

**REGISTERED STUDENT ORGANIZATION
REQUEST FOR USE OF STUDENT CENTER EAST & STUDENT CENTER WEST FACILITIES**

Office of Meetings and Conferences

Student Center East (M/C 117)
750 South Halsted Street, Room 214
Chicago, Illinois 60607
(312) 413-5040

Student Center West (M/C 579)
828 South Wolcott Avenue, Room 242
Chicago, Illinois 60612
(312) 413-5225

Registered Student Organization			Application Date
Name of Person Responsible	Title	Phone	E-Mail
Title and/or Brief Description of Event			

Will this event utilize an agenda of activities? [] yes [] no

If yes, please provide Meetings and Conferences with a copy.

Will food or beverage be served? [] yes [] no

If yes, please refer to Food and Beverage Service section #5 on the back of this request.

Will the event be advertised? [] yes, on campus [] yes, off campus [] no

If yes, please provide Meetings and Conferences with a copy of advertisement.

Will fees or other funds be collected? [] yes [] no

Campus Programs Approval: _____

UIC Bookstore Approval: _____

Will there be any non-UIC attendees? [] yes [] no **If yes, what percentage?** _____ %

Will there be any guest speakers? [] yes [] no **If yes, please list:**

Will there be participants with disabilities that require accommodations? [] yes [] no

If yes, please specify type of accommodations:

NOTE: SEPARATE EVENTS SHOULD BE LISTED ON SEPARATE FORMS. IF THERE ARE MORE THAN TWO OF THE SAME EVENT, A SERIES RESERVATION FORM WILL NEED TO BE FILLED OUT AND ATTACHED.

Day	Date	Event Start Time	Event End Time	Estimated Attendance	Building Requested <i>(please circle)</i>	FOR OFFICE USE ONLY	
						Building	Room
					SCE / SCW		
					SCE / SCW		

Set-Up Needed: [] auditorium [] classroom [] round tables [] conference table

[] other, please describe: _____

Additional Needs: [] headtable [] registration table [] display table
(please list [] podium [] microphone [] slide projector
quantity needed) [] overhead projector [] flipchart (\$10) [] data projector (\$75)
 [] CD Player (\$10) [] cassette player (\$10) [] TV/VCR (\$10)
 [] wireless mic (\$15) [] power strip (\$5) [] extension cords (\$5)
 [] telephone (\$21) [] internet access (\$21)

The policies on the reverse side of this document have been developed pursuant to and are consistent with University Policy Regarding Use of University Facilities. This policy is available at the Office of Meetings and Conferences, located in Room 214, Student Center East and Room 242, Student Center West. I have faithfully provided and/or agreed to the above information and agree to abide by all University regulations including those stated on the reverse side of this form and any liability and indemnity provision contained (t)herein.

Please read policies and sign.

Signature of person responsible for event _____ Date _____

Do not write below this line.

