

# **Illini Union Online Space Request Form Tutorial**

## **A few things to help you along your way...**

This tutorial will serve as your go-to resource for navigating the Online Space Request Form.

Please go through this tutorial in its entirety before starting your first request.

If you have any questions while filling out the form, reference this tutorial first. If your questions are not answered or if you need further clarification, feel free to contact Illini Union Event Services at [iueventservices@illinois.edu](mailto:iueventservices@illinois.edu) or 217-333-0691.

# Step 1: What type of group are you requesting space for?

## REQUEST FOR USE OF PREMISES & FACILITIES

Welcome to the online request form for premises & facilities at the Illini Union.

Step 1. Please select your group type:

- University Organization / Campus Board  i.e. Departments, Colleges, boards designated by the Chancellor
- Registered Student Organization (RSO) / Registered Organization (RO)  i.e. groups in good standing with the Office of Registered Organizations
- Related Organization / Campus-Community Organization  i.e. University foundations, alumni associations, Allied Agencies
- Outside Organization  i.e. any group not affiliated with the University

# Requests by University Departments and RSOs/ROs require logging in with a NetID and password

Please enter your login details below.

Your password is *not* stored. This login is solely to authenticate the form's submitter.

NetID:

AD Password:

# Step 2: Enter a Department/Organization, Contact Information, and Payment Information

## Step 2. Enter Organization and Contact Information

\*Department/Organization Name:

Event Contact: *Please note: after submission, only the contact(s) listed here may make changes to the event request.*

\*Name:

\*University email address:

\*Phone Number:

### (Optional) Second Contact:

Name:

University email address:

Phone Number:

Take note of this!! Only event contacts can make changes to a reservation once it is confirmed.

### RSO/RO requests will ask for a few additional details:

\*Is your group a Registered Student Organization (RSO) or Registered Organization (RO)?  RSO  RO

List any other event partners:

\*Authorized Agent:

## Payment Information

**Departments:** We require the chart, fund, organization, and program numbers. Feel free to include account, activity, and location codes if you'd like.

### University Account Number:

\*Chart \*Fund \*Org Account \*Program Activity Location  
 -  -  -  -  -  -

**RSOs/ROs:** We need your RSO Account Number, beginning with 1-90, and ending with the 4-digit number specific to your organization.

Organization Account Number: 1-90

**Related Organizations/Allied Agencies and Outside Organizations:** You will be able to select your method of payment from a drop-down menu.

\*Method of Payment:

# Step 3: Answer questions pertaining to your general event plans

Please provide clarification for any questions answered "yes." See red boxes for clarification areas.

## Step 3. Please answer the following questions:

\*1. Is your primary audience for this event/activity persons who are non-UIUC students under the age of 18?  Yes  No

\*2. Will there be an admission charge, sale of items, collection of donations or any money generated at this event (excluding dues, assessments or initiation fees)?  Yes  No

### Money Collection Method

Select which of the following best describes how your organization will be collecting money:

- Accepting Donations (includes canning on the Quad)
- Sale of Item(s)
- Admission/Participation Fee
- Raffle Ticket Sale -- *Raffle Permit is Required for Organization to Sponsor Raffle*

\*3. Is this event a fund-raiser for charity?  Yes  No \*Which charity?

\*4. Will there be a non-UIUC affiliated speaker/performer?  Yes  No \*Name:

\*5. Will there be any non-UIUC individuals attending or invited to this event?  Yes  No

\*What is the estimated percentage?

\*6. Do you plan to serve or distribute food/drink?  Yes  No

Per Illini Union Policy, "Only food and beverages that are purchased from Housing Dining Services or food vendors that are located in the Illini Union may be served at meetings and events scheduled in the building."

\*Describe type of food and who will serve:

# Step 3 (cont): We are in the process of working on an Online Calendar system. Once this is operational, on which calendar would you like your event to appear?

\*Where would you like this event included on the Illini Union Online Calendar (when available)?

- Student Events and Activities
- University Departments
- Non-University Events
- Please do not include this event on the Online Calendar

i.e. Events relevant to University of Illinois students

i.e. Events relevant to the public

If you select this option, we will not include your event on our Online Calendar

i.e. Events relevant to faculty and staff

# Step 4: Let us know what type of event you will be having

A gathering of people engaged in a dialogue. i.e. Weekly meetings, workshops, staff meetings, worship services, study groups, information sessions, interviews

An event that has a speaker and an audience where the presentation is a substantial part of the event.

An event with a meal as a substantial part of the agenda

## Step 4. Type of Event

Choose your event type:

- Meeting
- Practice/Audition/Rehearsal
- Conference (including Expos and Resource Fairs)
- Lecture
- Banquet
- Production-Type Event (including Courtyard Café events, concerts, fashion shows, variety shows, dances, etc.)
- Wedding
- Other (including Rec Room events)

Preparation for a possible future main event. i.e. Dance practices, musical/play rehearsals, Performance auditions

A single event that has multiple bookings and may include: registration, a keynote address, and multiple sessions. Conference activities may take place over multiple days. Expos and Resource Fairs are events that allow attendees to interact with vendors or exhibits.

