

CENTER FOR IDENTITY + INCLUSION

Space Rental Guidelines Winter Quarter 2018

OVERVIEW

Located at 5710 S. Woodlawn Ave., the Center for Identity + Inclusion (CI+I) is home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services (SSS). CI+I is a student-centered space designed to enhance the overall campus experience for students of color, students who identify as LGBTQ, and students who are first generation, low income, and/or undocumented. CI+I supports the exploration of various identities and their intersections, strives to increase knowledge and awareness of different worldviews to strengthen cultural competencies, and creates opportunities to engage in challenging conversations in hopes of advancing a more equitable society.

University of Chicago students, staff, and faculty may reserve space for meetings and programs that are consistent with the mission/vision of CI+I. Usage of the space must align with University policies and regulations, as well as the policies of the Center for Identity + 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 found at inclusion.uchicago.edu. Requests must be submitted at least one week in advance of need, and can take up to 7 days to process. Requests are considered in the order they are received.
- Events must conclude 15 minutes prior to the close of the Center. Clean up must conclude by the close of the building.
- Recurring requests are accepted, but must be noted at the time of the reservation.
- 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 that does not align with its vision and mission, even if space is available.
- ***CI+I reserves the right to alter requests based on the needs of the offices housed here. If a change to a confirmed space is necessary, a Center staff member will contact you to offer alternate space options available to your organization.***
- Students must be currently enrolled in order to request space.

FEES, SERVICES & BUILDING HOURS

- Although there is currently no room rental fee associated with reserving space at CI+I, we reserve the right to impose a rental fee structure in the future.

HOURS OF OPERATION

ACADEMIC YEAR	WINTER & SPRING INTERIM PERIODS & SUMMER HOURS
Monday-Thursday 9AM-10PM Friday 9AM-5PM CLOSED SATURDAY & SUNDAY	Monday-Friday 9AM-5PM CLOSED SATURDAY & SUNDAY

CONFIRMATION, MODIFICATION AND CANCELLATION POLICY

- Requests are only accepted via our website inclusion.uchicago.edu . A request submitted online does not guarantee reservation.
- Requests must be submitted at least 7 business days in advance of need and will take 5-7 days to be processed.
- Confirmed reservations must be carefully reviewed for accuracy (i.e. date, time, location, and set up requests).
- There is a 15-minute late start grace period for reservations lasting less than one hour and a 30-minute late start grace period for reservations one or more hours. If a group does not show for its reservation by the expiration of the grace period, then the room in question will be made available to any person or group needing the space.
- **In the event of a cancellation, organizers must notify the Center as soon as possible. Multiple cancellations and/or 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 posted in each room or direct questions to the Building Manager on duty.
- Furniture can be rearranged 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. 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, but must be disposed of properly.

CAPACITY

Per City of Chicago fire codes, estimated attendance should not exceed room capacities. Programs where the number of attendees exceed capacity will be shut down by the Building Manager on duty. Groups failing to adhere to this policy will have their reservation privileges revoked.

RSO Meeting Room (Lower Level)	21 people
Shared Resource Room (103)	12-16 people
Round Table Conference Room (1st Floor)	8-10 people
*Community Lounge (1st Floor)	Seated: 60 people Standing: 120 people
LGBTQ Lounge (3rd Floor)	10-15 people
Amandla Lounge (3rd Floor)	15-20 people

****Glass partitions in the Community Lounge must remain closed at all times.***

EQUIPMENT

The following equipment is available for use during approved programs and events. Mobile equipment to be used during programming can be checked out at the front desk with a valid UCID:

- Community Lounge: Television/Screen, Sound A/V Box, Cable Remote
- Amandla Lounge & LGBTQ Lounge: Television/Screen, cable remote
- Mobile equipment: computer VGA cable/adapters, projector, microphone, speakers, podium, presentation clicker (requests for this equipment must be included in the reservation request)

CLEAN UP & TRASH REMOVAL

Users are responsible for returning reserved spaces to their original state upon completion of programming. This includes:

- **wiping down tables**
- **sweeping or vacuuming the floor**
- **taking out trash**
- **resetting the furniture to its original position**

Cleaning supplies are available at the front desk. Trash removed must be taken to the University trash cans located in a nearby garage at the end of the block.

A clean up fee of \$50.00 will be assessed for any organization not adhering to 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, but will not be responsible for items stored there.

ALCOHOL GUIDELINES

- ***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

- Per University policy, 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.
- 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.
- Users are not permitted to store items at CI+I.

- 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.**
- Events cannot be promoted until a formal confirmation email is received for use of the space.

FILM SCREENING

- Public film screenings require the purchase of the film's copyright. Users must provide CI-I with proof of permission prior to the start of programming. 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>

**NOT ADHERING TO ANY OF THE ABOVE POLICIES WILL RESULT IN
A RE-EVALUATION OF THE USER'S RESERVATION PRIVILEGES.**



CAMPUS & STUDENT LIFE

**Center for
Identity
+ Inclusion**

THE UNIVERSITY OF CHICAGO