



UNIVERSITY QUADRANGLES REQUEST FORM

PLEASE SEND ALL REQUESTS TO: orcsasched@lists.uchicago.edu

❖ Please submit quads requests at least five (5) business days in advance.

❖ Amplified sound is only permitted on the Quads between noon and 1pm and after 5pm on weekdays, and all day on weekends, with the exception of the Bartlett Quad. Amplified sound is only permitted after 5pm on weekdays and all day on weekends in the Bartlett Quad.

❖ Your group will be charged for any damage done to the Quads by your organization.

Today's Date _____

Organization Name _____

Contact Name _____ Phone _____ E-mail _____

Are you sponsoring this event for someone? If so, please indicate who. _____

Event Type & Title: _____

Expected Attendance: _____

Date(s) Requested: _____

Time(s) Requested: _____

Please check area(s) requested:

Quads with Electrical Access

Bartlett Quad Main Quad/Eckhart Main Quad/Pick Main Quad/Circle

Quads without Electrical Access:

Main Quad/Flagpole Main Quad/Rosenwald Main Quad/Administration

Main Quad/Swift Main Quad Ryerson Main Quad/Kent

Cobb Quad Snell-Hitchcock/Searle Quad Harper Quad

Social Sciences Quad Gates-Blake/Haskell/Classics Quad

If you do not see the quad area you are interested in requesting, please specify your request here:



Will there be a tent or any item requiring ground stakes, poles, or holes in the ground? ___Yes ___No

*If you checked "YES", please read the following:

*An account number is required for approval. Please indicate your account number here: _____

*You will need to seek approval from the Grounds Department. Departments, please contact them by sending an email to work-center@lists.uchicago.edu. RSOs will work with Community and Development Operations to place these requests.

*Please note that there is absolutely no driving allowed on the quads by caterers or rental companies. All groups will be fined upon violation of this policy.

Does your event require electrical support? ___Yes ___No

NOTE: Requests for electrical support should be made at least 5 days prior to the event.

*If you checked "YES", and you are a:

Department: Send request for electrical support directly to work-center@listhost.uchicago.edu.

RSO: Explain your needs here or contact Jen Kennedy (jenken@uchicago.edu).

Will there be food served at the event? ___Yes ___No

Will there be alcohol served at the event? ___Yes ___No

If "YES," please note the following:

A. If you are an **RSO**:

1. You must fill out an Alcohol Request form with ORCSA.
2. Alcohol Request Form must be submitted to the Assistant Director for Reynolds Club & Bartlett Hall (Reynolds Club room 003) for approval *TWO WEEKS PRIOR* to the event date.

B. If you are a **Department**:

1. Please be advised that you are responsible to adhere to the University of Chicago Alcohol Policy. If you have questions in regards to this policy please refer to *Student Manual of University Policy and Regulations*.
2. Please see the attached guidelines.



Guidelines for Serving Alcohol

To serve alcohol at a campus event the University's [Alcohol Policy](#) must be strictly observed. Some highlights of the guidelines are as follows:

- Student organizations may not serve alcohol without approval. Applications for permission to serve alcohol are due at least two weeks prior to the event.
- Appropriate precautions must be taken to ensure that event participants under 21 do not have access to alcoholic beverages.
- For events where individuals under 21 will be present, University Administrators or their direct designated may have to check identification and serve the alcohol.
- Students will be allowed a maximum of 3 reasonably sized drinks. Fewer drinks may be allowed depending on the length of the event. The number of drinks consumed will be strictly monitored.
- Sufficient amounts of non-alcoholic beverages must be available at all functions where alcohol is being served.
- Adequate quantities of non-salty food must be served.
- Consumption of alcoholic beverages will be limited to an approved area, usually a closed room or section of the building. The group sponsoring the event is responsible for ensuring that alcohol is consumed only in the designated area and that alcoholic beverages are not carried outside of the area.
- Individuals are not allowed to bring their own alcohol to events.
- There may be no reference to the availability of alcohol in any publicity for the event.
- No alcohol may be served during the last half-hour of the event.
- Only beer and/or wine may be served at events where students will be present.