A celebration associated with a civil union. i.e. Wedding ceremony, reception, cocktail hour, brunch, rehearsal dinner

An event with a gathering of people that are in attendance to be entertained.

Any event not covered in the above event types



# Step 5: Provide us with all of your event information.

## Step 5. Enter Meeting Details

\*Title of Event

\*Event Description:

How many dates and/or rooms are you requesting? Are you requesting rooms at different times, or rooms with different set-ups? To help us schedule your event, please choose one of the following options:

\*Are you requesting...

- one date with one or more rooms (all having the same times and set-up)
- one date with multiple rooms (different times and/or set-ups)
- multiple dates with one or more rooms (all having the same times and set-up)
- multiple dates with multiple rooms (different times and/or set-ups)

# Step 5 (cont): Provide information for any events that have the same times, set-up, and AV equipment.

Select dates for any events that have the same times, set-up, and AV equipment.

\*\* You can specify different seat numbers below.

Let us know the room(s) you would prefer, along with the number of seats needed in each room.

**Date or Room Selection #1**

The questions answered within this box apply to any date(s) chosen here. Enter here date(s) for any events which have the same times and set-up.

Check the following box *only* if you will be requesting a space more than one year from today's date, *by permission of Event Services*.

Your dates will auto-fill here.

Are you open to alternate dates? If so, list in order of preference:

\*Date(s)  
 << Choose Date(s) >>  
 June, 2015  

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

\*Client Arrival Time ?

\*Event Start Time ?

\*Event End Time ?

\*Client Departure Time ?

Many of our rooms are pre-set and limited to the options below. If you select "other," you will be asked to describe your set-up needs. We will do our best to accommodate your request, but we may ask you to stick with one of our pre-set options.

\*Set-Up Type:

Theater  Conference  Rounds  Classroom  Chairs Around Perimeter  Other

\*Number of rooms requested and number of seats per room  
 If you have preferred room(s), list those here.

If you select yes, a box with your options will appear.

\*Do you need audiovisual support?  Yes  No

- Projection Package (includes screen and LCD projector)
- Screen Package (includes screen and AV cart for your projector; client provides own projector)
- Laptop computer
- Audio playback from computer
- Lectern/microphone
- Table mics
- DVD player
- Conference phone
- Other AV needs: contact Illini Union Audiovisual Department at 217.333.0891 or [iumultimedia@illinois.edu](mailto:iuumultimedia@illinois.edu)

What time will you arrive to set-up? This time is important, as we want to meet you at the room to make sure everything is set up properly.

What time does your event start?

What time does your event end?

What time will you leave the space? This can be same as your event end time.

**Step 5 (cont):** If you need dates or rooms with different times or set-ups, click the selections below. For each selection, a new box will appear asking for additional information.

Add Date or Room Selection #2

Add Date or Room Selection #3

Add Date or Room Selection #4

Add Date or Room Selection #5

The questions answered within this box apply to any date(s) chosen here. Enter here date(s) for any events which have the same times and set-up.

Check the following box *only* if you will be requesting a space more than one year from today's date, *by permission of Event Services*.

\*Date(s)  
<< Choose Date(s) >>

June, 2015

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Clear Date(s)

Are you open to alternate dates?  
If so, list in order of preference:

\*Set-Up Type:

Theater  Conference  Rounds  Classroom  Chairs Around Perimeter  Other

\*Number of rooms requested and number of seats per room  
If you have preferred room(s), list those here.

\*Do you need audiovisual support?  Yes  No

\*Client Arrival Time ?

\*Event Start Time ?

\*Event End Time ?

\*Client Departure Time ?

To complete step 5, please provide us with any additional set-up needs.

Do you have any additional set-up needs (including but not limited to a registration table, head table, display table, easels, flip chart, or partitions/poster panels)?

# Step 6: Read this step in its entirety.

## **Step 6. Review Room Reservation Procedures:**

***You are responsible for reviewing your reservation.*** Please review the accuracy of the date, location, event time, set-up time, and required resources for your event. By accepting this reservation, you accept the items that have been reserved and take responsibility for their condition. You also agree to abide by the Campus Administrative Manual, all University Policies and Procedures, and State and Federal laws that apply to your event.

The Illini Union receives a high volume of requests on a daily basis. It may take 3-5 business days (3-4 weeks for non-University groups) for our office to review and consider your request. We will assign available space and equipment to meet your needs, striving to provide you with the best space for your event. To avoid delays, submit your requests as early as possible (up to one year in advance).

Any reserving party using University facilities is responsible for the room(s) or space, including furniture, equipment, etc., during the scheduled reservation time. The reserving entity is financially responsible for any loss or damage caused to University property and equipment by their members and guests. Repair and/or replacement costs for lost or damaged property will be charged to the appropriate group once charges have been determined. In addition, groups are responsible for any housekeeping charges necessitated by their use of the space.

