



## University Departments: Guidelines & Policies (2/2020 – Effective Starting July 1, 2021)

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### General Reservation Policies

- The Student Centers schedules and manages events in Ida Noyes Hall, the Reynolds Club, Bartlett Hall (first floor), Mandel Hall, Harper/Stuart Classrooms (evenings and weekends), and the Quads.
- Requests for space can be submitted online using Virtual EMS at <http://reserve.uchicago.edu>. Inquiries regarding availability can be made by clicking the “Browse for Space” option. You may also call us 773-834-0858 or email us at [studentcenters.sched@gmail.com](mailto:studentcenters.sched@gmail.com).
- Space requests are accepted up to one year in advance. We require advance notice to schedule, approve, and plan your events:
  - Reservation requests for meetings or small events should be submitted at least (2) business days in advance of the desired date.
  - Reservation requests for large-scale events and outdoor space should be submitted at least (7) business days in advance of the desired date.
  - Reservation requests for food service spaces (Hallowed Grounds, the C-Shop, Hutchinson Commons during dining hours) require additional approvals and should be submitted at least (14) business days in advance of the desired date.
- When reserving an outdoor location, an indoor location must also be reserved in case of inclement weather.
- **Departments may not book space for outside groups’ events or promotions.** If your department is collaborating with an off-campus affiliate to promote a joint venture, such that your event will promote both the department and the affiliate, your request may be reviewed by the Student Centers’ Event Management team for approval. If this is the case, please allow at least (7) business days for your request to be reviewed. Booking that are collaborative with off-campus affiliates must adhere to the following policies:
  - Representatives from the hosting organization must be present throughout the event.
  - The event must directly promote the hosting organization’s goals or programs in some way.
  - The host organization will be responsible for the affiliate guests, and for ensuring that all guests adhere to Student Centers and University-Wide policies.
- A 10-digit University account number is required for all bookings.



**Building Hours**

Building	Academic Year Hours	Summer & Interim Period Hours
<b>Ida Noyes Hall</b>	<b>Monday – Friday:</b> 8am-12am <b>Saturday:</b> 9am-12am <b>Sunday:</b> 9am-10pm (Sundays for RSO use only)	<b>Monday – Friday:</b> 8am-5pm <b>Saturday (Summer):</b> 10am-12pm <b>Saturday (Interim):</b> CLOSED <b>Sunday:</b> CLOSED
<b>Reynolds Club</b>	<b>Monday – Saturday:</b> 8am-12am <b>Sunday:</b> 9am-12am	<b>Monday – Friday:</b> 8:30am-5pm <b>Saturday &amp; Sunday:</b> CLOSED
<b>Mandel Hall</b>	<b>Monday- Saturday:</b> 8am-12am <b>Sunday:</b> 9am-12am	CLOSED
<b>Bartlett Hall (first floor)</b>	<b>Monday – Saturday:</b> 8am-11pm <b>Sunday:</b> 9am-11pm	CLOSED
<b>Harper/Stuart Classrooms (Evening &amp; Weekends)</b>	<b>Monday – Thursday:</b> 6pm-11pm <b>Friday:</b> CLOSED <b>Saturday:</b> 8am-10pm <b>Sunday:</b> 9am-11pm	CLOSED

**Additional Notes**

- In Reynolds Club, Hutchinson Commons and McCormick-Tribune Lounge are only available during limited hours. Please see <http://space.uchicago.edu> for available times.
- In the Reynolds Club, the South Lounge is considered a quiet study space. Amplified sound and other noisy activities are not permitted in this space.
- In Ida Noyes Hall, the Library/Lounge and East & West Lounges are only available during limited hours. Please see <http://space.uchicago.edu> for available times.
- The Reynolds Club (with the exception of Hutchinson Commons and South Lounge) and Ida Noyes Hall are not air-conditioned. Air conditioning and/or pedestal fans may be available for rental upon request. Please discuss with your event coordinator for more information.
- The Reynolds Club is always open to the University Community, Ida Noyes Hall is home to DOC Films and the Pub, and Bartlett Hall is home to a residential dining commons; it is likely that other events will be occurring in the building at the same time as your own. Please be assured that every effort will be made to avoid interference between simultaneous events.

**Room Setups and Inventory at Bartlett Hall, Ida Noyes Hall, and Reynolds Club**

- Departments acquire the room in the agreed upon standard setup style with available. The Student Centers is responsible for setting up and breaking down furniture in the room. All furniture must remain in the room.



