

FREQUENTLY ASKED QUESTIONS

Who can request rooms through Request A Space website?

Rooms are requested primarily by ISU Students, Faculty and Staff. You must have an University ID then create an account to log in. External clients will need to contact Conference and Event Services by calling 812-237-3718 or email ISU-Conferenceandeventservices@indstate.edu.

What spaces are available to request through Request A Space website?

Hulman Memorial Student Union (HMSU) event spaces, meeting rooms and Dede Plaza outside spaces along with spaces in the Landsbaum Center.

What is the cost to Request A Space?

Registered student organizations and ISU departments may request event space and meeting rooms for no charge in the majority of smaller reservable spaces on campus. Charges may apply if hosting specific type events such as conferences with multiple rooms, dates, etc., and will require a meeting prior to reservation. Keep in mind larger event spaces and some locations on campus may have special rental and facility fees. This guide may help: http://venues.indstate.edu/wp-content/uploads/2020/05/CES_QuickReferenceGuideFINAL.pdf

What is the easiest way to request a space in HMSU, Dede Plaza or Landsbaum Center?

By using the web app and Request a Space link:
<https://ems.indstate.edu/EmsWebApp/BrowseForSpace.aspx>

How can I be sure I used the Request A Space form correctly?

Upon submitting the request, you will receive an email stating your request was received. You will then receive another one upon confirmation within a few days.

Will my meeting show on the online calendar?

Yes, most meetings will show on the online calendar, with the name of the meeting only. Contact name and information will NOT be displayed.

Who is the preferred caterer?

Sodexo Catering is the campus caterer. Contact them at 812-237-7618 or visit their website for more menu items at: <https://indstate.sodexomyway.com>

Can I make edits, changes, or cancellations to my event?

Yes, you can make changes on the Request A Space page by logging in your account and select "My Events" on the left side of the site and select the event you are wanting to edit.

I'm looking to book a space for a day long large conference, what is my best option?

Contact the Conference and Events Service department at 812-237-3817 or email full event details and space size needed at ISU-Conferenceandeventservices@indstate.edu.

For questions call Conference & Event Services at 812-237-3817.