



## THE REYNOLDS CLUB & BARTLETT HALL EVENT SERVICES INFORMATION & GUIDELINES

### *Recognized Student Organizations (RSO)*

#### REQUESTS FOR SPACE

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- Requests for space can be submitted online using “Virtual EMS” at <http://leadershipsched.uchicago.edu>. Inquiries regarding availability can be made by clicking the “Browse for Space” option.
- If you are interested in reserving weekly scheduled meetings, you must do so using the room lottery form. 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 can be found online at <https://leadership.uchicago.edu/facilities/roomlottery.shtml>.
- Requests for multiple dates in a future quarter must be made through the room lottery. We accept reservation requests up to one year in advance. Once the lottery has passed, reservations may be made for single dates in a future quarter through the regular reservation process.
- Reservation requests for meetings or marketplace tabling should be submitted at least two (2) business days in advance of the desired date. Requests for events or outdoor space should be submitted at least seven (7) business days in advance of the desired date. Requests for Hallowed Grounds, C-Shop, or Bartlett Dining Commons should be submitted at least fourteen (14) business days in advance of the desired date.
- Promotional tables are available in the Reynolds Club, Bartlett Hall and Cobb Hall. See further details below.
- **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 Community Development and Operations Office for approval. If this is the case, please allow at least a week for your request to be reviewed. Bookings that are collaborated 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 all existing policies.

#### FEES, SERVICES & BUILDING HOURS

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- There is no room rental fee associated with reserving space in the Reynolds Club, the Bartlett Arts Rehearsal Space, or the Bartlett Lounge.
- When requesting the Bartlett Dining Hall, please see guidelines below for additional fees, regulations, and cleaning conditions that apply.
- Other costs may apply to your event, including staffing and audiovisual rental fees. Please see below for further details.
- Reynolds Club building hours during the academic year are:
  - Monday-Saturday: 8:00am-12:00am
  - Sunday: 9:00am-12:00am
- Reynolds Club Summer and Interim period building hours are:
  - Monday- Friday: 8:00am-7:00pm
  - Saturday-Sunday: Closed
- Bartlett Hall venues are available during the academic year:
  - Monday-Saturday: 8:00am-11:00pm
  - Sunday: 9:00am-11:00pm
- Bartlett Hall venues are closed during the Summer and Interim periods.
- When reserving an outdoor location, an indoor location must also be reserved in case of inclement weather.
- Hutchinson Commons and the McCormick-Tribune Lounge are only available during limited hours. Please see <http://leadership.uchicago.edu> for specific times when each space may be reserved.
- The Reynolds Club, with the exception of the South Lounge and Hutchinson Commons, is not air-conditioned. Air conditioning and/or pedestal fans may be available for rental upon request. Please contact the Community Development and Operations office for more information.
- The Reynolds Club is always open to the University community, regardless of other events. 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 ensure that simultaneous events do not interfere with one another.

#### CANCELLATION POLICY

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- All events need to be canceled at least one week prior to the date of the event.



### ROOM SET-UP

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- The Reynolds Club and Bartlett Hall room reservations come with a standard room set-up. All furniture must remain in the room.
- **Your group is responsible for setting and re-setting the room.** All spaces have a room diagram next to the entrance of the room. Please re-set the room accordingly. With questions, please consult the building manager in the Community Development and Operations office (room 006).
- Please consider set-up and break down times in making your room requests.
- The Reynolds Club inventory of tables and chairs is available for your use. However, there may be other events taking place on the same day of your event. To ensure the use of the Reynolds Club furniture inventory, please contact the Assistant Director for the Reynolds Club and Bartlett Hall with the furniture requests for your reservation if you are expecting 50 people or more. Should there be a need to rent additional items to help facilitate your event, there will be an additional rental charge.
- Please contact the Community Development and Operations office personnel if you need to coordinate anything outside of the standard room sets.

### EQUIPMENT AND SERVICES

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- Listed below are the fees for the Reynolds Club Audio/Visual Equipment and staffing.
- Groups are responsible for returning all Audio/Visual equipment and rental equipment in the same condition as it was received
- Audiovisual equipment requests should be made at least two (2) business days in advance of the event date.
- Staffing requests should be submitted at least seven (7) business days in advance of the event date. Charges are incurred for a four-hour minimum and are not prorated for portions of an hour.

