

INDIANAPOLIS NON-ACADEMIC SPACE RESERVATIONS

Information and instructions for Purdue University faculty, staff and students to reserve space at the Purdue University in Indianapolis location for non-academic purposes such as meetings or events are included below.

| PURDUE-MANAGED SPACE | |
|---|--------------------------------|
| Category | Scheduling/Reservation Method |
| Teaching Labs / Classrooms (Non-Academic) | UniTime |
| Departmental Conference Rooms | Outlook – refer to table below |
| General Inventory Conference Rooms, Boiler Park | EMS |
| High Alpha | Webform |

| DEPARTMENTAL CONFERENCE ROOMS | | | | |
|--|--|---------------------|----------|--------------------|
| <i>Food and beverages are allowed.</i> | | | | |
| Room | Space Reservations Contact | Business Hours | Capacity | Tech |
| ET 201S | Sheila Walter, skwalter@purdue.edu | 8 a.m.-5 p.m. | 6 | Screen, Video, Mic |
| SL 174A | Sherrie Tucker, tucker76@purdue.edu | | 8 | Screen, Video, Mic |
| SL 220A | Sherry Clemens, clemens4@purdue.edu | | 14 | Screen, Video, Mic |
| SL 260R | Zach Sigafos, zsigafoe@purdue.edu | 9 a.m.-5 p.m. | 8 | None |
| SL 280P | Annicc Willard, aewillard@purdue.edu | | 10 | Projector Only |
| STT 250 | Megan Birner, mibirner@purdue.edu | 8:30 a.m.-4:30 p.m. | 12 | Screen, Video, Mic |
| STT 350 | | | 6 | Screen Only |

| NON-PURDUE MANAGED SPACE | | |
|--|--|---|
| <i>Fees may apply. Please inquire during the reservation processes designated below.</i> | | |
| Category | Reservation Method | Additional Information |
| Classrooms | Webform | Classroom roster <i>No food or beverages are allowed.</i> |
| Conference Rooms (e.g., IO 201, IO 301, EL 108) | Email Angel Campbell, acampbel@iu.edu | N/A |
| Library Space | Webform | N/A |
| University Tower, Hine Hall and Madam Walker Legacy Center, Bell Garden, Tower Courtyard | Webform | Meeting spaces overview with pictures Madam Walker Legacy Center |
| Campus Center | Webform | N/A |
| Taylor Courtyard, Wood Fountain, & Misc. Green Space | Email Nancy Wright, nawright@iu.edu | Map of green spaces and capacities |

Departments are encouraged to assign space reservation duties to a single point of contact within the department.

Departments are encouraged to submit Purdue and non-Purdue managed space requests 30 days prior to events/meetings. If no response is received within 10 business days, the single point of contact within the department should reach out to indyevents@purdue.edu.