



## THE REYNOLDS CLUB & BARTLETT HALL EVENT SERVICES INFORMATION & GUIDELINES

### *Recognized Student Organizations (RSO)*

#### REQUESTS FOR SPACE

- Requests for space can be submitted online using “Virtual EMS” at <http://leadershipsched.uchicago.edu>. Inquiries regarding availability can be made by clicking the “Browse for Space” option.
- The Community Development and Operations office accepts reservation requests up to one year in advance, but only one request for space for a future quarter may be processed prior to the room lottery for that quarter. Room lottery is held during the 8<sup>th</sup> week of each quarter except for summer, unless otherwise noted. Further information on the room lottery can be found online at <https://leadership.uchicago.edu/facilities/roomlottery.shtml>.
- Reservation requests for meetings or small events should be submitted at least two (2) business days in advance of the desired date. Requests for large scale events or outdoor space should be submitted at least seven (7) business days in advance of the desired date. Requests for Hallowed Grounds, or C-Shop should be submitted at least fourteen (14) business days in advance of the desired date.
- **RSOs may NOT book space for outside groups’ events or promotions.** If your RSO is collaborating with an off-campus affiliate to promote a joint venture, such that your event will promote both the RSO and the affiliate, your request may be reviewed by the Community Development and Operations Office for approval. If this is the case, please allow at least a week for your request to be reviewed. Bookings that are collaborated with off-campus affiliates must adhere to the following policies:
  - University students from the hosting organization must be present throughout the event.
  - The event must directly promote the hosting organization’s goals or programs in some way.
  - The host organization will be responsible for the affiliate guests, and for ensuring that all guests adhere to all existing policies.

#### SERVICES & BUILDING HOURS

- There is no room rental fee associated with reserving space in the Reynolds Club, the Bartlett Arts Rehearsal Space, or the Bartlett Lounge.
- Other costs may apply to your event, including staffing and audiovisual rental fees. Please see below for further details.
- Reynolds Club building hours during the academic year are:
  - Monday-Saturday: 8:00am-12:00am
  - Sunday: 9:00am-12:00am
- Reynolds Club Summer and Interim period building hours are:
  - Monday- Friday: 8:30am-5:00pm
  - Saturday-Sunday: Closed
- Bartlett Hall venues are available during the academic year:
  - Monday-Saturday: 8:00am-11:00pm
  - Sunday: 9:00am-11:00pm
- Bartlett Hall venues are closed during the Summer and Interim periods.
- When reserving an outdoor location, an indoor location must also be reserved in case of inclement weather.
- Hutchinson Commons and the McCormick-Tribune Lounge are only available for reservations during limited hours. Please see [leadershipsched.uchicago.edu](http://leadershipsched.uchicago.edu) for available times.
- The Reynolds Club, with the exception of the South Lounge and Hutchinson Commons, is not air-conditioned. Air conditioning and/or pedestal fans may be available for rental upon request. Please contact the Community Development and Operations office for more information.
- The Reynolds Club is always open to the University community, regardless of other events. It is likely that other events will be occurring in the building at the same time as your own. Please be assured that every effort will be made to avoid interference between simultaneous events.



### CANCELLATION POLICY

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- ☐ All events need to be canceled at least one week prior to the date of the event to avoid fees or other penalty.

### ROOM SET-UP

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- The Reynolds Club and Bartlett Hall room reservations come with a standard room set-up. All furniture must remain in the room.
- **Your group is responsible for setting and re-setting the room.** All spaces have a room diagram next to the entrance of the room. Please re-set the room accordingly. If you have questions, please consult the building manager in the Community Development and Operations office (room 006) or by phone at 773.215.1329.
- Please consider set-up and break down times when making your room requests.
- The Reynolds Club inventory of tables and chairs is available for your use. However, there may be other events taking place on the same day of your event. To ensure the use of the Reynolds Club furniture inventory, please contact our office as far in advance of your event as possible. Should there be a need to rent additional items to help facilitate your event, there will be an additional rental charge.
- Please contact the Community Development and Operations office personnel if you need to coordinate anything outside of the standard room sets.

### EQUIPMENT AND SERVICES

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- Listed below are the fees for the Reynolds Club Audio/Visual Equipment and staffing.
- Groups are responsible for returning all Audio/Visual equipment and rental equipment in the same condition as it was received ☐  
Audiovisual equipment requests should be made at least two (2) business days in advance of the event date.
- Staffing requests should be submitted at least seven (7) business days in advance of the event date. Charges are incurred for a four-hour minimum and are not prorated for portions of an hour.

