

# BUTLER ARTS & EVENTS CENTER

## SUMMER CONFERENCES & CAMPS AT BUTLER UNIVERSITY



Welcome to Butler University! Located in the heart of Indianapolis, Indiana, Butler University provides a welcoming and flexible urban setting for conferences and camps with summertime accommodations on our campus. We are extremely proud of our long tradition of academic excellence, and trust you will enjoy our beautiful campus and facilities.

Butler University offers residential hall housing to both on- and off-campus groups for summer conferences and camps from Memorial Day Weekend through the last full weekend in July. This guide provides general information on Butler's housing options as well additional information to help you prepare for your stay.

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## SUMMER CONFERENCE HOUSING AND RATES

Butler University offers 2 options for housing during your summer conference visit. Each facility has a unique layout and style of living.

### Pod Style Living = Fairview House

An air-conditioned building, featuring a pod-style layout, each unit can accommodate 6-8 guests with no more than 2 guests sharing a bathroom. Fairview House pods also feature common living room and kitchenette spaces.

### Suite Style Living = Irvington House

is the newest addition to Butler University's residence life community. Irvington House is an air-conditioned facility offering suite style living. Each suite consists of two bedrooms sharing one common restroom, no common living space is featured in these units.

Pricing for each facility is listed below. The following pages will offer more detailed information and floor plans for these facilities.

VENUE	NIGHTLY RATE	WEEKLY RATE*
Pod Style Fairview House Double Room (includes access to the common space in the unit)	\$80/night/room	\$80/night/room
Suite Style Irvington House Double Room	\$70/night/room	\$65/night/room

\* Extended Stay Nightly Rate is applied to stays of 5 or more consecutive nights.

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## POD STYLE LIVING

### Fairview House

Fairview House, is a state-of-the-art, 633-bed, pod style housing facility that offers 6 and 8-person units. Each unit features a shared living and dining room as well as 3-4 double-occupancy bedrooms. Each double occupancy bedroom features a private bathroom with double sink.



**NIGHTLY RATE**  
**\$80/NIGHT/ROOM**

**WEEKLY RATE**  
**\$75/NIGHT/ROOM**

- Private bathrooms with double sinks
- Kitchenettes with full size refrigerator and microwave
- Welcome desk and lounge with control desk
- Recreation and gaming lounge
- Second floor balcony overlooking the courtyard
- Media lounge and social space including four TV's and fireside casual seating
- Cardio fitness room with modern equipment and workout/yoga space
- Laundry centers on three floors
- Outdoor patio

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## 8-PERSON UNIT FLOOR PLAN



## 6-PERSON UNIT FLOOR PLAN



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## SUITE STYLE LIVING

### Irvington House

Irvington House is the newest addition to Butler University's residence life community. Newly opened in fall 2018, Irvington House is a state-of-the-art, 647-bed, suite-style residential facility. Double occupancy suites include two twin beds, a shared bathroom with a bedroom on the other side of the bathroom. Each room will also have a bed, desk and closet for each occupant. Laundry facilities are available on every floor. The building also features a recreation center and social lounge, front desk operation and outdoor gathering spaces.



**NIGHTLY RATE**  
**\$70/NIGHT/ROOM**

**WEEKLY RATE**  
**\$65/NIGHT/ROOM**

- Welcome desk and lounge with control desk
- Bedrooms furnished with a bed, desk, chair and closet
- Bathrooms include single shower and four sinks
- Laundry facilities on every floor
- Recreation Center and Social Lounge with pool table, ping pong, and arcade games.
- Outside Study Lounges surrounded by open lawn space, a courtyard, and fire pit.

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## HOUSING FAQ

### Insurance

It is agreed that the Lessee shall purchase and maintain at its expense liability insurance protecting itself and Butler against loss or expense by Lessee's use of the leased premises. A certificate of insurance designating Butler University as an additional insured under General Liability shall be submitted at least 30 days prior to the Event. If Butler has not received Lessee's proof of insurance by this date, Butler shall have the right to terminate this Agreement upon written notice to Lessee and retain the deposit. Insurance as set forth below shall be written by a company with an AM BEST'S rating of A, VII or better with an admitted carrier satisfactory to Butler University.

