

CENTER FOR IDENTITY + INCLUSION FACILITY GUIDELINES

OVERVIEW

The Center for Identity + Inclusion is the home of LGBTQ Student Life, the Office of Multicultural Student Affairs (OMSA), and Student Support Services. Our Center is a student centered space that is designed to enhance the overall experience for members of our campus communities. The core values of the Center include the following: Community, Innovation, Advocacy, Empowerment, Integrity, Respect, Truth and Freedom.

All University of Chicago students, staff, faculty, and affiliates may use the facility as long as the program and/or event is consistent with the mission and values of the Center for Identity + Inclusion. Usage of the space must abide by University policies and regulations, along with the policies of the Center for Identity and Inclusion.

REQUEST FOR SPACE

The offices housed within the Center, followed by student organizations in direct alignment with the vision of the Center for Identity + Inclusion and the missions of our offices, have priority to reserve space at our Center.

To request space:

- Submit a space request via our online request form. Requests should be submitted at least one week in advance of need.
- Events must conclude 30 minutes prior to the close of the Center. Clean up must conclude 15 minutes prior to the close of the building.
- Recurring requests are accepted, but must be renewed each quarter.
- Space requests should be as detailed as possible: equipment, furniture needs, kitchen use, should all be included.
- The Center reserves the right to decline a request if the organization and/or event do not align with the mission and the values stated above, even if space is available.
- Requests are subject to change based on the needs of the offices housed in the Center for Identity + Inclusion. If a change to a space confirmation is necessary, a staff member from the Center will contact you and offer alternate options available to your organization.

FEES, SERVICES & BUILDING HOURS

- There is no room rental fee associated with reserving space at 5710 S. Woodlawn Avenue during our business hours. Other costs may be applicable as needed (i.e. staffing, audio/visual fees, etc.). Users will be apprised of fees during the approval process.
- During the 2016 winter quarter, fees will be waived for non-Campus and Student Life units requesting space. Please note that reserves the right to impose fees beyond this date.

HOURS OF OPERATION

ACADEMIC YEAR

Sunday 5PM-10PM

Monday-Friday 9AM-10PM

CLOSED SATURDAYS (requests for space will not be considered on Saturdays for the 2015-16 academic year)

WINTER & SPRING INTERIM PERIOD AND SUMMER HOURS

Monday-Friday 9AM-5PM

CONFIRMATION, MODIFICATION AND CANCELLATION POLICY

- A request submitted online does not guarantee reservation.
- An email confirmation for the space request will be sent no sooner than **72 business hours** after the request is submitted. Please review the confirmation carefully for date, time, location, and set up requests.
- If an event is canceled, please notify the Center no later than one week prior to the date of the event or as soon as possible.

- There is a 15-minute grace period for reservations lasting less than one hour and a 30-minute grace period for reservations over one hour. If a group does not show for its reservation by the expiration of the grace period, then the room in question is open to any person or group needing the space.
- Multiple no shows at reserved times or misuse of the space may result in a suspension of reservation privileges.

ROOM SET-UP

- All of the spaces come with a standard room set up unique to that room. **Users are responsible for set-up and for returning the space to its original condition.** Users can refer to set-up diagrams or direct questions to the Building Manager on duty. All furniture must remain in the room.
- Furniture can be moved to accommodate the group or event, but must remain in the room. Movement of furniture from one space to the next is not allowed.
- Please consider set-up and break down time when making your room requests.
- The Center has an inventory of mobile tables and chairs available for your use. However, there may be other events taking place on the same day of your event. To ensure availability, please detail furniture needs in the online reservation form; we cannot guarantee furniture availability if it is not requested.
- Users are not allowed to use tape, nails, or poster putty on the walls, to suspend items from the ceiling, or to burn items (i.e. candles) in the Center. Sterno lamps are allowed for catering.

CAPACITY

Estimated attendance should not exceed room capacities:

RSO Meeting Room (Lower Level)	21 people
Shared Resource Room (103)	12-16 people
Round Table Conference Room (101)	8-10 people
Community Lounge (1 st Floor)	60 people / standing room 155 *
LGBTQ Lounge (3 rd Floor)	10-15 people
Amandla Lounge (3 rd Floor)	20 people

* Special arrangements to remove the furniture from the space, should be made in advance. The user is responsible for costs related to removing and re-setting the furniture. Glass partitions must remain closed.

EQUIPMENT

The following equipment is available for your use during your approved use of the space. Items (other than the televisions) can be checked out at the front desk with a valid UCID:

- Community Lounge: Television/Screen, computer VGA cable/adapters, Sound A/V Box, Cable Remote
- Amandla Lounge & LGBTQ Lounge: Television/Screen, computer VGA Cables/adapters, cable remote
- A portable screen and/or projector can be made available if necessary.

CLEAN UP & TRASH REMOVAL

- **Users are responsible for returning the space to its original state. This includes wiping down tables, vacuuming the floor, taking out the trash and setting the furniture. Cleaning supplies are available at the front desk.**
- A clean up fee of \$50.00 will be assessed for any organization not adhering this guideline.

FOOD AND CATERING

- Users are responsible for any delivery/pick-up arrangements made with caterers. The Center is not responsible for the return or storage of catering equipment.
- Users are required to provide their own supply of plates, napkins, utensils, serving dishes and cups.
- The Center has a Student refrigerator that is available for use

GUIDELINES FOR ALCOHOL USE AND APPROVAL AT EVENTS

- Only University Departments can serve alcohol at the Center, and must be in compliance with the University's Alcohol Policy, along with Federal, state and local laws with regard to serving alcohol.
- Any event serving alcohol must have an approved Alcohol Request Form on file. Requests should be made at the time of your reservation and no later than 2 weeks prior to the event. NO EXCEPTIONS. Forms will be provided upon your request.
- Student Organizations and student groups are not allowed to serve or consume alcohol at the Center.

SMOKING AND FIRE

- University policy states smoking is prohibited inside all university facilities and within 15 feet of all University building entrances.
- Candles and open flames are not allowed inside the center. The only exception is for catered events using sterno lamps for food warming.

CONDUCT, RESPONSIBILITIES AND LIABILITIES

- Users are responsible for any and all damages to the building as a result of their event, including but not limited to spillage, moisture or water damage, carpet and furniture stains, damage from moving furniture, etc. The Center for Identity + Inclusion reserves the right to assess a fee to cover any costs associated with damage. All users must provide a University account to reserve space in the Center.
- Not adhering to any of the above policies will result in a re-evaluation of the user's reservation privileges.
- Users are responsible and accountable for the behavior of their guests and members during their reservation time. Any damages or personal injuries are the responsibility of the sponsoring organization.
- All members of the community should demonstrate the commitment stated in the University's Diversity Statements and Policies.

MARKETING

- The Center for Identity + Inclusion is the home of the Office of Multicultural Student Affairs, LGBTQ Student Life and Student Support Services. ***When marketing your event, please use the name Center for Identity + Inclusion as the location of the program.***
- Please do not promote an event until a formal confirmation email is received.

FILM SCREENING

- Public film screenings require the purchase of the film's copyrights. Please refer to the University's official policy on film screening prior to submitting your request to the Center:
<https://leadership.uchicago.edu/showing-film-your-rso>