

Student Organization IMU Facility Use Grant

Student organizations provide opportunities for members to learn, explore, and succeed at developing individual skills. Research concurs that experience from participation in a student organization have a positive impact on college students. This impact includes feeling valued as an individual and belonging to the campus community. With this in mind, the Indiana Memorial Union (IMU) has established a financial support grant opportunity for registered student organizations of Indiana University Bloomington. This grant is designed specifically for financial assistance when a student organization hosts an event at the IMU.

Requirements

1. Facility Use Grant request must be submitted a minimum of thirty-days prior to event. Submit request to the IMU Activities & Events office.
2. Grant request is for a one-day, one-location event. Separate requests must be submitted for each event location and/or day.
3. Facility reservation must be made before the application is submitted.
4. Available only to student organizations registered on myINvolvement.indiana.edu through the IUB Student Activities Office.
5. Event must occur within the Indiana Memorial Union.
6. Grant request is available to off-set a student organization's direct cost associated with the use of IMU rooms, equipment, space set up/strike, labor, and technical support.
7. Exceptions to these guidelines may only be made by the Facility Use Grant Request Committee.
8. Submit a written evaluation after the event to the IMU Activities & Events office (2nd Floor IMU).

Limitations

1. Event must be open to all IU students and guests.
2. Grant request may not be used toward the purchase of food, decorations, promotion, or any other non-facility related expense.
3. Grant request may not be submitted after an event has occurred.
4. Only one (1) grant a semester will be approved for a student organization.
5. If an event is canceled but expenses are incurred, the student organization will be held responsible for all expenses.

Application Process

1. Complete attached Facility Use Grant request form.
2. Submit grant request to the IMU Activities & Events office a minimum of 30-days prior to the event. IMU Activities & Events office is located on the 2nd floor of the SAC Tower – Room 270.
3. Notification of Facility Use Grant Request Committee will be delivered to the individual identified as “contact person” on application.

Questions: Contact the IMU Activities & Events office at 855-4682.

Student Organization IMU Facility Use Grant Application

Date: _____

Name of Organization: _____

Contact Person(s): _____ phone _____
email _____

_____ phone _____
email _____

Advisor: _____ email _____

Name of Event: _____

Date of Event: _____ IMU Event Order # _____

Name Non-Profit Org. _____
(if applicable): _____

IMU Event Location: _____

Estimate of Specific Facility Costs:	Facility Service	Estimated Cost
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	TOTAL Estimate:	\$ _____

Please provide a short event description and demonstrated need for financial assistance.