Said insurance shall provide limits of General Liability of not less than the following:

### Insurance Requirements:

#### General Liability

Liability Limit	\$1,000,000 Per occurrence
Fire Damage	\$100,000
Medical Payments	\$5,000
Personal and Advertising Limit	\$1,000,000
Products & Completed Operations	\$1,000,000
Abuse & Molestation	\$1,000,000

#### Umbrella\*

Limit per Occurrence	\$1,000,000
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*\* An Umbrella policy is not necessary if the limit per occurrence under General Liability is \$2,000,000.*

*Butler University will be named as an additional insured under General Liability coverage, and a certificate of insurance will be provided to Butler prior to the commencement of any activity / camp.*

*Insurance must be written with a company that is acceptable to Butler University.*

Butler shall not be liable on any contract of the Lessee, or on account of any act of negligence on the part of the Lessee, or any damage caused by the Lessee, or any employee and/or worker as designated by the Lessee thereof and that the Lessee will pay for any and all damages to the premises, building and its equipment, other than that which is considered to be normal wear and tear. Butler shall also not be liable for any illness or injury incurred by the lessee, its guests, agents, employees, or independent contractors.

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## **Linens**

Linens will only be provided as pre-arranged by the Lessee with University Events prior to the conference's arrival. Lessee will assume the cost of linen rental. Each person will receive two (2) twin flat sheets, one (1) pillowcase, one (1) mattress pad, one (1) bath towel, one (1) hand towel, one (1) wash cloth, one (1) pillow and one (1) thermal blanket. Linens will only be provided in bundles and are not available ala carte. Beds are to be made by the Lessee. At the conclusion of your stay, all linen should be collected into the pillowcase and the bundle should be brought to the lobby for check-out.

## **Room Rosters**

The Office of University Events will provide the lessee with a room assignment template prior to arrival. It will be the group's responsibility to assign rooms. The group must return the roster in the template provided to the Office of University Events along with any special housing needs of attendees two weeks prior to the first day of the Conference. There will be a fee for any changes made to the housing roster after the two-week deadline. Male and female attendees may be separated by placement in different wings or on different floors, only if requested in advance and if space allows. Male and female staff members must be specifically noted.

## **Minors**

If attendees are under the age of eighteen (18), Lessee is required to provide supervisory staff to be housed in the residence hall to include at least one (1) staff member for every fifteen (15) attendees. The male-female ratio of Lessee supervisory staff in the residence hall should be appropriate for the make-up of the conference group.

## **Keys**

Keys and conference guest cards will be issued to guests for their personal use and are not transferrable. Group participants should always lock the unit's door for their personal safety and the safety of the group participant's personal property. Lost keys shall be reported immediately to the front desk. Lessee is responsible for a \$75 per key Replacement Fee and/or \$20 card Replacement Fee for any key(s)/card(s) lost or not returned when attendees check out. Keys received after designated check-out time, as specified in this Agreement, will be considered not returned and Lessee will be directly assessed the applicable fees. University Events will not bill conference guests directly.

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## **Front Desk**

The front desk of each residence hall is open from 7:00 a.m. – 10:00 p.m. daily. A desk assistant (DA) will be available to assist you. Should a participant be locked out of his/her room, that participant should go to the front desk to report the lockout to the DA and a Resident Assistant will be called to let the participant into his/her room. If assistance is needed after 10pm, the afterhours phone number should be used.

## **Check-in**

Check-in times will be pre-determined 2-hour window. One of our event coordinators will communicate to the client what time this will be prior to their arrival.

## **Trash**

Participants are required to bring their trash to the designated areas before check-out. Fail to do so results in an additional fee.

## **Laundry**

Every residence hall has credit card operated washers and dryers. Detergent is not provided.

## **Smoking**

Smoking is forbidden in all facilities. Butler has designated smoking areas located on campus.

# BUTLER ARTS & EVENTS CENTER

## TIMELINES

Below are the most pertinent deadlines to be aware of prior to, during, and after your conference.

<b>PRIOR TO YOUR ARRIVAL</b>	
Contract sent Contract signed 90 days prior to arrival  30 days prior to arrival 14 days prior to arrival One week prior to check-in	Contract must be returned within 30 days of receiving it 50% deposit due Confirm check-in and check-out dates and times Provided final housing numbers Blank room roster sent to group leader Deadline to request Early Arrivals and Late Departures Completed rosters due University Events office will contact with details of check-in
<b>AFTER YOUR DEPARTURE</b>	
14 days after departure 30 days after delivery of invoice	University Events issues a final invoice of all services rendered Final payment made to University Events

## CAMPUS RESOURCES

### Wireless Internet

Butler has an open wireless network for guests that is available campus-wide. Select “BU Guest/Open Wireless” to connect your device.