Event Coordinator _____ Date Confirmed _____ Confirmation # _____

OFFICE OF MEETINGS AND CONFERENCES

POLICIES FOR REGISTERED STUDENT ORGANIZATIONS

- 1. Authorization:** Meeting space in Student Center East and Student Center West is available for use by registered student organizations. Space requests will only be accepted from an authorized officer of a registered student organization. Proof of registration is required. NO ORGANIZATION OTHER THAN THE RESERVING ORGANIZATION MAY USE THE FACILITIES RESERVED.
- 2. Confirmation:** Space requests in Student Center East and Student Center West are not guaranteed until the requesting organization receives written confirmation from Meetings and Conferences, and any incurred charges are paid for. Written confirmation by Meetings and Conferences should be brought to the event. It is the responsibility of the organization to obtain the written confirmation from the Meetings and Conferences Office.
- 3. Reservation times:** Reservations for meeting space will only be made during normal operating hours. Space may only be occupied for the time reserved. Space utilization beyond building operating hours must be authorized by the Director (or designee) of Meetings and Conferences, and may result in the assessment of charges.
- 4. Charges:** Registered student organizations will typically be charged for audiovisual equipment, additional furniture rental and/or transportation, additional staff or security, or any other extra service deemed necessary for the event by Meetings and Conferences. Meetings and Conferences reserves the right to cancel any event for which payment has not been received.
- 5. Food and Beverage service:** Unauthorized possession or consumption of alcoholic beverages is prohibited on University premises. All food and beverages served at events in Student Center East and Student Center West must be provided by UIC Catering or Campus Dining Services. Exemptions to this policy will only be permitted if permission is granted from the Director of Campus Dining Services or his/her designee. NO FOOD OR BEVERAGES MAY BE REMOVED FROM THE SERVICE AREA OR MEETING ROOM WHERE IT IS SERVED.
- 6. Time constraints:** All requests for meeting space in Student Center East and Student Center West must be submitted in writing 5 business days prior to the requested event. Additionally, any changes to the requested setup, or additional audiovisual equipment must be made 5 business days prior to the scheduled event.
- 7. Cancellation:** Notification of cancellation of events must be received in writing by the Meetings and Conferences Office 2 business days prior to the scheduled event. Failure of an organization to cancel confirmed reservations may result in cancellation of future events for that organization by Meetings and Conferences.
- 8. Space limitations:** Registered student organizations are allowed to reserve: 12 booths per semester; 3 bake sales per semester; 4 fund-raising tables per semester; and 4 hours of meeting space per week per semester.
- 9. Space assignments:** Meeting space in Student Center East and Student Center West is assigned on a first-come, first-served basis. Although a specific room may be requested, Meetings and Conferences reserves the right to assign the most appropriate space available. Meetings and Conferences reserves the right to change a reservation to other rooms, with the understanding that, if possible, comparable facilities will be provided when the change is necessary.
- 10. Room setup:** All reservations for meeting space in Student Center East and Student Center West are approved based on the assumption that the facility will not be used in excess of normal seating capacity and/or deviate from initial request. Furniture is provided for standard meeting room setups. Room setups for meeting space should be arranged through Meetings and Conferences. Rearranging of the furniture provided is prohibited.
- 11. Outdoor space:** Requests for use of outdoor space must be submitted 21 days prior to the requested event. Along with the reservation request form, a letter stating the details of activities must be included.
- 12. Sales/Fund-raising:** Permission for any sales and/or fund-raising on campus by a registered student organization must be approved by the Campus Programs Office before space is confirmed by Meetings and Conferences. Additional approval may be necessary by the UIC Bookstore. Fund-raising with credit card companies is prohibited.
- 13. Bake sales:** Bake sales are limited to homemade, baked dessert items only. The reserving organization is responsible for obtaining food liability insurance through the Campus Programs Office.
- 14. Dance/Party events:** All registered student organization dance/party events must be reserved and planned through the Campus Programs Office. The reserving organization is responsible for all charges related to the event, including charges for security, staffing, and any damages caused by the event.
- 15. Security:** Additional costs related to security are the responsibility of the reserving organization. Meetings and Conferences reserves the right to require the presence of University Police at events.
- 16. Signs:** All event-related signage, whether directional or informational, must be approved by Meetings and Conferences prior to posting. At no time shall signs be posted on glass entrance doors, windows, or any painted surfaces.
- 17. Candles:** Candles, or other open flames, are not allowed in Student Center East and Student Center West meeting spaces.
- 18. Safety:** The organization using Student Center East and Student Center West meeting space shall be responsible for exercising due care and reasonable control to ensure the safety and protection of persons and property at the event and it shall cooperate with and comply with University efforts to ensure the same. If it is determined that for any reason adequate safety or protection of persons or property at the event can not be ensured through reasonable security and other precautions, permission for the use of facilities may be denied or withdrawn.
- 19. Exits:** All aisles leading to exit doors must be kept clear and unobstructed. During the period of use, no required exit door may be fastened so that the door can not be opened readily from the inside.
- 20. Smoking regulations:** Smoking is prohibited in all indoor locations, entry areas inside, and within close proximity of outside buildings.
- 21. Liability, insurance, and indemnification:** The reserving organization, its officers, and members agree to indemnify and hold harmless the University of Illinois from any expense occasioned by any suit or claim as a result of any tort or contract to any person resulting from the organization's use of UIC facilities and agrees to furnish the University with insurance protections, if any, required by the University as a condition of said usage.
- 22. Regulations applicable to use of facilities:** All organizations are expected to comply with University regulations applicable to use of facilities. Copies of these regulations are available from the Meetings and Conferences Office.