INDIANA UNIVERSITY
CINEMA

INDIANA UNIVERSITY CINEMA | FY27 RENTAL POLICIES

IU Cinema is available for rent by IU units, centers, and departments; community members or groups; and IU student groups. All rental inquiries should be submitted via the Rental Inquiry Form on the Cinema Rentals page. 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 Agreement.

I. IU Cinema General Venue 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. Rentals must conform to established regulations. IU Cinema reserves the right to refuse usage by any organization at its discretion.

II. Indiana University Policies

By submitting a rental request, you confirm that you have read and understand the following Indiana University policies and that you accept compliance with the policies as an express condition of an IU Cinema rental:

- Programs Involving Children – applies to all events with children as participants or audience members
- Expenditures: Incentives: Contests, Drawings, Game and Prizes – raffles are strictly forbidden as is the use of the term "raffle" to describe any giveaways.
- Service of Alcohol –all catering arrangements must be made by rental clients, who are responsible for ensuring all university policies regarding the service of alcohol are followed.

II. Rental Inquiry Notice

Rental inquiries must be received with adequate notice allowing IU Cinema to assess venue feasibility, staffing availability, and all mitigating factors necessary to present a successful rental event. Required notice for rental inquiries is as follows:

- 40 days' notice: Complex rental (public film screenings/lectures, conferences, etc.)
- 20 days' notice: Simple rental (private meetings, information sessions, etc.)
- 10 days' notice: Quality control check of filmic/audio content

III. Rental Event Scheduling Policies

- Event Scheduling:
  - **Availability of the Cinema space for rentals is coordinated and considered in conjunction with the Cinema's existing programming schedule.** IU Cinema will work with you to find a date and time that works for your needs that does not conflict with IU Cinema programming. *The Cinema generally **CANNOT** be rented on the following days/times:*
    - Tuesdays after 5pm
    - Thursdays after 5pm
    - Fridays after 5pm
    - Saturdays after 12pm (noon)
    - Sundays after 12pm (noon)
- Total Event Rental Time:
  - **All rental events have a minimum rental time of two (2) hours to allow IU Cinema staff to prepare and reset the space[1].** Rental events with complex production and/or front-of-house needs require a longer set-up time.
    - Rental clients should factor set-up/clean-up time into their projected total rental event length as the Cinema is rented by the hour.
    - A run-of-show schedule will be shared in your rental agreement, and costs will be reflected in your estimated costs statement.

[1] Quality Control (QC) check rentals of filmic content by currently enrolled Indiana University-Bloomington students have a maximum rental time of one hour. Student QC rentals can only be arranged for filmic content related to current coursework and must take place during regular business hours, Monday–Friday, 9am–5pm. Interested parties should submit a rental inquiry form for more information.

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IV. Rental Event 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. If you intend to provide your own staffing/volunteers for your rental event, please notify IU Cinema during the rental inquiry period.

Front of House (FoH)/Guest Services are required at any rental. Most rentals only require one front-of-house/guest services staff member; rentals that are open to the public and/or require two front-of-house/guest services staff members.

- Public events require 2 FoH staff regardless of anticipated audience.
- Private events with an expected audience of 1–50 people can usually be managed by 1 FoH staff.
- If you anticipate over 50 people, please inquire with your Cinema rental contact to determine how many additional FoH staff may be required.

Projectionist Services are required at any rental where *anything* will be projected on the screen or played over the Cinema's sound system. Most rentals only require one projectionist; screening 35mm or 16mm film requires two projectionists.

V. Space Policies

- No rental events may exceed space capacity
    - IU Cinema's auditorium has 260 seats with four (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 between 25–47 people at one time
- IU Cinema has two accessible exterior entrances.
- Restrooms are one level down from the auditorium and are accessible via stairs and an internal elevator.
- ***Absolutely no one*** except 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. Additional set-up and clean-up fees are assessed when the requested set-up and/or required clean-up exceeds standard Cinema set-up and cleaning procedures.
    - If you are approved to offer consumables during your rental, you are subject to the following stipulations:
        - All beverages must be in resealable containers or containers with lids. Cinema seats do not have cupholders.
        - No sticky foods are permitted.
        - No food that emits a strong odor is permitted.
        - Popcorn is permitted but must be served in individual containers (bags, cups, etc.).
        - Nothing that is eaten off a plate or napkin/paper towel (ex. pizza) is permitted.
        - Trash cans will be provided in the auditorium and lobby, and renter agreed that all attendees are required to clean up after themselves.
        - If you would like to serve alcohol at your rental, you must follow IU's Service of Alcohol policies.
- 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. FoH staff must be on-site to oversee all decorating. All decorations must be freestanding, including signs. Nothing may be attached to the walls or ceiling.

VI. 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 rental.

Available Equipment	Details	Additional Notes
Wireless microphones	Up to three in the following in any combination: • handheld wireless microphones • lavalier 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	• Six (6) tabletop stands • Four (4) floor stands with boom arm • Wired microphones	
Podium with microphone	Standard equipment used for 99% of all events	
Folding chairs	Approximately 20 are available	
Padded chairs	Four (4) are available	
Tables	Two (2) - 4' x 24" Two (2) - 6' x 24" Two (2) - 8' x 30"	Tablecloths are available for all table sizes
Lectern with wired microphone and A/V presentation capabilities* **IU Cinema Tech requires on-site rehearsal for lectern presentation one week prior to event.*	Compatible with • PC and Mac laptops • 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) 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 IU Cinema tech IU Cinema requires IU Cinema Tech w/presenter pre-house open set-up required day of event
Music stands	15 are available	
Synchronous Zoom Capabilities	IU Cinema has the capability to offer guest hosting via synchronous Zoom capabilities in our auditorium.	If you are interested in adding this as a component to your event, please reach out to your contact for guidelines and process. There are additional costs associated with synchronous zoom guest hosting; please consult the rental fees document for a breakdown of costs.

VII. Marketing Policy

Public rentals are assigned a $50 marketing materials flat fee, which covers promoting the event on IU Cinema's webpage, poster printing, and social media promotion.

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VIII. 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 Cinema and/or its employees. Renter assumes liability for all damages to the IU Cinema, any equipment, and 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 IU Cinema. The renter 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 the renter on account of any unplanned cancellation by IU Cinema of the rental agreement with IU Cinema.

IX. Cancellation Policy

Cancellations must be received no later than 10 business days prior to the scheduled event. Less than 10 days' notice will result in a non-refundable fee of $250.00. Less than two business days' notice will result in a charge of 50% of the full estimated rental costs. Cancellations due to weather will not be refunded.

X. Ticketing and Sales

- Rentals that include public screenings must be free but ticketed. IU Cinema manages ticketing services for ticketed events; renters are responsible for all associated ticketing costs.
- Private rentals cannot be ticketed events; IU Cinema cannot provide ticketing services for private events.
- Attendance at private rentals must be managed by the renter; your IU Cinema rental contact will work with you on attendance management logistics.
- No sales of any kind can take place at IU Cinema during any rental.

XI. Rental Costs

- See attached rates for FY27.