



GAYLE KARCH COOK CENTER

Maxwell Hall

750 E. Kirkwood Ave. Bloomington, IN 47408

Cook Center Guide to Spaces and Scheduling Policies & Procedures

1. Center Hours

Building Hours: M-F 9 a.m. – 5 p.m. (and special events outside those hours)

Gallery Hours: M-F 12 p.m. – 4 p.m. (extended for the first Friday of every month aka Gallery Walk, 5 p.m. – 8 p.m.)

2. Building Calendar and Room Scheduling

- The **Setups and Scheduling Manager** will establish and maintain a shared Outlook building calendar for public spaces.
- Cook Center Entities may request usage of Cook Center Meeting & Presentation Spaces; this must be done through **Setups and Scheduling Manager** via the online request [form](#).
- Outside Entities will reserve space via the online request form. If the Entities are requesting a space in Maxwell Hall that is not controlled by the Cook Center, the **Setups and Scheduling Manager** will redirect the request to the affiliated Building Liaison.
 - As of July 2023, the Building Liaisons are:
 - CRE – Annalise Janke (ajanke@iu.edu)
 - CAHI – Alex Teschmacher (awteschm@indiana.edu)
 - IU Corps – Suzanne Allen (suzallen@iu.edu)
 - Traditional Arts Indiana – Jon Kay (jkay@indiana.edu)
 - Book Lab – Liz Hebbard (ehubbard@iu.edu)

***All rooms must be reserved (for both internal and external entities) before they are used.

3. Cook Center Meeting & Reservable Spaces

Grace Donahue, **Setups and Scheduling Manager**, cooksche@iu.edu

- a. 101 - Grand Hall



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- i. This may include the area by the SW “main” entrance and the first-floor hallway.
- b. 110 - Process Gallery – must be agreed upon by Bethany Habegger (bhabegge@iu.edu) and Natalia Almanza (nalalmanza@iu.edu) before use as exhibitions are booked over a year in advance. Form can be found [here](#).
- c. Main Level Conference Wing
 - ❖ 120 – Lounge/Library/Green Room
 - ❖ 122 - 1st Seminar Room
- d. Second Level Conference Wing
 - ❖ 222 - 2nd Seminar Room
 - ❖ 224 – Additional Seminar Room space connected to 222
- e. Courtyard

4. Rental Guidelines

A multidisciplinary hub for research and creative activity at IU Bloomington, the Gayle Karch Cook Center for Public Arts and Humanities is a welcoming campus space for art exhibitions, performances, conferences, community engagement, and so much more. The Cook Center seeks to make transformative experiences in the arts and humanities accessible to all people on campus, in the city of Bloomington, and throughout Indiana. We strive to create a space that supports and embraces public arts and humanities work within our campus and community, and priority will be given to reservation requests that align with those goals.

Reservable spaces within the building include the Grand Hall performance/lecture space and a dedicated Conference Wing that includes several large conference rooms and smaller breakout rooms. The Grand Hall and entire Conference Wing can be reserved as a package for large events such as multi-day symposia or conferences. Please contact the Cook Center Events Manager (cooksche@indiana.edu) to inquire about multi-room and/or multi-day reservations.

5. Reservation Procedures

The Cook Center’s reservable spaces are free to use. The Cook Center may request transfer of funds by entities reserving the space if damage is done to the building and/or its equipment.



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Requests for events and from all outside entities should come in the last month of the semester or summer prior (July for the fall semester and December for the spring semester). All details of events do not need to be worked out, but the form should be submitted to hold the space. The [Setups and Scheduling Manager](#) will review all requests and decisions will be based on the suitability of the space, the availability of other campus spaces, and the order in which the request was received. For Cook Center spaces, **priority will be given to A&H events and occupant events.**

Requests during the semester will be handled on a rolling basis in the order that they are received. **Requests for events 3 weeks or less from the desired date can and often will be denied as it is strenuous on Cook Center staff.** Requests coming **5 days in advance** from the desired date **will not** get a response. The building calendars may update at any time without notice prior to confirmation. Requests cannot be made more than one year in advance.

