



## INDIANA UNIVERSITY CINEMA | **FY23 RENTAL POLICIES**

IU Cinema is available to rent by IU units, centers, department; community members or groups; and IU student groups. All rental inquiries should be submitted via the Rental Inquiry Form on the Cinema's [partnership webpage](#).

Any rental approved to be held at IU Cinema must be conducted in accordance with the following policies, procedures, and terms, as well as those contained in the IU Cinema Rental Memorandum of Understanding.

### **I. IU Cinema Usage Policies**

All rentals are expected to harmonize with the reputation and mission of Indiana University Cinema. Rentals may not create any hazard or impose any undue hardship on IU Cinema, its facilities, staff, or visitors. Rental must conform to established regulations. IU Cinema reserves the right to refuse use to any organization at its discretion.

Indiana University has adopted a [policy entitled Programs Involving Children](#). By submitting a rental request, you are confirming that you have read and understand the Policy and that you accept compliance with the Policy as an express condition of an IU Cinema rental.

### **II. Scheduling Policies**

- Rental requests are considered in conjunction with the Cinema's existing programming schedule. This means if your rental request is accepted you will likely not be able to hold your event on the exact date and time you originally request. In general, the following are not available as rental timeslots: Thursday 5pm and after; Friday 5pm and after; Saturday 12pm and after; Sunday 12pm. IU Cinema will work with you to find a date and time that works for your needs.
- Rental requests will not be accepted on dates that IU Cinema is scheduled to be closed for university, federal, or other holidays.
- IU Cinema does not accept rental requests with less than that 30 days' notice for complex events (conferences etc.) or less than 20 days for simple requests (meetings, information sessions, etc.)

### **III. Staffing Policies**

- Any rental of the Cinema must be staffed by IU Cinema staff only. Non-IU Cinema staff are prohibited from operating the space or any equipment therein.
  - House Managers/Guest Services staff are required at any rental. Events with 1-50 people can be managed by 1 House Manager; events with 51-100 people require 2 House Managers. If you anticipate over 100 people, please contact the Cinema to determine how many additional House Managers may be required.
  - Projectionists are required at any rental where *anything* will be projected on the screen or played over the sound system. Most rentals only require one projectionist; screening 35mm or 16mm film requires two projectionists.
- Complex rentals require 1.5 hours of staff set-up and breakdown time on either end of the event. Simple rentals require 1 hour of staff set-up and breakdown time on either end of the event.

### **IV. Space Policies**

- No rental events may exceed space capacity
  - IU Cinema's auditorium has 260 seats with 4 ADA-compliant seating areas
  - The upper lobby can accommodate 15-20 people at one time
  - Depending on set-up, the lower lobby can accommodate anywhere between 25-47 people at one time



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- IU Cinema has an accessible exterior entrance. Restrooms are one level down from the auditorium and are accessible via stairs and an internal elevator
- Absolutely no one by IU Cinema staff is allowed in the projection booth or on the projection booth stairwell.
- Except for bottled water, food and drink are not allowed in IU Cinema unless pre-arranged with your Cinema rental contact. If your event has approved food or drink, you may be subject to additional set-up or clean-up fees. Alcohol is not allowed at IU Cinema.
- Interior furnishings, walls, floors, furniture, cannot be adjusted or rearranged expect by an IU Cinema employee and with express permission by IU Cinema.
- All decorations and rental items must be approved by IU Cinema. Renter is responsible for decoration set up, teardown, and prompt removal. A House Manager must be on-site to oversee all decorating. All decorations must be freestanding, including signs. Nothing is to be attached to the walls or ceiling.

### **V. Equipment Policies**

IU Cinema has a roster of equipment that may be available for your event. Not all equipment can be made available for any given event instance; IU Cinema will advise on the best and/or available equipment for your specific needs. Any renter who uses IU Cinema's equipment agrees that they will be financially responsible for any damage that may occur to the equipment during their event.

#### Available Equipment

- Wireless microphones – up to three in the following in any combination:
  - handheld wireless microphones
  - lav microphones
  - boom headset mic (only 1 available; usage of the boom mic requires presenters' agreement for IU Cinema Tech to secure device on presenters)
- Microphone stands
  - 6 tabletop stands
  - 4 floor with boom arm stands Wired microphones
- Podium or lectern microphone
- 1 Boom headset mic
  - usage of the boom mic requires presenters' agreement for IU Cinema Tech to secure device on presenters
- Approx. 30 folding chairs
- 4 padded chairs
- Tables: one 4 feet; 2 six feet; 2 eight feet
- Lectern with wired microphone and A/V presentation capabilities: PC and Mac; laptop; Blu-ray and DVD discs
  - the lectern needs to be set up before the event and must stay in place for the duration of the film (it slightly blocks the view from some seats)
  - IU Cinema Tech requires on-site rehearsal for lectern presentation 1 week prior to event.
  - If the presenter must use their personal laptop, the presenter must meet IU Cinema tech at the theater prior to house open for set-up. attend in-theater set-up with I IU Cinema tech IU Cinema requires IU Cinema Tech w/presenter pre-house open set-up required day of event
- 15 Music stands, plus 1 conductor music stand

### **VI. Liability**

Renter assumes the risk of all damage, loss, cost, and expense, and agrees to indemnify and hold harmless IU Cinema and its employees from and against all liability, damage loss, cost, and expense which may accrue to or be sustained by IU Cinema or its employees on account of any claim, suit, or action made or brought against the IU



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Cinema and/or its employees. Renter assumes liability for all damages to the Indiana University Cinema, any equipment, and for all injuries to any person(s) that may occur because of their presence while attending the event.

This refers to the interior of the building as well as the front steps and any other areas connected to Indiana University Cinema. The renter agrees to indemnify and hold harmless Indiana University Cinema (and its employees) from and against all liability, damage loss, cost, and expense which may accrue to or be sustained by the renter on account of any unplanned cancellation by IU Cinema of the rental agreement with IU Cinema.

### **VII. Cancellation Policy**

Cancellations must be received 10 business days prior to the scheduled event. Less than 10 days' notice will result in a fee of \$50. Less than two business days' notice will result in a charge of 50% of the full rental costs. Cancellations due to weather will not be refunded.

### **VIII. Ticketing and Sales**

- All rentals are private events; IU Cinema cannot provide ticketing services for private events.
- Attendance at all rentals must be managed by the renter; your IU Cinema contact will work with you on attendance management logistics.
- No sales of any kind can take place at IU Cinema during your rental.

### **IX. Rental Costs**

- See attached rates for FY23.