



**EVENT MANAGEMENT,  
DINING, AND HOSPITALITY**  
*Illinois State University*

**Memo**

**To:** Registered Student Organizations  
**From:** Event Management, Dining, and Hospitality (EMDH)  
**Subject:** Events at the Bone Student Center

We hope this memo finds you well! We would like to share some updates regarding event space at the Bone Student Center for the upcoming academic year.

- All room requests must be received a minimum of 48 business hours in advance of the event. Requests received after this time will not be accepted, however exceptions will be made for the following rooms:
  - Spotlight Room
  - Dobski Conference Room
  - Concourse Tables
- All events must conclude no later than 30 minutes prior to when the building closes.
- To allow for more events and ease of setting rooms, practices and re-occurring meetings will now be assigned to specific rooms and times. Groups are allowed 2 practices a week and 1 weekly meeting.
  - Practices
    - Monday, Tuesday, Wednesday, Thursday & Friday
    - 5:00pm-7:00pm, 7:15pm-9:15pm, 9:30pm-10:30pm
    - Prairie I, Prairie II, Prairie III, 4 East Lounge, 4 West Lounge & 1 West Lounges
    - Saturday and Sunday groups can book any available room up to two hours
    - Room set: empty
  - Re-occurring meetings
    - Monday, Tuesday, Wednesday, Thursday & Friday
    - 5:00pm-7pm 7:15pm-9:15pm, 9:30pm-10:30pm
    - Founders Suite, Spotlight, Dobski, and Circus
    - Saturday and Sunday groups can book any available room up to two hours
    - Room sets:
      - Founders Suite: Audience style seating for 40 with 1 8ft table
      - Spotlight Room: Hollow Square for 28
      - Dobski Conference Room: Conference Table for 12
      - Circus Room: Audience style seating for 75 with 1 8ft table
- All events must abide by the deadlines listed below. Failure to meet these deadlines may result in cancellation of the event.

<b>Due Date</b>	<b>Item</b>
7 Business Days of Receipt	Signed Agreement
60 Business Days Before Event	Register Event with Minors <i>if applicable</i>
30-15 Business Days Before Event <i>events over 250 guests or multi-day events details will be due 30 days</i>	Preliminary Details Due <i>room configuration, equipment needs, menus, labor</i>
30 Business Days Before Event	Box Office Ticket Request Form Completed <i>if applicable</i>
10 Business Days Before Event	Insurance on File <i>if requested</i>

7 Business Days Before Event	All Details of Event Finalized Production Information Due <i>PowerPoint Presentations, Videos, Scripts, Lighting Cues, and Music Due if applicable</i>
5 Business Days Before Event	Final Numbers Due for Catering <i>if applicable</i> Signed Banquet Event Order Payment Due for Independent RSOs

- Braden Auditorium and the One East Lounge will be under renovations at some point during the 2024/2025 school year. Dates for these renovations have not been determined at this time.
- FY25 rates can be found on the Bone Student Center’s website <https://bonestudentcenter.illinoisstate.edu/scheduling/>
- Open booking date for the fall semester is Monday, August 5, 2024. Please use the online booking process <https://bonestudentcenter.illinoisstate.edu/scheduling/event-request.php>
- A booking privileges form must be completed each academic year by the president of the organization before space can be reserved on behalf of the RSO. Please complete the online booking privileges form [https://forms.illinoisstate.edu/forms/emdh\\_booking\\_privileges\\_form](https://forms.illinoisstate.edu/forms/emdh_booking_privileges_form)

If you have any questions, please contact the Event Services and Catering team at 309-438-2222. As always, we greatly appreciate your business, and we look forward to a successful school year!

Sincerely,

Event Management, Dining, and Hospitality