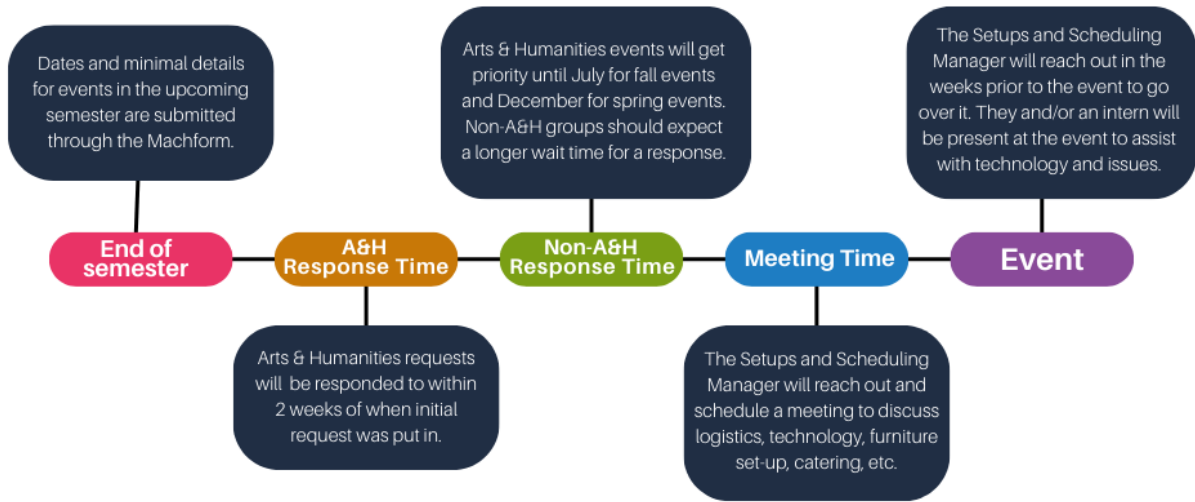
Entities may reserve multiple rooms, as well as the entirety of the Cook Center (meaning the list of rooms above). For these special reservation requests, please contact the [Setups and Scheduling Manager](#) in advance.

Events with food services or catering that will require the use of the Cook Center kitchen must be made clear to the [Setups and Scheduling Manager](#) in advance. If alcohol is being served, the server **must be licensed and water/non-alcoholic drinks must be available to guests.** The Cook Center does not order or coordinate catering for entities reserving the space; this is the responsibility of the outside entity.

Timeline



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6. Public Space – NOT open to reservation

Public space is defined as space in open areas throughout the building, primarily hallways, stairwells, and restrooms, as well as the courtyard and surrounding paths and walkways. No staff or business meetings should encroach upon public spaces without prior planning and permission from the Setups and Scheduling Manager. No eating can take place in any indoor public spaces without permission from the Setups and Scheduling Manager, although beverages in closed containers are permitted. Eating can take place in outside public spaces as long as it doesn't conflict with a scheduled event. No supplies or other materials can be stored in public spaces.

7. After-hour events and meetings

Each Cook Center entity in the building is responsible for the staffing and security of their respective after-hour events and meetings. Unless otherwise planned, **all such events must be contained in the hosting entity's designated spaces**. After-hour reservations made by outside entities will be staffed by the Cook Center in accordance with the reservation agreement **only until 7pm**. Exceptions can be made on a case-by-case basis. Please contact the Setups and Scheduling Manager for late-night events. **Any recurring events outside of business hours will not be supported by staff; participants must schedule a meeting with Setups and Scheduling Manager to learn the technology in the space.**



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8. Facilities Use

All entities reserving Cook Center spaces should be conducted in accordance with the following. This includes third party participants hired for service.

