



Indiana Landmarks Center

SPACE REQUEST PLAYBOOK (ALL STAFF)

AS A SHARED EVENT VENUE AND ACTIVE nonprofit, Indiana Landmarks Center (ILC) is used by both internal departments and external clients. To ensure professionalism, proper scheduling, and building security, all ILC events, meetings, programs and gatherings must adhere to the following policy.

COMPLETE THE FORM

The first step for any ILC event is to complete either a **Meetings form** for purely internal events that *do not* require any promotion or a **Marketing form** for events with an outside audience that *does* require some level of promotion. Both can be found here:

- indianalandmarks.org/meetings
- indianalandmarks.org/marketing

The only situation that does not require a Meetings or Marketing form is when scheduling the first floor Conference Room.

Why this form matters:

- Allows the Events team to check date availability
- Ensures the event is added to the master calendar
- Provides floorplan and setup needs
- Allows us to schedule A/V and Security properly
- Helps prevent double bookings and last-minute conflicts
- Sends request for Volunteer needs

Events cannot be scheduled or supported until this form is submitted.

REVIEW & CONFIRMATION

Once the Meetings/Marketing form is received, the Events team will:

1. Check space availability
2. Add the event to the internal calendar
3. Create and send a floorplan for approval
4. Schedule A/V (if requested)
5. Schedule Security (if required)

Your event is not authorized until you receive this confirmation.

CHANGES OR CANCELLATIONS

If any details change or if the event is canceled, it is the responsibility of the hosting employee to notify the Events team immediately. Please contact Special Events Director, **Annie Roof**.

This includes:

- Date changes
- Time changes
- Headcount changes
- Setup adjustments
- Cancellations

Failure to communicate changes may result in incorrect setups, staffing issues, or security conflicts.

If any ILC event is canceled or significantly altered within two (2) weeks of the scheduled date, previously confirmed services for A/V and Security will still be billed to the hosting department. Departments may also be held responsible for housekeeping/set-up charges for last-minute changes.

Events staff will not be responsible for last minute set up needs or uncommunicated needs.

LINEN USAGE

In-house linens are ONLY permitted for official Indiana Landmarks events. Linens may NOT be used for:

- Partnership events
- External collaborations

All internal groups will be charged \$1 per linen for in-house cleaning.

HOST RESPONSIBILITIES

The employee/department hosting the event or meeting is responsible for full on-site oversight.

Building Access & Security (before or after regular office hours)

- The employee host must open the building
- The alarm must be turned off upon arrival
- Doors must be monitored or kept locked at all times
- The host is responsible for building awareness during the event

Volunteers & Guests

- The employee host must greet and direct any volunteers
- The employee host is responsible for managing their attendees and guests

Contacting Events Staff During an Event

If an issue arises that is directly related to the facility or an element managed by the Events team, please contact Special Events Director, **Annie Roof**.

For matters unrelated to facility operations or services coordinated by the Events team (including self-managed A/V), please do not contact Events staff after hours.

A/V & SECURITY

Greeting Vendors

Event hosts are responsible for greeting both A/V technicians and Security upon arrival. Please ensure they are welcomed, oriented to the space, and informed of the event timeline and primary contact person.

A/V Support

If your event requires audio/visual support beyond basic in-room equipment, professional A/V services must be scheduled by the Events team in advance.

Indiana Landmarks Events staff are not trained A/V technicians and are not responsible for setting up, troubleshooting, or operating specialized A/V equipment.

If a host chooses to manage their own A/V needs:

- Events staff will not provide troubleshooting assistance
- Events staff are not on call after normal business hours for A/V-related issues

Security Scheduling

Security will be scheduled for all events unless each of the following conditions is met. Security *will not* be scheduled only when:

1. The event is hosted by an internal Indiana Landmarks department
2. The guest list is invite-only and all attendees are known to the hosting department
3. Attendance is fewer than 50 guests
4. No alcohol is being served
5. All exterior doors remain locked or are actively monitored at all times by an Indiana Landmarks staff member (not a volunteer)

All five requirements must be met in order for security to be waived. If any one of these conditions is not met, security will be scheduled.

A/V & Security Cost

A/V and Security have rates of \$50 per hour, minimum of 2 hours. Events will submit payment from your department for your costs and send you a copy of all invoices for your records.

CLEANUP

To maintain a clean, professional venue and prevent pest issues, the employee host is responsible for:

- Picking up all materials and personal items
- Removing food and beverages
- Taking out the trash or tying up trash bags neatly
- Leaving the space clean and event-ready

Spaces must be reset and not left with dishes, food, or debris.

End-of-Day Closing Checklist

Before exiting the building, the employee host MUST:

- Ensure all trash is handled and space is picked up (Caterers must take all trash to the dumpster; If catering is not used staff can gather trash in kitchen and tie up bags)
- Confirm shades are up in Cook Theater
- Turn off all lights in used spaces
- Check EVERY door to ensure it is locked
- Turn the alarm system back on
- Exit the building and check the front doors to confirm they are fully secured
- Host must stay until their event is finished and all the guests have vacated the building

Failure to properly close the building creates serious security risks and operational issues.

DEADLINES

To ensure proper staffing and building readiness, the Events team finalizes schedules for housekeeping, A/V, Security, and event staff by the 15th of the month prior to the event month (For example, March 15 for April programs and events). All ILC meetings and events should be submitted and confirmed before the 15th. This allows us to coordinate staffing, communicate building logistics, and ensure a smooth experience for everyone involved.

Requests received after the 15th require additional administrative adjustments, including schedule revisions and updated communications to multiple departments. We ask for your patience and understanding if accommodations cannot be made seamlessly.

We understand that urgent or last-minute meetings occasionally arise. While we will always do our best to assist, events scheduled after the deadline may require the hosting department to:

- Handle basic room setup and reset
- Manage simple A/V needs independently
- Proceed without additional housekeeping or staffing support

Our goal is to support internal teams while also maintaining realistic and sustainable workloads for Events staff. Advance planning helps us do that well.

FINAL REMINDER

Our venue is a professional, high-use, nonprofit space that regularly hosts external clients. Internal events must meet the same planning, communication, cleanliness, and security expectations as external rentals.

Advance planning and clear communication with the Events team ensures your event runs smoothly and protects the organization as a whole.

For all updates, questions, or changes, contact the Events team directly as soon as possible.