### **Event Services**

The Illini Union Event Services Office is open 8AM-8PM Monday through Friday during the school year and 8AM-5PM Monday-Friday during all break periods. The office is closed during the Thanksgiving and the winter holiday. Contact Event Services at 217-333-0691 or [ieventservices@illinois.edu](mailto:ieventservices@illinois.edu).

### **Multimedia**

To reserve audio-visual equipment, please contact the Illini Union Audiovisual Department at 217-333-0891 or [iomultimedia@illinois.edu](mailto:iomultimedia@illinois.edu). Requests received less than 10 days prior to the event may not be accommodated.

### **Catering**

Campus Dining Services has an exclusive contract with the Illini Union. To reserve catering for your event, please contact University Catering at 217-333-0126 or [universitycatering@illinois.edu](mailto:universitycatering@illinois.edu). Fourth floor rooms as well as 317, 319, 211, 213, 215, 217, 277 and the Federal Room allow for Illini Union vendors to provide refreshments. There is a \$10 cleaning fee for using the food vendors. Inform Event Services of your food service plans.

### **Building Supervisor**

If you require assistance on the day of your event, please contact the Building Supervisor at 217-244-4518.

### **Changes, Additions, and Cancellations**

You must contact the Event Services Office during business hours (8am – 5pm Monday through Friday excluding holidays) by noon of the business day prior to your event to make changes, additions, or cancellations.

# Step 6 (cont): Don't stop reading yet!

**Carefully review the information below about the Illini Union and your request for use of space:**

**Note 1: No Food from Outside Vendors** - The Illini Union does not permit the use of outside caterers or the provision of food purchased/donated from an outside vendor. Some of the meeting rooms are restricted to Campus Dining Services. In other rooms, you may bring in cash-and-carry items purchased from food vendors located in the building -- there is a \$10 cleaning fee for using the food vendors. Inform Event Services of your food service plans.

**Note 2: Room Set-up** - If you did not indicate a preference related to room set-up (i.e. conference, theatre, classroom, etc.), Event Services will assign you one based on your projected attendance and the room available. If you wish to change the designated set-up type please contact Event Services.

**Note 3: Multimedia Equipment** - Any changes to multimedia set-up may significantly reduce the capacity of the room you have selected. A room change may be necessary in such cases. Contact Event Services if such changes are necessary.

**Note 4: Confirmation Date** - By Campus Code the Illini Union may only "confirm" space requests after these dates:

November 1 for Spring Semester

April 1 for Summer

June 1 for Fall Semester

Therefore, the Illini Union applies the term "tentative" to requests that have no conflicts but are not in the active period. You will see this term after the reservation number. While a "tentative" request could still change, it is unlikely. If you have any questions, please contact Event Services.

# Step 6 (cont): Only a little bit left...

**Note 5: Cancellation Fee Late Changes** - Failure to notify Event Services of a cancellation by noon of the preceding day for events scheduled from Tuesday through Friday or by noon on Friday for events scheduled from Saturday through Monday, will result in the following charges:

**RSOs, ROs, and University Departments**

*First Occurrence* – a warning will be sent by email.

*Second Occurrence* – a cancellation fee equal to the departmental rate for the reserved room(s), plus associated fees.

*Third Occurrence* – a cancellation fee equal to the public rate for the reserved room(s), plus associated fees.

**Public**

A cancellation fee equal to the public rate for the reserved room(s), plus associated fees.

**Note 6: No Show Issues** - If reserved space is not used and Event Services is not notified during regular business hours:

**RSOs, ROs, and University Departments**

*First Occurrence* – a warning will be sent by email.

*Second Occurrence* – a no show fee equal to the departmental rate for the reserved room(s), plus associated fees.

*Third Occurrence* – a no show fee equal to the public rate for the reserved room(s), plus associated fees.

**Public**

A no show fee equal to the public rate for the reserved room(s), plus associated fees.

**Please note that submission of the online Room Reservation Request Form DOES NOT automatically confirm your event. Your event is not confirmed until you receive a confirmation email from the Illini Union Event Services Office.**

Submitting requests over the Internet serves as your electronic signature and provides signature authority on behalf of your organization or department. By sending your request electronically you agree to abide by all University of Illinois Rules and Regulations in addition to State and Federal laws.

## Step 6: The last step.

Prior to submitting your request, you will have to acknowledge that you have read, and understand, the room reservation procedures listed.

Yes, I acknowledge that I have read, and Understand, the above Room Reservation Procedures.

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Submit Request

# Thank You!

Thank you for taking the time to complete the Illini Union Online Space Request Form Tutorial.

If you have any questions after completing this tutorial, don't hesitate to contact Illini Union Event Services at [ieventservices@illinois.edu](mailto:ieventservices@illinois.edu) or 217-333-0691.