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|------------------------------------|--------------------|--|------------------|
| <b>LCD Projector</b>               | <b>\$50.00</b>     | <b>Sound System – Deluxe</b>             | <b>\$100.00</b>  |
| <b>Projector Screen (6’ or 8’)</b> | <b>FREE</b>        | <b>Sound System – Standard</b>           | <b>\$55.00</b>   |
| <b>TV with VGA/HDMI Inputs</b>     | <b>\$20.00</b>     | <b>Sound System – Portable</b>           | <b>\$35.00</b>   |
| <b>DVD Player</b>                  | <b>FREE</b>        | <b>Mic – Handheld</b>                    | <b>\$10.00</b>   |
| <b>Lighting System</b>             | <b>\$85.00</b>     |  |                  |
|                                    |                    | <b>Dance Floor</b>                       | <b>\$55.00</b>   |
| <b>Custodial Staffing</b>          | <b>\$45.00/hr.</b> |  |                  |
| <b>Building Manager Staffing</b>   | <b>\$25.00/hr.</b> | <b>External Furniture or A/V Rentals</b> | <b>Cost + 5%</b> |

#### Brief description of the different sound systems you may rent:

- Standard system:** Includes a four channel mixer/amplifier, two speakers with stands, and one microphone with stand. All necessary cords are included with rental. Amplifier can handle up to four microphones.
- Deluxe system:** Identical to system A, except the mixer/amplifier with this system has six channels. The mixer in this system has greater equalization capabilities and has monitor capabilities.
- Portable system:** An [Ion Tailgater Bluetooth](#) portable sound system that includes one microphone, 3.5mm audio input cable, and power cable. May be rented for use outside of the Reynolds Club.

*Note:* All systems can accommodate an iPod and computer hook up.

### LINENS

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- ☐ The Reynolds Club does not provide linens for any table set-up. You may rent linens and/or skirting of varying sizes by contacting Community Development and Operations office personnel at least one week prior to your event. Rental fees will apply.



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## STAFFING

- During regular operating hours, the professional staff and/or student building managers are available to service your event. □ For events that occur outside regular operating hours, your group will be assessed a \$25.00-per-hour Building Manager fee. This fee is not prorated for portions of an hour.
- Facilities Services custodial staff can be provided at a fee of \$45.00-per-hour (four hour minimum).
- Building Manager staffing can be provided to assist with furniture movement, A/V setup, and general assistance for \$25.00-per-hour (four hour minimum).
- There is an option to hire professional movers to assist with your room set-up. For details and pricing, please enquire with the Community Development and Operations office.

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## RSO FOOD POLICY

- All food sold or distributed by an RSO 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 Reynolds Club 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 RSO, 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 Reynolds Club staff.
- To prevent contamination, it is required that RSO 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 Reynolds Club does not have an in-house catering service. The Community Development and Operations office 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 \$1m and workers' compensation coverage.

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## CLEAN-UP & TRASH REMOVAL

- **Your group is responsible for all trash removal after the event.** Please dispose of all trash in the dumpster on University Ave, outside the Reynolds Club. You may choose to delegate this responsibility to your caterer. The Reynolds Club can provide you with a Catering Guidelines sheet that outlines the clean-up responsibilities of the caterer or group. Alternatively, you may book custodial staffing for your event (see above).
- Your group will be charged a clean-up fee of up to \$100 if the clean-up guidelines are not met. This includes cleaning up anything leftover from the caterer or drop-off caterer.

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## GUIDELINES FOR ALCOHOL USE AND APPROVAL AT EVENTS

- Contact your RSO advisor if you are considering serving alcohol at your event.
- You must submit an [Alcohol Approval Form](#) to Center for Leadership and Involvement no later than 2 weeks before your event. Forms are available in the Community Development and Operations office. Events in which the majority of attendees is undergraduate students or under the age of 21 will not be granted approval.
- No alcoholic beverages may be sold unless all appropriate required liquor licenses are secured prior to the event and approved by Center for Leadership and Involvement.
- An approved member of the faculty or administration must be present at all times, ensuring that checking of legal identification, banding and marking of students, and service of alcohol all meet University requirements.
- No persons under the age of 21 may be served or allowed to drink alcoholic beverages. Open bars in which guests help themselves to alcoholic beverages are not permitted.
- Only beer and wine are permitted to be served.



- Failure to comply with these rules may result in the immediate shut down of your event and may result in suspension of RSO privileges.
- For more information please see the [University of Chicago's alcohol policy](#).

## PROMOTIONAL TABLES

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- Table space used for sales and solicitation is available for reservation on the first floor of the Reynolds Club ("The Marketplace"), the first floor lobby of Bartlett Hall, the first floor lobby of Cobb Hall, and immediately outside the east entrance to Cobb Hall.
- Table space is assigned on a first-come, first-served basis. Each RSO is permitted to reserve up to 10 dates at a time. **Additional dates may be reserved once the initial 10 dates have been completed.** Switching tables is prohibited, as it may conflict with another reservation.
- All solicitation and vocal advertising of any kind may only take place from behind your assigned table. Approaching individuals or shouting at passers-by to get attention is not allowed. Feel free to display on, around or behind your table. Please do not cover any display cases, banners, windows or doors. There are no overnight storage facilities for consecutive table reservations. Extraneous items left on promotional tables will be removed or thrown away.

## OUTDOOR EVENTS

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- 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 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 space by their organization or guests.
- All charcoal grills require an aluminum can for proper disposal. This service can be arranged through the Community Development and Operations Office. 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 Reynolds Club Community Development and Operations Office.

## SMOKING

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- In accordance with state and federal law, smoking is not permitted in University buildings or within 15 feet of an entrance. Groups contracting with the Reynolds Club and Bartlett Hall are responsible for enforcing this policy with their guests.