<b>LCD Projector</b>	<b>\$50.00</b>	<b>Sound System – Standard</b>	<b>\$55.00</b>
<b>Lighting System</b>	<b>\$85.00</b>	<b>Sound System – Deluxe</b>	<b>\$100.00</b>
<b>Mic – Handheld</b>	<b>\$10.00</b>	<b>Sound System – Portable</b>	<b>\$35.00</b>
<b>Mic – Handheld Wireless</b>	<b>\$60.00</b>	<b>Dance Floor</b>	<b>\$55.00</b>
<b>Projector Screen (6’ or 8’)</b>	<b>FREE</b>	<b>DVD Player</b>	<b>FREE</b>
<b>Custodial Staffing</b>	<b>\$42.00/hr.</b>	<b>TV with VGA/HDMI Inputs</b>	<b>\$20.00</b>
<b>Event Crew Staffing</b>	<b>\$20.00/hr.</b>	<b>External Furniture or A/V Rentals</b>	<b>Cost + 5%</b>

#### Brief description of the different sound systems you may rent:

- Standard system:** Includes a four channel mixer/amplifier, two speakers with stands, and one microphone with stand. All necessary cords are included with rental. Amplifier can handle up to four microphones.
- Deluxe system:** Identical to system A, except the mixer/amplifier with this system has six channels. The mixer in this system has greater equalization capabilities and has monitor capabilities.
- Portable system:** An [Ion Tailgater Bluetooth](#) portable sound system that includes one microphone, 3.5mm audio input cable, and power cable. May be rented for use outside of the Reynolds Club.

*Note:* All systems can accommodate an iPod and computer hook up.

### LINENS

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- The Reynolds Club does not provide linens for any table set-up. You may rent linens and/or skirting of varying sizes by contacting Community Development and Operations office personnel at least one week prior to your event. Rental fees will apply.

### STAFFING

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- During regular operating hours, the professional staff and/or student building managers are available to service your event.
- For events that occur outside regular operating hours, your group will be assessed a \$15.00-per-hour Building Manager fee. This fee is not prorated for portions of an hour.
- Facilities Services custodial staff can be provided at a fee of \$30.00-per-hour (four hour minimum).
- Event crew staffing can be provided to assist with furniture movement, A/V setup, and general assistance for \$15.00-per-hour (four hour minimum).
- There is an option to hire professional movers to assist with your room set-up. For details and pricing, please enquire with the Community Development and Operations office.



## CATERING

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- The Reynolds Club does not have an in-house catering service. All groups are free to use the caterer of their choice. The Reynolds Club Scheduling Office will provide a list of caterers who have worked successfully in our building on numerous occasions.
  - UChicago Dining and Center for Leadership and Involvement jointly offer catering options through the RSO Catering Fund. RSOs may find further information and apply for funding on UChicago Dining's website here: <http://dining.uchicago.edu/page/rso-catering-fund-requests>.
- All food brought into the Reynolds Club must be through a licensed and insured caterer.
- All caterers must provide a certificate of insurance showing proof of:
  1. General liability insurance in the amount of \$1,000,000\*
  2. Worker's compensation coverage

\*The general liability coverage of caterers who provide and/or serve alcoholic beverages should indicate that alcoholic beverages are included in the coverage.

## CLEAN-UP & TRASH REMOVAL

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- **Your group is responsible for all trash removal after the event.** You may choose to delegate this responsibility to your caterer. The Reynolds Club can provide you with a Catering Guidelines sheet that outlines the clean-up responsibilities of the caterer or group. Alternatively, you may book custodial staffing for your event (see above).
- Your group will be charged a clean-up fee of \$50-\$100 if the clean-up guidelines are not met. This includes cleaning up anything leftover from the caterer or drop-off caterer.

## PIANO TUNING

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- The Reynolds Club has an upright piano available for use free of charge in the South Lounge.
- At your request, a piano tuner will be scheduled to tune the piano at an approximate cost of \$85.00. All requests for piano tuning are appreciated three (3) weeks prior to your event. All piano tuning will be scheduled to take place no more than one week before the event. Use of the piano after it has been tuned will be for the exclusive use of the group requesting the tuning.

