



Facility Rental

Located on Indianapolis' urban east side, Martin University provides a welcoming and convenient location for conferences and special events. We offer a multipurpose and classroom space. Martin University's event coordination team will help you identify your event requirements.

Martin University Organizations

Martin University academic and operational departments, University-sponsored programs and authorized organizations (i.e. SGA, Alumni Association, Enactus, Martin University Community Choir, etc.) receive priority in scheduling the use of University facilities.

Community Partners/Organizations, Vendors, and Individuals

Thank you for considering Martin as the location to host your event. For our event staff to best determine if we can accommodate your special day, you must complete an Event Summary Form. You may contact our team to schedule a time to visit our facilities. **NO WALK-INS PLEASE.**

Facilities and Fees

******All rental fees are subject to change without prior notice.***

Space Rented	Rental Blocks	Rental Fee	Security Deposit	Security Fee	Support Service Fee
Fr. Boniface Harding Gathertorium	4 hours ½ space	\$400.00	\$150.00	\$300.00	TBD
Fr. Boniface Harding Gathertorium	4 hours full space	\$750.00	\$200.00	\$300.00	TBD
Fr. Boniface Harding Gathertorium	8 hours ½ space	\$500.00	\$250.00	\$350.00	TBD
Fr. Boniface Harding Gathertorium	8 hours full space	\$850.00	\$300.00	\$350.00	TBD
Fr. Boniface Harding Gathertorium	2-day rental full space	\$1500.00	\$350.00	\$400.00	TBD
Classroom, Fine Arts Room, or the Student Center	4 hours rental	\$100 per 4 hours	\$100 (Paid only for Saturday rental)	\$100 (Paid only for Saturday rental)	TBD
Classroom, Fine Arts Room, or the Student Center	8 hours rental	\$150.00 per 8 hours	\$125 (Paid only for Saturday rental)	\$125 (Paid only for Saturday rental)	TBD



The items are included in your rental fee:

- Parking
- Martin University-owned tables and chairs
- Room dividers
- Set-up

Additional charges may apply for the following:

- PC usage
- LCD projector and screen
- AV input
- Microphone(s)
- Amplifier
- Podium
- Audio equipment
- Promethean Board

Insurance

A certificate of liability insurance naming Martin University and the Martin University Board of Trustees as an additional insured is required. All renters are required to provide a certificate of liability insurance

Catering

Martin University does not provide catering services. For events requiring outside catering services, the caterer must provide a copy of their vendor's license.

Deposits

Security deposits are refundable.

The refundable facility deposit may become non-refundable should housekeeping services exceed normal wear and tear.

Black-Out Dates

As the University develops its yearly Academic and Activities Calendars, the University may not be able to accommodate your request for space. Some of those dates are identified below. At the time your request is submitted, your event liaison will provide updated information on space availability.



Black-Out Dates 2016

- January 1 - 11, 2016
- January 18, 2016
- February 25, 2015
- March 4, 2016
- March 14 - 19, 2016
- March 25, 2016
- April 14, 2016
- May 9 - 14, 2016
- May 27- 31, 2016
- July 1 - 5, 2016
- August 1 - 31, 2016
- September 1 - 6, 2016
- October 17 - 31, 2016
- November 23 - 30, 2016
- December 12 - 31, 2016

Black-Out Dates 2017

- January 2-6, 2017
- January 16, 2017
- February 22 - 25, 2017
- March 1 - 4, 2017
- March 13 - 18, 2017
- April 10 - 13, 2017
- April 14, 2017
- May 8 - 13, 2017
- May 22 - 31, 2017
- June 26 - July 5, 2017
- August 1 - 31, 2017
- September 4 - 8, 2017
- October 16 - 31, 2017
- November 20 - 27, 2017
- December 18 - December 31, 2017

Event Summary

To submit a request for the use University facilities, an Event Summary Form must be completed for the University's review. Requests will be reviewed and a response can be expected within a week of the submission.



The Event Summary must be filled out completely. Submissions can be made by mail, e-mail, or fax to:

Event Planning
Martin University
2186 North Sherman Drive
Indianapolis, IN 46218
e-mail: lmorton@martin.edu
Phone: (317) 917-3376
Fax: (317) 543-3262

Upon approval of your request, a rental agreement will be developed, including all applicable fees and due dates.

Thank you for considering Martin as the location for your event.

We look forward to serving you.