



## Recognized Student Organizations (RSOs): Guidelines & Policies (2/2020 – Effective July 1, 2021)

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### 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, but only one request for space for a future quarter may be processed prior to the room lottery for that quarter. Standing or repeating reservations are only permitted through the room lottery and for venues covered by the room lottery. Requests outside of this policy are considered on a case-by-case basis and are not guaranteed.
- The room lottery is held during the 8<sup>th</sup> week of each quarter except for summer, unless otherwise noted. Further information on the room lottery may be found at <https://eventservices.uchicago.edu/page/room-lottery>.
- 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 or 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.
- **RSOs may not book space for outside groups’ events or promotions.** If your RSO is collaborating with an off-campus affiliate to promote a joint venture, such that your event will promote both the RSO 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:
  - University students 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.

**Building Hours**

<b>Building</b>	<b>Academic Year Hours</b>	<b>Summer &amp; Interim Period Hours</b>
<b>Ida Noyes Hall</b>	<b>Monday – Friday:</b> 8am-12am <b>Saturday:</b> 9am-12am <b>Sunday:</b> 9am-10pm	<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 (singing, dancing, etc.) 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.



### **Event Billing**

- RSOs are not charged for the use of space in Ida Noyes Hall, Reynolds Club, Bartlett Hall (first floor), Harper/Stuart Classrooms, or the Quads. RSOs are charged for the use of Mandel Hall. See Mandel Hall guidelines for full pricing and fee structures.
- 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 and charges take approximately a month to appear in your RSO's Blueprint account.

### **Cancellation & No-Show Policies**

- Reservations should be cancelled as soon as possible for the use of that space. Please do not abuse the privilege of free space.
- Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled.
- Repeated “no-shows” with a failure to submit a formal cancellation may result in fees or other penalties.

### **Room Set-Up**

- RSOs acquire event spaces in an “as-is” format, meaning you will receive the room as it is that day at the time of your reservation. This may be an empty room in some cases or there may be furniture set from an earlier event. All furniture must remain in the room.
- Your group is responsible for resetting the room and breaking down/setting-up any rental furniture.
  - In Reynolds Club and Bartlett, spaces have a standard room diagram next to the entrance of the room. Please re-set the room accordingly, unless otherwise noted.
  - In Ida Noyes Hall, all rental furniture should be broken down and leaned up against the walls of the room, unless otherwise noted.
- 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.
- Your group is responsible for cleaning the room at the end of your event and removing all trash to the nearest dumpster. Your group will be charged a \$100.00 clean-up fee if these guidelines are not met. This includes cleaning-up anything leftover from your caterer.



**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 Reynolds Club FXK Theater and the Ida Noyes Cloister Club A/V system requires an Audio/Visual Technician – this technician is responsible for setting, managing, and breaking down equipment for your event.

<b>A/V Equipment In-House Inventory</b>	<b>Price</b>
Dance Floor (Reynolds Club)	\$55.00
LCD Projector	\$60.00
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 + 5%
Paper/Flip Chart & Markers	\$40.00
Screen (6' or 8')	\$0.00
Sound Sys.-Standard – with (3) wired mics, maximum	\$65.00
Sound System – Portable Bluetooth	\$40.00
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 (5 Hours and Under)/\$650 (5-10 Hours)
FXX Theater	\$17.00

**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 prorate for portions of an hour.
- **Custodial Service/Function Housekeeper:** Student groups are responsible for cleaning the room at the end of an event and must remove all trash to the nearest dumpster. A custodian or function housekeeper is available by request for all events. A custodian or functional housekeeper is required all catered events that take place in more than one event space.
- **Building Manager Fee:** Fee will incur if a reservation has access outside of normal building hours.

Staffing	Price Per Hour (Cannot be Prorated)
Building Manager	\$25.00
Custodian/Functional Housekeeper	\$47.00

- **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 is at 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**

- All food sold or distributed by an RSO must be provided by a licensed and insured caterer or food service provider, restaurant, or store.
- No home-made food is allowed to be distributed or sold with the exception of potluck events. Potlucks are undertaken at your own risk and must not have any cost associate with them to participate. All potlucks must be approved by Student Centers staff.
- No food preparation is allowed on-site; only assembling or arranging food items is permitted.
- All store-bought food must be pre-packaged; foods purchased in bulk (such as donuts, cookies, or other baked goods) may be portioned and individually wrapped for distribution by an RSO, provided that gloves are worn when handling the food.
- Potentially hazardous foods, defined as any food items that are required to have temperature regulation (hot or cold) to keep safe for human consumption, are prohibited unless monitored by a vendor and approved by Student Centers Club staff.
- To prevent contamination, it is required that RSO representatives serve all food while wearing gloves. The only exception is when foods are individually wrapped.



- No eating, drink, or smoking is allowed while engaged in food handling. Wash hands thoroughly after eating, drinking, or smoking before good handling.
- Consumption of food by customers or event attendees may not take place at the same table or surface where food is being served.
- 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**

- Contact your RSO advisor if you are considering serving alcohol at your event. Your RSO advisor must review and approve all alcohol requests.
- You must submit an Alcohol Approval Form to your advisor 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 and may result in suspension of your RSO privileges.





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



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**Student Centers**

- 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)

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**Hall Rental Fees**

	<b>Cost</b>
Rehearsal (Up to 6 Hours of Use)	\$150.00
Event (Up to 6 Hours of Use)	\$550.00
Unscheduled Hours (with Manager approval)	\$50.00/hr
<i>Room charges include any desired seating configuration and lighting</i>	

**RSO A/V Equipment Fees – Mandel Hall**

	<b>Cost</b>
Concert Equipment: <ul style="list-style-type: none"> <li>• Up to 8 sound shell panels</li> <li>• Up to 3 choir risers</li> <li>• Up to 8 crowd barricades</li> </ul>	\$50.00
Basic Sound System <ul style="list-style-type: none"> <li>• Includes mixer, speakers, all necessary cables, and 2 microphones</li> </ul>	\$55.00
Conference Sound System <ul style="list-style-type: none"> <li>• Basic Sound System + up to 4 microphones</li> </ul>	\$65.00
Concert Sound System <ul style="list-style-type: none"> <li>• Basic Sound System + over 8 microphones + stage monitors</li> </ul>	\$260.00
Digital Audio Recording <ul style="list-style-type: none"> <li>• Uploaded on online drive</li> </ul>	\$30.00
Dance Floor (Marley)	\$100.00
HD DLP Video Projector <ul style="list-style-type: none"> <li>• Includes HDMI connection</li> <li>• Front or Rear Projection Available</li> </ul>	\$105.00

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

	<b>Cost</b>
Mandel Hall Technician (2 Hour Min.)	\$23.00/hr
Custodial (4 Hour Min.)	\$47.00/hr



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

	<b>Cost</b>
Monday – Thursday; 10am-4pm	No Charge
Monday – Thursday; 4pm-9pm	\$23.00/hr
Friday – Saturday; 9am-2pm	\$23.00/hr
Friday – Saturday; 2pm-9pm	\$420.00 + \$23.00.hr
Sunday; 10am-4pm	\$420.00 + \$23.00.hr
Sunday; 4pm-9pm	\$23.00/hr

### **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.