

## Payment

Upon receipt of your invoice, please submit payment. Make checks payable to Horn Field Campus. To make a credit card payment, please call 309-298-4676.

Horn Field Campus  
Western Illinois University  
985 China Road  
Macomb, IL 61455  
hf-campus@wiu.edu

## Policies

[Fire Ordinance Policy](#)

[Smoke-Free Campus Policy](#)

[Concealed Carry Policy](#)

[Drug and Alcohol Policy](#)

[Policy on Use of University Facilities: Policies Governing the Sale and Provision of Alcoholic Beverages](#)

[Policy on Use of University Facilities](#)

## Liability of Sponsoring Organizations

**Organizations or individuals not associated with Western Illinois University are required to either:**

1. Provide the the University a certificate of insurance, including the Board of Trustees and Western Illinois University as an additional insured for no less than \$1,000,000 combined limits; OR
2. Purchase coverage for the event through [Campus Connexions](#).

Campus Connexions provides general liability insurance and is available to tenants, users, and renters of Western Illinois University facilities. Western Illinois University and the Board of Trustees must be named as an additional insured. The cost of the coverage is based on the type of event and number of people attending the event.

The organization shall assume full responsibility for the conduct of any patron, guest, or visitor who attends an event they are sponsoring. Western Illinois University assumes no responsibility for supervision and/or chaperoning any event scheduled in campus facilities. Any sponsoring organization or individual using University facilities assumes responsibility for maintaining the condition of the facilities during its use. The organization or individual shall be responsible for all damage to, or misappropriation of, University facilities or equipment occurring as a result of the use of facilities. This responsibility includes damage or misappropriation by all non-University attendees. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.