



# APPLICATION GLOBAL VOICES CO-SPONSORSHIPS & VENUE USAGE

## EVENT INFORMATION

Event Name:

Type of Event:

Day / Date of Event	Access Time for Set-up / Breakdown	Event Begins / Event Ends	Room	Anticipated Attendance

## ORGANIZATION INFORMATION

Organization:

Contact Name:

Title:

E-mail:

Telephone:

Fax:

## TYPE OF GROUP

Please check (X) as it applies to you

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I-House  
Community Fellows

☐

I-House  
College Houses

☐

UC Department

☐

RSO (Students)

☐

Non-Profit

## BILLING INFORMATION

Authorized Billing Name:

Billing Address:

City:

State:

Zip:

E-mail:

Telephone:

Fax:

University 10-digit Account No.

(UChicago Departments & Student Organizations only)

## FACILITY INFORMATION

Room(s) Requested	Date	Room Set-up Style	No. of Tables (Specify 6' or 8' rectangular, 60" round or highboy)	No. of Chairs

## AUDIO-VISUAL NEEDS & OTHER EQUIPMENT

Date	Equipment (ex. microphones, projector screens, linens, etc.)	Room

## CATERING

Catering arranged with:

Telephone:

## EVENT DESCRIPTION

Please provide a brief synopsis of your event, including the names of featured artists and speakers, expected audiences, special circumstances (e.g. security), etc.

## VIP INVITED GUESTS

Please list any VIP or high-profile guests that have been invited to attend or participate in your event. Note any security needs or concerns.

## MARKETING

Please describe all marketing plans.

## SOCIAL MEDIA

Please provide a URL to your social media efforts -- i.e. website, Facebook, Twitter, etc.)

### INSTRUCTIONS FOR APPLICATION SUBMISSION

This form can be completed digitally, using Adobe Acrobat (available for free download online), or it may be printed and completed by hand. Both digital and print copies are accepted. Please send digital copies to International House at [i-house-programs@uchicago.edu](mailto:i-house-programs@uchicago.edu), and please deliver hard copies to the International House Office of Programs by mail or fax (address below).

## GLOBAL VOICES CO-SPONSORSHIP & VENUE USAGE TERMS AND CONDITIONS

- International House suggests that applications for co-sponsorship of events be submitted at least one month in advance of the event. Payment in full is required to secure a reservation.

- As part of our co-sponsorship program, International House asks that a first draft of all promotional materials be sent to our office one month in advance of the event so that they may be reviewed before they are printed. Materials should be in .ai, .psd, or some equivalent editable image format and must include: (1) "International House Global Voices Program" listed as a co-sponsor of the event, (2) International House's address and website (do not abbreviate International House as I-House in the address), (3) International House's logo (our logo can be found at <http://ihouse.uchicago.edu/identity>; use only images that include "Logo & Type"), (4) The University disability statement exactly as follows: "Persons with disabilities that may need assistance should contact the Office of Programs and External Relations in advance of the program at 773-753-2274.", (5) The event dates, times, and year listed in a large, visible font, (6) The cost of the event (or listed as "free") and a statement that the event is "Open to the Public". Additionally, please send hard and electronic copies of all materials for our promotional efforts.

- International House and the University of Chicago expressly reserve the right to limit use of their name, logo, and/or affiliation by groups using the facilities. Groups must submit any and all materials that use International House or the University of Chicago's name no later than 3 weeks prior to the event.

- The curfew for events is 11:00 p.m. Sunday through Thursday and 12:00 midnight Friday and Saturday.

- Guests will confine themselves to the designated event area and restrooms and will not interfere in any way with the events of other clients or residents of International House. No solicitation of International House residents or the general public is permitted inside or on the exterior premises of International House.

- Taping, tacking, nailing, etc. of objects to the walls, fixtures, etc., is prohibited at International House. An easel or sign standard may be requested to accommodate this need. Groups causing damage to International House, its fixtures or furnishings, will be billed accordingly. In addition, International House banners, flags, and furnishings may not be removed from rooms or podiums during the event.

- All events held at International House must conform to the University of Chicago alcohol policy (beer and wine only, no hard alcohol). Groups must abide by all applicable laws, regulations and rules, including state and local liquor laws. Smoking is not allowed inside International House.

- International House may refuse co-sponsorship to individuals or groups that cause a disturbance or fail to adhere to the terms of this contract.

- Groups without University affiliation hereby agree to indemnify and hold harmless the University of Chicago and International House from and against any and all claims, liabilities or costs (including reasonable attorney's fees whether by reason of personal injury or death or property or otherwise) arising out of or in connection with the event or this agreement caused or contributed to by the negligence of the Group, its guests, invitees, or agents or independent contractors hired by the Group. Such Groups shall provide a certificate of insurance evidencing \$1,000,000 of general liability insurance naming the International House and the University of Chicago as an additional insured. Any caterer must also provide a certificate of insurance evidencing workers' compensation insurance and \$1,000,000 of general liability (including liquor liability if alcoholic beverages will be served) insurance naming the International House and the University of Chicago as an additional insured. International House will not assume any responsibility for the damage or loss of articles or merchandise left on the premises prior to, during, or after the event.

### SPECIAL REQUIREMENTS

A Function Housekeeper and overseeing House Manager is required on early mornings, evenings, and weekends.

Function Housekeeper: 4 hour minimum, \$33/hour

House Manager: 4 hour minimum, \$16/hour

### PAYMENT & BILLING

The co-sponsoring organization accepts responsibility for payment of all expenses incurred by International House on behalf of the organization. International House may require two credit references. For requests made within 10 days of the event date, a signed contract and payment is due within 24 hours of making the reservation.

### University Departments and Organizations

University of Chicago Departments may pay through ACCTS or by Interdepartmental Form 62. A complete 10-digit account number is required to process your request through ACCTS. This number will be charged upon receipt of invoice.

### Non-University Groups

Payment in full is required to secure a reservation. Payment options include MasterCard, Visa, Cashier's Check, or cash. American Express is not accepted.

### CANCELLATIONS

In the event that you decide to cancel any time after the confirmation of this contract, the following charges will be incurred:

#### Days Prior to Event Cancellation Fee

60-30 days	50% of total charges
29-15 days	75% of total charges
14 days or less	100% of total charges

### AUDIO-VISUAL AND PROJECTION EQUIPMENT

Available upon request for a fee to be determined. A Technician or Stage Manager is required when using International House equipment and Assembly Hall. Rates vary.

### FOOD SERVICE

We are happy to provide you with a list of recommended caterers. Please note that catering equipment may not stay in International House overnight. Rental linens, paper tablecloths, and other equipment may be available upon request. Fees may apply. Snacks and light meals are available in the Tiffin Cafe. Hours vary, please refer to <http://dining.uchicago.edu/page/locations-hours> for exact times.

### CONTACT US

International House Office of Programs and External Relations

1414 East 59th Street

Chicago, IL 60637 USA

Phone: (773) 753-2274 | Fax: (773) 753-1227

<http://ihouse.uchicago.edu> | [i-house-programs@uchicago.edu](mailto:i-house-programs@uchicago.edu)

Please read the Terms and Conditions of Global Voices Co-Sponsorship & Venue Usage, then complete, sign, and submit this form by mail, fax, or email to the Office of Programs and External Relations. Reservations will be made after a final contract is issued and signed by the Organization's authorized representative and when payment in full is received by International House.

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*Signature of Authorized Representative*

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*Position/Title*

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*Date*