- Furniture/Room Cleanup
 - Maintaining room setup: Tables, chairs, and other equipment may not be moved in or out of the space without prior approval.
 - Cleanup of the space: Tables must be wiped down and trash/recycling must be placed in appropriate building receptacles after use of the space.
- Accessibility
 - The Cook Center will accommodate ADA accessibility when requested.
 - The ADA entrance is located on the northwest corner of the building. All spaces on the ground floor and first floor are accessible by elevator. The only space in the building that is not ADA accessible is the 2nd floor conference suite in the SE wing. Please keep ADA accessibility in mind when scheduling in the SE wing.
- [Technology](#)
 - The Cook Center will assist in use of technology in the Grand Hall, 122, and 222.
 - Technology assistance must be requested at the time of a preparation meeting for respective reservations.
- Additional policies for use of the space found below.

In order that these facilities may be maintained in a condition pleasing to you and your guests, compliance with the following Cook Center guidelines is necessary. The organizer is responsible for adherence to these rules and is financially responsible for any damage.

Cook Center staff responsibilities: The [Setups and Scheduling Manager](#) and Cook Center staff will handle set-up and tear-down of Cook Center furniture, will oversee the use of Cook Center technology, and will secure the building following events. The [Setups and Scheduling Manager](#) and Cook Center staff will not edit or prepare media for the organizer (i.e. holding slides, presentations, etc.). There will always be at least one Cook Center staff member onsite. Exceptions may be made for small clubs/meetings with prior approval from the [Setups and Scheduling Manager](#). The [Setups and Scheduling Manager](#) will not always staff events but will ensure the organizer is aware of which staff member will be present in place. The onsite Cook Center staff member may not always be physically in the room where the event is taking place but will be nearby should any needs arise. The [Setups and Scheduling Manager](#) and Cook Center staff will not be responsible for cleaning the space following an event (see more under “Clean-up”).



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Alcohol		The organizer must observe Indiana liquor laws including prohibiting drinking by minors. All alcoholic beverages must be served by a licensed bartender.
Audio-visual equipment		Monitors and other audio-visual equipment can be utilized but must be discussed with and approved by the Events Manager prior to the event.
Candles		Candles are not allowed except those on serving tables inside glass globes provided by a catering company or approved by the Events Manager before the event.
Catering		For any catering needs, the organizer must place the order and be the main contact. The Events Manager will not place orders or be the main contact. Catering companies that are listed as approved IU vendors can set up and serve food in reserved spaces at the Cook Center. If use of the kitchen as a staging area is needed, please check with the Events Manager beforehand. All food and furniture must be cleaned up by the caterer and organizer before departure. The organizer may bring their own food and non-alcoholic beverages if they would prefer.
Children		Children must be closely monitored and should not be left unattended.
Clean-up		The organizer is responsible for ensuring that all items brought in the Cook Center are removed. All tables used, including desks, banquet, and round tables must be sprayed and wiped down at the end of the event. Spray and paper towels can be provided by the Events Manager. If used during the event, kitchen counters, sink, refrigerator, and microwave should be left clean. Trash/recycling should be left bundled in their respective bins in the reserved space or kitchen for custodial pickup. The organizer does not need to mop or vacuum, that is done by custodial services.
Furniture Rental		The organizer may reserve furniture from non-IU vendors if the Cook Center cannot accommodate a specific furniture need. The organizer must coordinate the furniture delivery and pick-up with the Events Manager.
Damage		Please protect all floors, walls, and hangings in the Cook Center. We expect all rooms to be left clean. The organizer is financially responsible for any damage done to the building and must communicate any damage with the Events Manager.
Decorations		No glitter or paint is allowed. Please contact the Events Manager for any decoration-specific inquiry.
Fireplaces		Fireplaces are not operational.



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Parking		The organizer is responsible for providing parking passes for their guests if needed. The IMU has two pay parking lots and IU Parking Enforcement sells daytime visitor passes. Handicapped parking spots are available next to Maxwell Hall for drivers with accessibility needs. Please inform the Events Manager so they can call Parking Operations ahead of time to let the driver pass through the parking booth that leads to Maxwell Hall.
Smoking		This is a non-smoking facility.
Unreserved spaces		Other spaces in the Cook Center may not be used at the time of your event, even if they are empty, unless discussed with and approved by the Events Manager. Guests may not enter Room 100, the Executive Suite, without Cook Center staff present.

Grace Donahue, Setups and Scheduling Manager:

Messages may be sent via email to: cooksche@indiana.edu