- Occasionally, large events or events with tight timelines to flip the room may incur additional expense for movers to support the room setup. Your event coordinator will identify this need and quote out in advance, if this is needed.
- Please consider set-up and breakdown times in your event requests.
- Furniture from the Student Centers inventory is free to use, but is available on a first-come, first-served basis. To ensure possible use of our inventory, please work with your event coordinator as far in advance as possible. Should there be a need rental additional furniture to help facilitate your event, there will be an additional rental charge (Cost +20%).
- The Student Centers do not provide linen for any set-up. You may elect to have your caterer provide linen, provide your own, or the Student Centers may coordinate rental for you at additional charge (Cost + 20%).

**Standard Set-ups at Ida Noyes Hall**

We have created a number of standard set-up styles at Ida Noyes based on our most frequently requested room layout needs. Standard setups come as described below; any significant deviation from a standard setup would be considered a custom set-up.

Event Space	Banquet	Stand-up Reception	Theater Style	Conference Style	Fair Style
Cloister Club (caterer prep space included)	250	250	300	–	43 Tables
Courtyard	100	100	100	-	-
Dance Room*	-	-	-	-	-
East Lounge	80	80	80	30	14 Tables
Library	100	100	100	40	12 Tables
Lounge	80	80	80	40	11 Tables
Max Palevsky Cinema	–	–	475 (Fixed Seating)	–	–
Room 117 Conference Room	–	–	–	10	–
Talbot Foyer	-	100	-	-	-
Theater	140	200	200	60	25 Tables
West Lounge	100	100	100	30	14 Tables
<i>*The Ida Noyes Dance Room comes “as-is” &amp; is suitable only for events with movement-based needs</i>					



- **Banquet Style:** 60” round tables and seating to accommodate up to the listed maximum capacity and up to (8) 6’ tables for buffets, panels, registration, or other use.
- **Stand-up Reception:** Up to (10) highboy tables and up to (8) 6’ tables for buffets, panels, registration, or other use.
- **Theater Style:** Seating in rows, to accommodate up to the listed maximum capacity, facing in the direction of your choosing and up to (8) 6’ tables for buffets, panels, registration, or other use.
- **Conference Style:** Seating around tables to accommodate up to the listed maximum capacity and up to (3) 6’ tables for buffets, registration, or other use.
- **Fair Style:** Standing event with (6)’ tables around perimeter of room. We will provide the maximum number of available (6)’ tables in our inventory – we may need to rent additional tables at cost + 20%, pending availability of our inventory.

**Custom Set-ups at Ida Noyes Hall**

For events that require more flexibility, supplemental furniture needs beyond our standard set-ups, or have unique components, you may work with an event planner to request and design a custom set-up at an extra one-time fee of \$150. Custom setups may not exceed our maximum listed capacities and will be subject to review and approval by our Event Management and Building Services team to ensure feasibility.

**Ida Noyes Room Rates**

Spaces	Standard Setup Cost
Cloister Club (caterer prep space included)	\$450.00
Courtyard	\$450.00
Dance Room	\$450.00
East Lounge	\$360.00
Library & Lounge (caterer prep space included)	\$450.00
Max Palevsky Cinema	\$450.00
Room 117 Conference Room	\$175.00
Talbot Foyer (Main Lobby)	\$450.00
Third Floor Theater (caterer prep space included)	\$450.00
West Lounge	\$360.00



**Room Set-ups at Reynolds Club & Bartlett Hall**

The Reynolds Club is a unique space, as many of our spaces come pre-furnished. Some rooms must remain in an “as-is” format, while others have some flexibility to be rearranged:

- **Room “As-is” or with Existing Furniture Rearranged:** The room as it is preset or with its existing furniture rearranged by the Student Centers staff. Additional furniture from the Student Centers inventory may be added so long as guest counts and layout do not exceed our maximum capacities. Furniture may not be removed from the room.
- **Room with Existing Furniture Removed & Custom Setups:** The room with any amount of furniture removed and custom setup completed by the Student Centers staff in conjunction with movers. Furniture removal comes at cost after consultation and quote with movers.

