REQUEST FOR SPACE

- 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.
- The Community Development and Operations office accepts reservation requests 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. Room lottery is held during the 8th 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.
- Reservation requests for meetings or marketplace tabling should be submitted at least two (2) business days in advance of the desired date.
- For events that carry a charge (e.g., room rental, audiovisual equipment), university departments must provide a 10-digit account number at the time of booking.
- Promotional tables are available in the Reynolds Club, Bartlett Hall and Cobb Hall. See further details below.

FEES AND RATES* (AS OF JULY 1, 2017)

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hutchinson Commons</td>
<td>$350.00</td>
<td>C-Shop (first floor)</td>
<td>$275.00</td>
</tr>
<tr>
<td>Hutchinson Courtyard</td>
<td>$275.00</td>
<td>South Lounge</td>
<td>$180.00</td>
</tr>
<tr>
<td>McCormick Tribune Lounge</td>
<td>$420.00</td>
<td>Individual Marketplace Table</td>
<td>FREE</td>
</tr>
<tr>
<td>Reynolds Club Marketplace</td>
<td>$220.00</td>
<td>BARS</td>
<td>$180.00</td>
</tr>
<tr>
<td>Hallowed Grounds</td>
<td>Varies</td>
<td>Bartlett Lounge</td>
<td>$180.00</td>
</tr>
</tbody>
</table>

- When reserving Hutchinson Courtyard, an indoor location must also be reserved in case of inclement weather. The department will be responsible for paying the higher of the two rental fees only.
- Hutchinson Commons and the McCormick-Tribune Lounge are only available during limited hours. Please see http://leadershipsched.uchicago.edu for specific times when each space may be reserved.

Please take note of the following:

- Reynolds Club building hours during the academic year are:
  - Monday-Saturday: 8:00am-12:00am
  - Sunday: 9:00am-12:00am
- Summer and Interim building hours are:
  - Monday-Friday: 8:30am-5:00pm
  - Saturday-Sunday: Closed
- 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 directly for more information.
- The Reynolds Club is open to the University community even during events. It is also 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

- All events need to be canceled at least four weeks prior to the date of the event to avoid fees or other penalty.

*In addition to the room rental fees, there are other costs that may apply to your event. These are outlined below.
ROOM SET-UP

- 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.
- 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 Community Development and Operations office 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 if you need to coordinate anything outside of the standard room sets.

EQUIPMENT AND SERVICES

- Listed below are the fees for the Reynolds Club Audio/Visual Equipment and staffing.
- 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.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Projector</td>
<td>$150.00</td>
</tr>
<tr>
<td>Projector Screen (6’ or 8’)</td>
<td>$20.00</td>
</tr>
<tr>
<td>TV with VGA/HDMI Inputs</td>
<td>$40.00</td>
</tr>
<tr>
<td>DVD Player</td>
<td>$30.00</td>
</tr>
<tr>
<td>Lighting System</td>
<td>$85.00</td>
</tr>
<tr>
<td>Projector Screen (6’ or 8’)</td>
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<tr>
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</tr>
<tr>
<td>Lighting System</td>
<td>$85.00</td>
</tr>
<tr>
<td>Custodial Staffing (4 hr min)</td>
<td>$45.00/hr.</td>
</tr>
<tr>
<td>Building Manager Staffing</td>
<td>$30.00/hr.</td>
</tr>
<tr>
<td>Sound System – Deluxe</td>
<td>$120.00</td>
</tr>
<tr>
<td>Sound System – Standard</td>
<td>$80.00</td>
</tr>
<tr>
<td>Sound System – Portable</td>
<td>$55.00</td>
</tr>
<tr>
<td>Mic – Handheld</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dance Floor</td>
<td>$55.00</td>
</tr>
<tr>
<td>External Furniture or A/V Rentals</td>
<td>Cost + 20%</td>
</tr>
</tbody>
</table>

Brief description of the different sound systems you may rent from the Reynolds Club:

A. **Standard system:** Includes a six channel mixer/amplifier, two speakers with stands, and one handheld microphone with stand. All necessary cords are included with rental. Amplifier can handle up to six microphones.
B. **Deluxe system:** Identical to system A, except the mixer/amplifier with this system has eight channels. Amplifier can handle up to eight microphones. The mixer in this system has greater equalization capabilities and has monitor capabilities.
C. **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

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

STAFFING

- 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 $30/hr Building Manager fee. This fee is not prorated for portions of an hour.
- Facilities Services custodial staff can be provided at a fee of $45.00-per-hour (four hour minimum).
- Event crew staffing can be provided to assist with furniture movement, A/V setup, and general assistance for $25.00-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

- 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.
- 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

- 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 up to $100 if the clean-up guidelines are not met. This includes cleaning up anything leftover from the caterer or drop-off caterer.

GUIDELINES FOR ALCOHOL USE AND APPROVAL AT EVENTS

- You must submit an Alcohol Form to the Center for Leadership and no later than 2 weeks before your event. Events in which the majority of attendees is undergraduate students or under the age of 21 will not be granted approval.
- No sale of alcoholic beverages is allowed 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 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.
- For more information please see the University of Chicago’s alcohol policy.

PROMOTIONAL TABLES

- 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 department is permitted to reserve up to 10 dates per academic quarter. 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.

GUIDELINES FOR USAGE OF QUAD OR OTHER OUTDOOR SPACE

- 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 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 space by their organization or guests.
- All charcoal grills require an aluminum can for proper disposal. This service can be arranged through the Community Development and Operations Office. 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 Reynolds Club Community Development and Operations Office.

SMOKING

- 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.