



A 50 percent, non-refundable deposit for room rental is required at the contract signing. Additional conditions and payment terms may vary.

A certificate of insurance is required with Indiana State University and Indiana State University Board of Trustees listed as both the certificate holder and as additional insured for all days contracted on the space leased.

An invoice for remaining fees will be sent to you following your event. Payment in full is expected with terms of net 30 days from the billing date. Indiana state sales tax (seven percent) is applied to all rentals, unless a tax exempt form is provided. Feel free to contact us to discuss how we can serve your event needs.

www.indstate.edu/scheduling
(812)-237-3817

Email: isu-conferenceandeventservices@mail.indstate.edu