Event Space	Banquet	Stand-up Reception	Theater Style	Conference Style
Bartlett Arts Rehearsal Space (BARS)*	-	-	-	-
Bartlett Lounge	-	-	-	16
FXK Theater	-	-	117	-
Hallowed Grounds**	-	-	-	-
Hutchinson Commons	330	330	330	-
Hutchinson Courtyard	400	1000	300	-
McCormick-Tribune Lounge	80	150	100	-
Reynolds Club Marketplace	-	50	-	-
RC002a (Conference Room)	-	-	-	12
RC010 (Conference Room)	-	-	-	10
South Lounge	40	50	40	16
<p><b><i>*BARS comes “as-is” &amp; is suitable only for events with movement-based needs</i></b>  <b><i>** Hallowed Grounds is an active business and cannot be rearranged</i></b></p>				



**Reynolds Club & Bartlett Hall Room Rates**

Spaces	Room Fee
Bartlett Arts Rehearsal Space (BARS)	\$200.00
Bartlett Lounge	\$200.00
FXK Theater	N/A
Hallowed Grounds*	\$475.00
Hutchinson Commons	\$395.00 (Room As-is) + Cost of Movers (Furniture Removed or Rearranged)
Hutchinson Courtyard	\$300.00
Marketplace Table	\$0.00
McCormick-Tribune Lounge	\$450.00
Reynolds Club Marketplace	\$250.00
RC002a (Conference Room)	\$200.00
RC010 (Conference Room)	\$200.00
South Lounge	\$200.00
<i>*Hutch Commons and Hallowed Grounds do not include cost to shut down retail operation</i>	

**Event Billing**

- Other costs may apply to your event, including staffing, audio/visual equipment, or rental equipment. See below for further details.
- Reservations are invoiced approximately 7-10 days after your event takes place. Your 10-digit university account number will be billed upon receipt of invoice. A JE will be provided within (3) business weeks after your event for your departmental records.

**Cancellation Policy**

- Reservations should be cancelled as soon as possible for the use of that space.
- Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled.
- Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

Days Prior to Event	Cancellation Fee
60-30 Days	50% of total charges
29-15 Days	75% of total charges
14 days or less	100% of total charges



**Audio/Visual Equipment**

- Rooms with built-in Audio/Visual equipment include are listed below and are considered “Plug & Play” venues that do not incur additional fees:
  - **Ida Noyes Hall:** East Lounge & West Lounge, the Dance Room
  - **Reynolds Club:** Conference Room 010
  - **Bartlett Hall:** Bartlett Arts Rehearsal Space (BARS), Bartlett Lounge
  - **Harper/Stuart Classrooms:** All, except for Harper 125 & 135 and the Cox Lounge in Stuart Hall
- For the Reynolds Club and Ida Noyes Hall, all other venues require the rental of Audio/Visual Equipment. Our in-house inventory and price structure is below.
- Audio/Visual Equipment must be returned in the condition that it was received in; damages will be charged to your organization.
- All requests for Audio/Visual Equipment should come at least (2) business days in advance of your event. Equipment is available on a first-come, first served basis.
- Most Audio/Visual Equipment comes without a technician; set-up and take down will be done by Student Centers staff and they will teach you how to use it at your event check-in.
- The use of the Ida Noyes Cloister Club and Max Palevsky Cinema A/V systems requires an Audio/Visual Technician – this technician is responsible for setting, managing, and breaking down equipment for your event.

A/V Equipment In-House Inventory	Price
Dance Floor (Reynolds Club)	\$55.00
LCD Projector	\$175.00
LCD Projector (Ida Noyes - Cloister Club)	\$200.00
LCD Projector (Ida Noyes – Max Palevsky Cinema)	\$325.00
Lighting System (Max Palevsky Cinema)	\$0.00
Mic - Handheld Wired	\$10.00
Mic - Wireless Lav/Hand	\$60.00
Outside Rentals	Cost + 20%
Paper/Flip Chart & Markers	\$40.00
Screen (6' or 8')	\$0.00
Sound Sys.-Standard with (3) wired mics maximum	\$95.00
Sound System – Portable Bluetooth	\$65.00
Sound System w/ 1 Wired Mic (Ida Noyes - Cloister Club)	\$150.00
TV (Reynolds Club)	\$25.00
<b>Audio Visual Staffing</b>	<b>Price Per Hour (Cannot be Prorated)</b>



A/V Technician (Cloister Club)	\$325 Half Day(Under 5 Hours)/\$650 Full Day (5+ hours)
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**Building Services**

