

CENTER FOR IDENTITY + INCLUSION

Space Rental Guidelines 2019-20

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.**

HOURS OF OPERATION

ACADEMIC YEAR		WINTER & SPRING INTERIM PERIODS & SUMMER HOURS	
Sunday 3PM-8PM Monday-Thursday 9AM-10PM Friday 9AM-5PM CLOSED SATURDAY		Monday-Friday 9AM-5PM CLOSED SATURDAY & SUNDAY	

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.

Student requests:

- Students are invited to use our new online system called Roomzilla. In order to become a user of the Roomzilla system, students must first submit a request for account setup. The link can be found at inclusion.uchicago.edu. Room availability can be viewed in realtime, but please keep in mind that approval is not automatic; requests can take up to 3 days to approve.
- Events must conclude 15 minutes prior to the close of the Center. Clean up must conclude by the close of the building.
- During the week, recurring requests (i.e. weekly/monthly meetings, etc) are allowed in all rooms except for the Community Lounge.
- On Sundays, recurring requests are allowed in the Community Lounge, while all other spaces are dedicated to studying.
- 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.

Campus Partner/Department requests:

- Campus partners and departments must submit requests for space via Staff Online Request Form found at <https://inclusion.uchicago.edu/space> . Requests can take up to 3 days to approve.
- Events must conclude 15 minutes prior to the close of the Center. Clean up must conclude by the close of the building.
- There is no cost for students to reserve space, however the following fees are applicable for all campus departments and partners. Payment must be completed via a JE transfer one week prior to event, or event will be cancelled.

Space Rental Fees

Community Lounge:	60 people seated, 120 people standing
4 hours or less:	\$200
+4 hours:	\$400
*Audio/Visual Equipment:	\$100
Shared Resource Room:	16-20 people seated
Daily rate:	\$50
Roundtable Conference Room:	8-10 people seated
Daily rate:	\$50
Amandla Lounge:	15-20 people seated
Daily rate, no food served:	\$100
Daily rate, food served:	\$150
LGBTQ Lounge:	10-15 people seated
Daily rate, no food served:	\$100
Daily rate, food served:	\$150
*Equipment rental fees:	
Portable projector	\$50
Portable speakers w/woofer	\$50
Portable speakers w/microphone	\$50
Podium w/speaker	\$30
DVD player	\$30
Presentation clicker	\$5
\$50 Clean-up Fee/room: Assessed if room is not cleaned and returned to original setup	

*Equipment rental must be included in the reservation in order to guarantee availability. Use of audio/visual equipment in the Community Lounge requires the use of your personal laptop equipped to accommodate a HDMI, USB, or Mini Display adaptor; Televisions equipped with cable are available in the lounges for free use; remotes are available for check-out from the front desk.

CONFIRMATION, MODIFICATION AND CANCELLATION POLICY

- Requests are only accepted via our website inclusion.uchicago.edu . A request submitted online does not guarantee reservation.
- 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 (unless it is mobile furniture on wheels).
- Please consider set-up and break down time when making your room requests.
- 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 CI+I Staff or 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.***

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.
- **Waffle makers, hot plates, grills, and any other heat generating cooking appliance is strictly prohibited per fire code.**

ALCOHOL GUIDELINES

- ***Only University Departments*** can serve alcohol at the Center. Staff must be in compliance with the University's Alcohol Policy, along with Federal, state and local laws with regard to serving alcohol.
- Users planning to serve alcohol should note this at the time of reservation.
- ***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 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.**