement as-is, which will depend on previously scheduled events. The existing room set-up will be described in the reservation confirmation email. Questions about reservations should be directed to Beth Hinson, bhinson@iastate.edu.
- d. Reservation requests will be considered in the order in which they were received. The request is pending until confirmed by email from Beth Hinson.
- e. The Ivy College of Business does not have event management staff. All events must be run by the hosting group's staff or students. If your group would like a different furniture arrangement, you must work with the building manager, Chris Joens (cdjoens@iastate.edu), to schedule a time to be available and help with any requested moves.
- f. Reservations involving banquets, catering, speakers, or furniture moves must be submitted at least 30 business days prior to the scheduled event date.
 - i. All requests for furniture changes will need to be flexible with the other scheduled events around the time of your event. Time and personnel staffing will not always allow for change requests to be fulfilled.
 - ii. Cancellation of a scheduled event is expected to be communicated a minimum of three business days prior to the event.
- g. Ivy College of Business spaces are available at no cost.
- h. Recognized student organizations are required to submit a University Event Authorization request (<https://request.event.iastate.edu/>); a hold may be placed on the space to be reserved, but will not be confirmed until an authorization application is completed.
 - i. No alcohol is permitted at student organization events.
 - ii. The student organization's advisor is expected to be onsite to provide any technical or building access support.

II. Facility Use Information and Expectations

- a. Gerdin Business Building hours (doors are locked after hours):

Monday-Thursday 7:00 am – 10:30 pm

Friday 7:00 am – 7:30 pm

Saturday 7:00 am – 4:30 pm

Sunday 11:00 am – 10:30 pm

Gerdin follows Iowa State University's academic calendar, and will be closed on designated university holidays, which can be found here:

<https://www.registrar.iastate.edu/calendar>.

- b. Requests for weekend events require a written statement of justification be reviewed by Gerdin event authorization members and does not guarantee event approval until otherwise communicated.
- c. Decorations
- i. Tabletop and free-standing decorations are permissible (such as name tents, acrylic sign holders, center pieces, easels, balloon arches).
 - ii. Prohibited decorations include glitter, confetti, sand, any adhering/taping to surfaces (walls, furniture, glass, floor), and helium-filled balloons.
 - iii. Uncontained open flames are not permitted. Sternos and tea lights in appropriate enclosed containers are permissible in non-carpeted areas.
 - iv. Decorations must not cover or block fire routes, doors, or windows.
- d. Groups utilizing Ivy College of Business spaces are expected to return the space to the state in which it was found. All trash must be removed from the space and taken to the brown dumpster on the north side of the Gerdin Business Building. Cardboard that has not touched food may be recycled in the green dumpster; all other cardboard MUST go in the brown dumpster.
- i. If damage or loss is found to the facility, equipment, or furniture, the group responsible for the reservation will be liable for any subsequent charges. Charges will be based on repair/replacement of any damages.
 - ii. All groups are required to designate one contact person who is responsible for their event and will be on-site for the duration of the event, including clean-up.