- Staffing requests should be submitted (7) business days in advance of your event date. Charges are incurred for a 4-hour minimum and are not prorated for portions of an hour.
- **Custodial Service:** Your group is responsible for all trash removal after the event, except for when a custodian or functional housekeeper is required. You may choose to delegate this responsibility to your caterer. Alternatively, you may choose to hire a custodian or function housekeeper for your event, even when it is not a venue requirement.
  - A custodian or function housekeeper is required for all events serving food in Ida Noyes Hall. This service is provided during our regular service hours, Monday-Friday from 9am-4pm.
  - Your group will be charged a clean-up fee of \$100.00 if the clean-up guidelines are not met. This includes cleaning-up anything leftover from your vendors.
- **Building Manager Fee:** Fee will incur if a reservation has access outside of normal building hours.
- **Early Morning & Sunday Set-Up Fee:** Fee applies as follows:
  - Any event with access required between 6am-9am, Monday-Saturday
  - All Sunday reservations
- **Event Set-up Change Fee (Ida Noyes Hall Only):** Fee applies when changes are made to the room set-up

Staffing	Price
Building Manager*	\$30.00/hour
Custodial/Functional Housekeeper (4-hour minimum)*	\$47.00/hour
Event Set-up Change Fee	\$150.00
Custom Set-up Fee	\$150.00
Early Morning & Sunday Event Fee	\$150.00 per space (up to 2 spaces)
<i>This fee applies to any event with access between 6am-9am Monday-Saturday or all day on Sundays</i>	\$500.00 flat fee for 3+ spaces
<b>*Per hour, cannot be prorated</b>	

- **Piano Tuning:** The Bartlett Lounge and Ida Noyes each have an upright piano available for use, free of charge. Piano tuning can be coordinated at your request; the charge for tuning will be at invoiced cost from the vendor. Piano tuning will be scheduled no more than (1) week prior to





your event. Requests should be made within (3) weeks of your event.

### **Catering & Food Policies**

- Homemade food is not permitted, with the exception of potluck events. Potlucks are undertaken at your own risk and must not have any cost associated with them to participate. All potlucks must be approved by Student Centers staff.
- The Third Floor Theater, the Library/Lounge, and the Cloister Club are the only event spaces with a designated prep space for caterers. Prep space includes access to water, but does not include ice.
- The Student Centers do not have an in-house catering service. Your event coordinator will provide a list of caterers who have worked successfully in our building on numerous occasions upon request.
  - All caterers delivering to the University of Chicago campus or serving food onsite at an event must provide a certificate of insurance showing proof of (1) general liability insurance in the amount of \$1,000,000 and workers' compensation coverage. General liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.

### **Alcoholic Beverages**

- You must submit an Alcohol Approval Form to the Student Centers no less than (14) business days before your event. Events in which the majority of attendees are undergraduate students or under the age of 21 will not be granted approval.
- No alcoholic beverages may be sold unless all appropriate required liquor licenses are secured prior to the event and approved by the Student Centers.
- An approved, UCARE-certified member of the faculty or administration must be present at all times, ensuring that checking of legal identification, banding and marking of students, and service of alcohol all meet University requirements and policies.
- No persons under the age of 21 may be served or allowed to drink alcoholic beverages. Self-serve alcohol is not permitted.
- Only beer and wine are permitted to be served.
- All events held in the Student Centers must conform to the University of Chicago alcohol policy: <http://studentmanual.uchicago.edu/alcohol>
- Groups must abide by all applicable laws, regulations, and rules, including state and local liquor laws.
- Failure to comply with these rules may result in the immediate shutdown of your event.



### Promotional Tables

- Table space used for sales and solicitation is available for reservation on the first floor of the Reynolds Club (“The Marketplace”), the first floor lobby of Bartlett Hall, the first floor lobby of Cobb Hall, and immediately outside the east entrance to Cobb Hall.
- Solicitation of Student Centers clients and the general public is not permitted inside or on the exterior premises – the Marketplace is the only approved venue for solicitation with a reservation.
- Table space is assigned on a first-come, first-served basis. Each department is permitted to reserve up to 10 dates at a time. **Additional dates may be reserved once the initial 10 dates have been completed.** Switching tables is prohibited, as it may conflict with another reservation.
- All solicitation and vocal advertising of any kind may only take place from behind your assigned table. Approaching individuals or shouting at passers-by to get attention is not allowed. Feel free to display on, around or behind your table. Please do not cover any display cases, banners, windows or doors. There are no overnight storage facilities for consecutive table reservations. Extraneous items left on promotional tables will be removed or thrown away.

