

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 C of I website Events Calendar (located under Yote Links). 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 (ERF)

Students must submit an event request three weeks prior to event. If a suitable location and personnel are available, a tentative reservation will be made.

An Event Registration Form (ERF), 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.

If you are requesting a **“Meeting Only” space (no equipment needed)**, the request can be submitted **one week** prior to the 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.

Canceling 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.

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 on sidewalks or lawn areas without written permission from Facilities.

Catering

Catering estimates are to be received directly from Bon Appetit, all other estimates are invalid. Catering Manager: 208.459.5023 or catering@collegeofidaho.edu.

Alcoholic Beverages

Please refer to the student handbook.

Rental Equipment

Rental equipment must be requested **two weeks** prior to your event date. A limited number of tables and chairs are available. Due to the ever increasing need for equipment, and the 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	Price	Damage/Replacement Fee
Equipment Delivery	\$45.00	N/A
Equipment Setup (based on availability)	\$100.00	N/A
AV Technician	\$30.00 per hour	N/A
BBQ Grill	\$35.00	\$150.00
Chairs - Black Padded (indoor)	\$2.00	\$50.00
Chairs – White Plastic (indoor)	\$1.50	\$20.00
Choral Riser (only in Langroise)	\$10.00	\$300.00
Crowd Control Stands (2 Unit minimum)	\$10.00	\$200.00
Digital Projector	\$50.00	\$300.00
Easel	\$5.00	\$30.00
Easel w/Flip Chart	\$15.00	\$45.00
Extension Cord	\$10.00	\$20.00
Garbage Bins w/bags	\$6.00	\$15.00
Sound System	\$30-\$1000	Based on reordering cost
Table - 5ft Round	\$6.00	\$290.00
Table - 6ft Banquet	\$6.00	\$180.00
Table - 8ft Banquet	\$6.00	\$210.00
Table - Cocktail	\$8.00	\$95.00
Portable Projection Screen	\$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 \$30.00 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. Candles are only permitted if they are in a glass container and the flame is two inches below the edge of the glass. Floating candles may be used in bowls of water.

Payment

Payment for services rendered will be due upon receipt of the invoice. All balances (with Special Events & Conferences Services as well as with Bon Appetit) must be paid in order to schedule another event. The invoice will be submitted to Student Involvement for final payment.

Building Hours

Please see chart below for specific building hours. Student organizations wishing to hold events in buildings after hours will be charged \$50* (after hours extensions are permitted until midnight and must be preapproved). The organization 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 5:30 pm - 8:00 pm Saturday and Sunday: Brunch 8:30 am - 1:30 pm	
Cruzen Murray 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 Break & Summer Hours Mon-Fri 9:00 am – 4:00 pm	No events may be held in the Library after hours. *Plaza Level Study Space is open 24/7 with the scan of a College of Idaho ID card.

Lock Down – Permitted in McCain Student Center only.

When planning a “lock down” in McCain, please remember the following policies:

The reservation will not prevent businesses from performing their daily tasks and contractual obligations, nor will it prevent employees from accessing offices, regardless of time of day. Campus Safety and the office of Special Events and Conference Services reserve the right to open any or all portions of the building if deemed necessary.

The reservations of rooms does not reserve the exclusive right to open-access areas, such as hallways, restrooms, or lobbies during normal building hours, so please plan accordingly.

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, equipment or personnel, within seven (7) business days of the event, the group will be fined \$50. 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 the event there is concern about the space please notify Special Events at events@collegeofidaho.edu. If you regret to submit notification in writing, your group may be held responsible. This 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 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** – For Theatre Department use only.
- **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 Athletic Director Reagan Rossi & Coach Al Mendiola 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.