## GUIDELINES FOR ALCOHOL USE AND APPROVAL AT EVENTS

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- Contact your RSO advisor if you are considering serving alcohol at your event.
- You must submit an Alcohol Approval Form to Center for Leadership and Involvement no later than 2 weeks before your event. Forms are available in the Community Development and Operations office. Events in which the majority of attendees is 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 Center for Leadership and Involvement.
- An approved member of the faculty or administration must be present at all times, check legal identification, band and mark students, and serve the alcohol.
- No persons under the age of 21 may be served or allowed to drink alcoholic beverages. Open bars in which guests help themselves to alcoholic beverages are not permitted.
- Only beer and wine are permitted to be served.
- Failure to comply with these rules may result in the immediate shut down of your event and may result in suspension of RSO privileges.
- Please see the University of Chicago's alcohol policy. Copies are available in Reynolds Club Room 006.

## PROMOTIONAL TABLES

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- Table space is available for reservation on the first floor of the Reynolds Club ("The Marketplace"), the first floor lobby of Bartlett Hall, the first floor east lobby of Cobb Hall, and immediately outside the east entrance to Cobb Hall.
- 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.
- All food that is given away or being sold at your table must be approved by the Community Development and Operations Office. If you are selling baked goods: each individual portion must be wrapped separately in cling wrap or zip-top bags. If you are planning on selling or distributing food that is not baked, you must get prior approval from the Community Development and Operations Office.



- Once a request for tabling space is processed, you will be sent a list of questions regarding the tabling booking. Please note that **until the Community Development and Operations Office receives a response to these questions, the booking is not confirmed.** Once the booking is confirmed, a confirmation will be sent to your group.

### **BARTLETT DINING COMMONS POLICIES**

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- All requests to book Bartlett Dining Commons must be reviewed and approved by UChicago Dining.
- Events are only permitted during the academic year on Saturday evenings.
- A minimum of 100 people must be expected to attend the event with a maximum of 525 people at any one time.
- Access will be granted no earlier than 4PM –including access for food deliveries. All events must end by 1AM.
- Campus Dining Services will remove registers and secure them.
- Groups may not move the tables. If additional tables are needed, please contact Community Development and Operations office personnel.
- Decorations or posters may only be adhered to walls with masking tape.
- Groups are responsible for clearing tables and floors of trash and placing in gray bins located in the elevator lobby, removing all decorations (including tape), and returning the space to its original condition.
- Outside caterers may not use the kitchen facilities or equipment—access to running water is available only in the dish return area.
- The use of propane burners or other cooking devices is prohibited. Sterno stoves or electric hotboxes maybe used to keep food warm. As many as 6 hotboxes (maximum 120V and 20amp each) may be used at one time. Please note: only 1 hotbox may be plugged into any duplex receptacle at a time (i.e. if 6 hotboxes are being used, one hotbox would be plugged into each of the six duplex receptacles).

### **HALLOWED GROUNDS POLICIES**

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The Hallowed Grounds Coffee Shop on the 2nd Floor of the Reynolds Club is available to book for events through University of Chicago Departments and Recognized Student Organizations. As a commercial food vendor, Hallowed Grounds has the following policies regarding bookings, in addition to Center for Leadership and Involvement’s general booking policies:

- All booking requests must be submitted at least 1 week prior to the date requested.
- Requests must be approved by the Hallowed Grounds General Manager before confirmation.
- No outside food or drinks are allowed inside Hallowed Grounds. Hallowed Grounds does offer catering for events, which can be requested through the Hallowed Grounds General Manager. Requests for catering must be submitted at least 2 weeks prior to the event date.
- Any proposed changes to the furniture layout must be approved by the Hallowed Grounds General Manager prior to the event.
- Hallowed Grounds will remain open through events booked in the space, and all events must be open for any patron of the shop to attend.
- Events in Hallowed Grounds may not disrupt normal operation of the space. Disruptions to normal operations may result in fees being charged to the hosting organization.

### **SMOKING**

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- In accordance with state and federal law, smoking is not permitted in University buildings or within 15 feet of an entrance. Groups contracting with the Reynolds Club and Bartlett Hall are responsible for enforcing this policy with their guests.