### Outdoor Events

- Amplified sound is only allowed on the Quads or in Hutchinson Courtyard between 12pm and 1pm or 5pm and 10pm on weekdays, and for the entirety of the weekend. Amplified sound is not allowed on North Science Quad.
- All groups using the Quads, the Ida Noyes Courtyard, or Hutchinson Courtyard are responsible for removing any trash generated by their event to dumpsters located on the east side of the Reynolds Club, along University Ave.
- All outdoor spaces should be left in good condition. Please note that groups will be charged for any damage done to the Quad or Courtyard spaces by their organization or guests.
- All charcoal grills require an aluminum can for proper disposal. This service can be arranged through the Student Centers. Charcoal grilling is not allowed on Social Sciences, Classics, Snell/Searle, or North Science Quads.
- All requests for electricity, food, charcoal disposal kit, beverage, alcohol or tent use should be submitted through the Student Centers and are subject to approval.

### Terms

- Taping, tacking, nailing, etc. of objects to the walls, fixtures, etc. is prohibited in the Student Centers, except for at designated bulletin boards. An easel or sign holder may be requested to accommodate this need.
- The Student Centers and the University of Chicago expressly reserve the right to limit use of their name, logo, and/or affiliation by groups renting the facilities. Groups must submit any and



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all materials that use the Student Centers or the University of Chicago name no later than three (3) weeks prior to the event.

- Smoking is not permitted inside of the facility. Clients are responsible for enforcing this policy with their guests.
- Guests will confine themselves to the rented area and restrooms and will not interfere in any way with the events of other clients.
- Groups causing damage to any space, its fixture or furnishings will be billed accordingly.
- The Student Centers may refuse future rentals to individuals or groups who caused a disturbance or failed to adhere to the provided guidelines and policies.
- The Student Centers will not assume any responsibility of the damage or loss of article or merchandise left in any of our venues prior to, during, or after an event.
- The sponsoring organization and its representatives are responsible for all charges and for any damage to the property, its furnishings, and to any articles rented from the Student Centers.



**Mandel Hall Space Use Fees, Guidelines & Policies** (2/2020 – Effective July 1, 2020)

University departments receive a bundled cost for their room reservation, which includes the room charge, any possible seating configuration, the in-house lighting system, concert risers and shells, and any in-house A/V inventory. Labor is billed separately and to fit the event’s specific needs and schedule. Rentals of any equipment not in our inventory will be billed at cost + 20%.

Event Type	Cost
Rehearsal	\$200.00
Event: Lectures, Ceremonies, and Presentations (Up to 6 hours of use)	\$900.00
Event: Music Ensembles (Up to 6 hours of use)	\$800.00
Unscheduled Hours (with Manager approval)	\$75.00/hr

**Mandel Hall Staffing Fees (per hour, cannot be prorated)**

	UC Departments
Mandel Hall Technician (2 Hour Min.)	\$35.00/hr
Custodial (4 Hour Min.)	\$47.00/hr

**Rates to Use Mandel Hall for Video & Photography**

	UC Departments
Monday – Thursday; 10am-4pm	\$190
Monday – Thursday; 4pm-9pm	\$190.00 + \$35.00/hr
Friday – Saturday; 9am-2pm	\$190.00 + \$35.00/hr
Friday – Saturday; 2pm-9pm	\$600.00 + \$35.00/hr
Sunday; 10am-4pm	\$600.00 + \$35.00/hr
Sunday; 4pm-9pm	\$190.00 + \$35.00/hr



### **Cancellation Policy**

Reservations should be cancelled as soon as possible for the use of that space. Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled. Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

<b>Days Prior to Event</b>	<b>Cancellation Fee</b>
60-30 Days	50% of total charges
29-15 Days	75% of total charges
14 days or less	100% of total charges

### **Clean-up**

- Your organization is responsible for all trash removal immediately following the event in all spaces used. Please be aware that you will be charged a clean-up fee if you do not remove trash. This clean-up fee applies to all sets, props, costumes, and other show items as well.
  - Alternatively, you may choose to hire a custodian for your event, by planning this service with the Mandel Hall Manager and/or your event coordinator. Custodial is \$47.00/hour, with a 4-hour minimum.
  - Your group will be charged a clean-up fee of \$100.00 if the clean-up guidelines are not met. This includes cleaning-up anything leftover from your vendors or guests.

### **Food and Drink**

Please be advised that no food or beverages are allowed in Mandel Hall. Groups using Mandel Hall are responsible for enforcing this policy with their guests. Food and/or drink (non-alcoholic) is allowed in the dressing rooms and green rooms.

### **Staffing**

A Mandel Hall technician is required to be on-site throughout any production. Tech staff may assist with lights, sound, or other production-related work, but groups responsible for providing their own ushers, security, ticket-takers, or other event support as needed.

### **Security**

Contact the University of Chicago Police Department to schedule event security.

### **Damages**

Damage caused by your organization while in Mandel Hall will be billed to you at the repair or replacement cost.