

## **COLLEGE OF BUSINESS, ILLINOIS BUSINESS INSTRUCTIONAL FACILITY – SPACE POLICY**

### **About BIF's Spaces**

The environmentally sustainable Business Instructional Facility (BIF) is, by design, a student-centric venue with state-of-the-art technology for Business students to study and interact. While the upper floors provide students and faculty with classrooms, breakout and meeting spaces, and access to a number of faculty in residence, the ground floor and north wing are dedicated to student services that promote learning and career development. The PricewaterhouseCoopers Accountancy Student Center, KPMG International Accounting Suite, Margolis Market Information Lab and Infinium Capital Management Trading Room, Ernst & Young Center for Career Advancement, ILLINOIS MBA Suite, Illinois Business Consulting, and the Cammack Undergraduate Office give students ready access to valued services. A future café, virtual bulletin boards, an outdoor courtyard, and a spaciouly furnished Commons space encourage students to study and relax without hindrance. The Deloitte Auditorium is also designed with students in mind – boasting warm wood, comfortable theater seating, and exceptional acoustics to maximize learning and teaching effectiveness.

### **Use of BIF's Spaces**

BIF is aptly named an “instructional facility” because its spaces are intended to be used by students and faculty for the purpose of business education and career development. The architects, administrators, and generous donors who built the facility intended it to be accessible to and utilized by Business students foremost. With such intent and mission in mind, the College limits access to BIF and allocates space accordingly. Requests from external constituents to hold events in BIF are generally refused in the interest of Business students. The College of Business reserves the right to grant or deny any request for use of BIF spaces. In accordance with University policy, no space in or around BIF may be used by non-University entities to solicit or market to students. For more information on the University of Illinois' Use of Premises and Facilities policy, visit <http://www.fs.uiuc.edu/CAM/CAM/viii/viii-1.html>.

### **Making a Request**

The College of Business uses a scheduling program called Event Management Systems (EMS) to schedule space in BIF (and Wohlers Hall). Those individuals who have received training and have active accounts submit their reservations as well as space requests using the online program found at: <https://www3.business.uiuc.edu/VirtualEMS/>.

Based on the group represented, below are additional details for reserving space in BIF.

College of Business Staff & Faculty – Trained staff are able to submit reservations and requests in [EMS](#) for their department and faculty. Rooms that may be reserved without additional approval include: conference rooms, breakout rooms, and interview rooms. Space requests where approval or coordination is necessary include the following rooms: classrooms, the Deloitte Auditorium, the Margolis Market Information Lab and Infinium Capital Management Trading Room, atrium, catering prep room, the outdoor courtyard, visitor offices, and the Dean's conference room.

College of Business Graduate Students – Graduate students may be granted approval to reserve space after signing a “College of Business - Student Use of Space Agreement” form and turning it into the program department office. Those graduate students may submit reservations in [EMS](#) for the interview rooms located on the second floor. Interview rooms are available for student reservations during the following times throughout the fall and spring semesters (times subject to change):

Monday through Thursday – 6:30 pm until 12:00 midnight

Friday – not available

Saturday – 6:30 am until 8:00 pm

Sunday – 12:00 noon until 12:00 midnight.

Graduate students should see their program department for additional information and assistance.

Registered Student Organization (RSO) – Campus RSOs are able to reserve classrooms and the outdoor courtyard. For each event, the RSO must submit the [“Request for Use of University Premises and Facilities” form](#) to the RSO Office for event approval. If the event is approved, the RSO Office will forward the event approval to the appropriate scheduling office for space approval. If the RSO desires, the approved form may be picked up from the RSO office and be taken directly to the BIF Information Center (room 1041). The RSO will receive confirmation via email once space has successfully been reserved for the event. RSOs will need to provide their own laptop and related projector equipment if these items are required for the event.

External Groups (and Non-College of Business Events) – Because BIF is intended for business education and career development, space for external groups is not available to be reserved. However, alternatives such as the [Alice Campbell Alumni Center](#) (217.244.9035), the [Illini Union](#) (217.333.0691) and the [I Hotel and Conference Center](#) (217.819.5000) host a variety of events. The Alice Campbell Alumni Center is located on the east side of campus and the Illini Union is in the heart of campus while the I Hotel and Conference Center is located south of campus. These facilities offer a wide range of accommodations for various event sizes as well as catering, and lodging capabilities (Illini Union and I Hotel and Conference Center).

## **Questions**

Please send all inquiries regarding BIF space and reservations to [reservations@business.illinois.edu](mailto:reservations@business.illinois.edu).