### Parking

Car parking is available free of charge for overnight conference participants. Conference participants will be directed to specific lot(s) designated for their use. All visitor and event parking is available in the pay-to-park garage facility, located in the 4700 block of Sunset Avenue, between 46th and 49th Streets. Motorist access to the 1,040-space garage is available from Sunset Avenue. Parking garage rates may be found at <https://www.butler.edu/parking/visitor-event-parking>. Conferences may pre-purchase validation cards to provide to their non-resident guests to offset parking fees. These cards are issued by the University at a cost of \$3 per card. One card = one garage exit. Cost is added to final conference bill.

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## Transportation

Butler University is easily accessible via major interstates, I-465, I-65 and I-70 and is approximately 30 minutes from the Indianapolis International Airport by car. Several transportation services provide airport transfers and the office of University Events is fully prepared to provide transportation logistics support. Butler has long relationships with several area charter bus services and is well positioned to manage any such services should they be required.

## Health and Recreation Complex

Guest passes are \$7 and can be purchased at the front desk. All guests who are 16 or older must show a valid photo ID, such as a driver's license. Guests 16 and under must be accompanied by a parent or legal guardian at all times.

### Amenities:

- Two-court gymnasium that can accommodate basketball, volleyball, and badminton
- Six lane, lap-swimming pool
- Leisure pool for water basketball, volleyball, bubble benches, or lazy river
- Hot tub
- Sauna
- Men's, women's, and family locker rooms
- Two multipurpose rooms for use with group exercise classes or club sport practices
- Functional fitness room
- Free-weight room with Hammer Strength equipment
- Three free-weight areas, a selectorized weight machine circuit, several transitional fitness spaces, and two cardio machine areas that include Precor, Matrix, and Cybex pieces (over 60 pieces in all)
- 1/10 mile jogging track
- Massage therapy and physical therapy room
- Conference room that seats approximately 30-40
- Student lounge (aka "Living Room") with study areas, large TV, pool table, and table tennis

### Summer Hours:

#### HRC

##### Monday–Friday

6:00 AM–8:00 PM

##### Saturday and Sunday

11:00 AM–5:00 PM

#### AQUATIC CENTER

##### Monday–Friday

6:00–8:00 AM

11:00 AM–1:00 PM

3:00–7:00 PM

##### Saturday and Sunday

Noon–4:00 PM

# BUTLER ARTS & EVENTS CENTER

## Dining

Butler University is excited to partner with Bon Appetit for food service on campus. Founded in 1987 and headquartered in Palo Alto, CA, Bon Appétit currently operates more than 1,000 cafés in 34 states for private universities, corporations, museums, and cultural institutions. Our chefs cook from scratch, focusing on fresh produce, whole grains, and lean and plant-based proteins. You'll find lots of international food as well as your favorite comfort food, just healthier, and lots of only-in-Indianapolis dishes. No cycle menus or corporate recipes here. And no shortcuts. Food allergies? No problem, we've got you covered.

Below is the University Dining Hall's rates for Summer Conferences.

Catering services are available as well. Sample menus and pricing may be reviewed by visiting our [catering page](#).

*Listed Rates are for Summer 2020, rates and hours for 2021 have not yet been released. An annual rate increase should be expected.*

MEAL	Breakfast	Lunch	Dinner
COST	\$7.00	\$8.00	\$9.00

## Summer Hours

DAY	Breakfast	Lunch	Dinner
MON—FRI	7:00-9:00	11:00-1:00	5:00-7:00

## Butler University Police Department

Security on campus is handled by the Butler University Police Department (BUPD). If you experience an emergency while on campus, please contact BUPD immediately by calling (317)-940-9999.

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## **ATM Machines**

There are two ATM locations on campus. One is located in Atherton Union and is administered by PNC. The other is located in Jordan Hall and is administered by Elements Financial Credit Union.

## **Library**

Irwin Library and the Science Library, located in Holcomb Building, are both available to guests. Guests are welcome to browse through the collections and able to make scans (free of charge) or copies (minimal fee). In order to take items from the collection from the building, a library account must be created.

For more information about the libraries, including info on guest access and hours of operation, please visit the Butler University Library visitor page.

## **Campus Map**

Butler University's website has a complete map of campus including virtual tours, detailed directions, and information regarding buildings, parking, dining, campus landmarks, and construction.

