

IM Events Center – Policies & Procedures

Accessible Accommodations

IM facilities are accessible for people with physical disabilities. To ensure that room setups and other logistical arrangements will accommodate all attendees, groups should advise as to such when scheduling reservations.

Animals/Pets

IM requires a pet deposit of \$500 if animals are to be on site during events. Animals assisting individuals with disabilities are exempt from this charge.

Caterers

Our preferred caterer is Mélange Events.

Children

Children under the age of 16 must be accompanied by an adult or guardian.

Weapons

With the exception of licensed security and law enforcement officers, IM does not permit any persons to use or possess firearms or other weapons, including licensed, concealed, or open-carry weapons, on IM property.

Decorations

Table top and free standing decorations are permitted. Push pins, tacks, metallic confetti, and tape are not permitted. Any damages to walls or carpet will result in additional fees. Candles are not allowed.

IM Logo

All usage of the IM logo must be approved by IM prior to being used for communications or promotional materials.

Media Coverage/Press Events

Groups must request special approval to allow media coverage on IM property. Requests for media coverage must be made to IM a minimum of three business days prior to the date of the event.

IM reserves the right to review event details and contents when a group requests permission to allow media coverage. We also reserve the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of IM or a risk to IM's property or guests.

Any breach of these terms may result in cancellations of event and of any future use of facility.

Occupancy Limits

Occupancy limits for the IM Events Center will be enforced. Emergency exits should remain clear at all times.

Groups are expected to cooperate with IM staff to maintain security of the buildings and grounds and to provide for the safety of all people visiting the IM Events Center.