



Student Engagement Fund: Guidelines & Policies (8/2018)

Space Guidelines

- Student Engagement Fund recipients are eligible to reserve space with the Student Centers.
- Requests for space can only be made for the academic year for which funds were granted.
- Requests for space may be made only after the funding award has been announced.
- Students who receive student engagement funding may request a limited number of reservations per academic year.
 - 10 meeting spaces per Quarter (30 per year)
 - 3 event spaces per Quarter (9 per year)
 - Unlimited marketplace tabling per Quarter
- Reservations for meeting spaces requested by Student Engagement Fund recipients will be considered after the RSO room lottery for each Quarter occurs (8th week of the previous Quarter).
- Reservations for event spaces can be made up to a year in advance.
- Student Engagement Fund recipients who wish to reserve space must designate one primary contact who will be responsible for all reservation requests.
- Space reservations will have a nominal cost:
 - Meeting spaces \$10 per reservation
 - Event spaces \$50 per reservation or listed price
- Any damage incurred to spaces as a result of a reservation will be billed to Student Engagement Fund recipient.
- Events that require support space such as additional days for rehearsals or marketplace tables used for ticket sales will be counted as only one reservation.

Reynolds Club & Bartlett Hall Room Rates

Spaces	Room Fee
Bartlett Arts Rehearsal Space (BARS)	\$50.00
Bartlett Lounge	\$10.00
C-Shop*	\$50.00
Classrooms	\$10.00
FXK Theater	\$50.00
Hallowed Grounds*	\$50.00



Hutchinson Commons	\$50.00
Hutchinson Courtyard	\$50.00
Marketplace Table	\$0.00
McCormick-Tribune Lounge	\$50.00
Quads	\$50.00
South Lounge	\$10.00
<i>*Hutch Commons, Hallowed Grounds, C-Shop Rooms do not include cost to shut down retail operation</i>	

Ida Noyes Hall Room Rates

Event Space	Meeting Space	Event Space
Cloister Club (caterer prep space included)	\$10.00	\$50.00
Courtyard	N/A	\$50.00
East Lounge	\$10.00	\$50.00
Library & Lounge (caterer prep space included)	\$10.00	\$50.00
Max Palevsky Cinema	N/A	\$50.00
Room 117 Conference Room	\$10.00	N/A
Talbot Foyer (Main Lobby)	N/A	\$50.00
Third Floor Theater (caterer prep space included)	\$10.00	\$50.00
West Lounge	\$10.00	\$50.00
<i>*Access time is included. There is a min. of 1 hour required before the event starts and 1 hour after the event ends</i>		

Building Hours

Building	Academic Year Hours	Summer & Interim Period Hours
Ida Noyes Hall	Monday – Friday: 8am-12am Saturday: 10am-12am Sunday: 1pm-10pm	Monday – Friday: 8am-5pm Saturday (Summer): 10am-12pm Saturday (Interim): CLOSED Sunday: CLOSED
Reynolds Club	Monday – Saturday: 8am-12am Sunday: 9am-12am	Monday – Friday: 8:30am-5pm Saturday & Sunday: CLOSED
Mandel Hall	Monday- Saturday: 8am-12am Sunday: 9am-12am	CLOSED
Bartlett Hall (first floor)	Monday – Saturday: 8am-11pm Sunday: 9am-11pm	CLOSED



Harper/Stuart Classrooms (Evening & Weekends)	Monday – Thursday: 6pm-11pm Friday: CLOSED Saturday: 8am-10pm Sunday: 9am-11pm	CLOSED
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Room Set-Up

- SEF groups acquire event spaces with a standard set-up. All furniture must remain in the room.
- Your group is responsible for resetting the room and breaking down/setting-up any rental furniture. All spaces have a standard room diagram next to the entrance of the room. Please re-set the room accordingly, 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.

A/V Equipment In-House Inventory	Price
Boombox	\$0.00
Dance Floor (Reynolds Club)	\$55.00
DVD/CD/VCR Player	\$0.00
Jack Activation	\$50.00
LCD Projector	\$50.00
LCD Projector (Ida Noyes - Cloister Club)	\$200.00
Lighting System (Reynolds Club)	\$85.00
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	\$55.00
Sound System – Portable Bluetooth	\$35.00
Sound System w/ 1 Wired Mic (Ida Noyes - Cloister Club)	\$150.00
TV (Reynolds Club)	\$20.00
Audio Visual Staffing	Price Per Hour (Cannot be Prorated)
A/V Technician (Cloister Club)	\$65.00 (5-hour minimum)
FXK 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 \$125. 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 SEF groups 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 associated 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 SEF group, 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 SEF group 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.

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.
- 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.