

Title/Brief Description of Event: _____
 Department/Organization: _____ Application Date: _____
 Primary Contact: _____ Title: _____
 E-Mail: _____ Phone: _____ Fax: _____
 Secondary Contact: _____ Title: _____
 E-Mail: _____ Phone: _____ Fax: _____

NOTE: SEPARATE EVENTS MUST BE LISTED ON SEPARATE FORMS. IF THERE ARE MORE THAN THREE OF THE SAME EVENT, PLEASE CONTINUE ON AN ADDITIONAL FORM.

Day	Date	Event Start Time	Event End Time	Est. Attendance	Building Requested	FOR OFFICE USE ONLY	
						Room	Building

SPACE REQUIREMENTS: Auditorium Classroom Round Tables Banquet Tables Conference Box Conference Table U-Shaped Conference Other, please attach description.

AUDIO/VISUAL & EQUIPMENT: (Enter quantity needed.)

<input type="checkbox"/> Head Table	<input type="checkbox"/> Standing Microphone	<input type="checkbox"/> Data Projector	<input type="checkbox"/> Telephone	<input type="checkbox"/> VCR
<input type="checkbox"/> Registration Table	<input type="checkbox"/> Lavalier Microphone (Clip On)	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Standard Internet Access	<input type="checkbox"/> DVD Player
<input type="checkbox"/> Display/Info Table	<input type="checkbox"/> Wireless Microphone (Handheld)	<input type="checkbox"/> Screen	<input type="checkbox"/> Wireless Internet Access	<input type="checkbox"/> Flipchart
<input type="checkbox"/> Podium/Microphone	<input type="checkbox"/> Table Microphone	<input type="checkbox"/> Conference Phone	<input type="checkbox"/> TV	<input type="checkbox"/> Easel

CATERING: None Breakfast Lunch Dinner Reception Refreshments
 All food and beverage served in our facilities must be ordered through UIC Catering.
 Please call the Catering Liaison at 312.413.5055 for further information.

DETAILS:

Will this event utilize an agenda of activities? No Yes (Please provide Meetings and Conferences with a copy.)
 Will fees or other funds be collected? No Yes
 Will there be any non-UIC attendees? No Yes: _____ %
 Will there be any participants who need access accommodations? No Yes (Specify): _____
 Will there be any guest speakers and/or VIPs? No Yes (Please attach list.)
 Will the event be advertised? No Yes, On Campus Yes, Off Campus (If yes for on campus, off campus, or both, please provide Meetings and Conferences with a copy.)

The policies on this document have been developed pursuant to and consistent with University Policy Regarding Use of University Facilities. This Policy is available in the Office of Meetings and Conferences, 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 this document and any liability and indemnity provision contained (t)herein.

Please carefully read policies, sign, and fax to an event coordinator at one of the buildings listed below.

Signature of person responsible for event: _____ Date: _____

FOR OFFICE USE ONLY

Meetings and Conferences Event Coordinator: _____ Date Confirmed: _____ Confirmation #: _____

Student Center East (M/C 117)
 750 South Halsted Street, Room 214
 Chicago, Illinois 60607-7011
 Phone: (312) 413-5040
 Fax: (312) 355-5583

Student Services Building
 1200 West Harrison Street
 Chicago, Illinois 60607
 Phone: (312) 413-5040
 Fax: (312) 355-5583

Student Center West (M/C 579)
 828 South Wolcott Avenue, Room 242
 Chicago, Illinois 60612-7349
 Phone: (312) 413-5225
 Fax: (312) 413-5229

REGULATIONS APPLICABLE TO USE OF FACILITIES

The following regulations are applicable to all organizations using UIC facilities. Additional information about safety and other applicable rules and regulations are available at the Office of Meetings and Conferences in Room 214, Student Center East and Room 242, Student Center West. Organizations that are granted permission to use University facilities will be expected to comply with all applicable University rules and regulations and city, state, and federal laws. These rules and regulations shall include the following:

1. Organizations shall pay all usual and customary charges established by the University for the use of facilities and of equipment and services related thereto. Regardless of whether they are subject to payment of a basic rental fee, all organizations will be assessed charges for extra services, such as set-ups, additional furniture, or transportation, and will be assessed charges for identifiable increments to the University's operations and maintenance expenses brought about by the use of facilities. The University reserves the right to require advance payment of all or any portion of a charge associated with a reservation request.
2. The organization, its officers, and an individual applying to reserve space on behalf of the organization are responsible for the condition of the facilities used and the use to which they are put during the time reserved. The organization and such persons shall be responsible for all damage to or misappropriation by any guests, invitees, or non-member attendees, and shall reimburse the University for any such damage or loss. No organization other than the reserving organization may use the facilities reserved.
3. The organization using University facilities 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. This shall include reasonable efforts to ensure compliance with University rules and regulations pertaining to such safety and protection by all persons in attendance at the event. The organization may be charged for the cost of necessary extra police or other security personnel retained by the University. The number of such personnel shall be determined by the University on the basis of the nature of the proposed event, the number anticipated to be in attendance, and the past experience of the University with respect to similar events.
4. If the Chancellor or his/her designee determines that for any reason adequate safety or protection of persons or property at the event cannot be ensured through reasonable security and other precautions, he/she may deny, withdraw, or further qualify permission for the use of facilities at any time.
5. Scheduling of University events must take precedence over all reservations. The university also reserves the right to cancel this reservation if it conflicts in any way with the policies or regulations of the University regarding meetings on the campus or if it violates any federal, state, or local law. As stated in the General Rules Regarding University Organization and Procedure, the right is reserved to change this reservation to other rooms with the understanding that, if possible, comparable facilities will be provided when change is necessary.
6. SAFETY REGULATIONS: In the interest of personal safety of guests of the University, students, and staff, all reservations for University facilities are approved on the assumption that the facility will not be used in excess of the normal seating capacity and will be used as it is normally equipped. It is further agreed that the posted safety and fire prevention regulations will be followed.
7. FOOD AND BEVERAGE SERVICE: The serving and preparation of food and beverages in Student Center East, Student Center West, and Student Services Building space other than by UIC Catering is prohibited. All food or refreshments must be catered through the catering manager. No other food may be brought into any building without the approval of the Office of Meetings and Conferences.
8. SIGNS: All signs, whether directional or informational, must be posted in locations approved by the Office Meetings and Conferences.
9. ALTERATIONS TO FACILITIES: Any changes in the facility must be approved by the Office of Meetings and Conferences. Such changes will include, but will not be limited to, the removal, relocation, or addition of equipment, furniture, decorations, or stage properties. Alterations of existing facilities may result in service charges to the organization using the premises. Requests for such changes will be honored only with the stipulation that organizations will assume necessary costs. Any unauthorized adjustments in the facility will be corrected by the University at the expense of the organization. Special equipment will be provided with the stipulation that necessary charges will be assumed by the organization.
10. DECORATIONS: (a) All combustible decorative material including curtains, scenery, and acoustical material, with the exception of floor covering, will be flame-proofed. Material will be considered flame-proofed if they do not ignite when subjected to the flame produced by burning an ordinary wooden match. (b) Open flames, such as candles or torches, may not be used unless written approval is first obtained from the Office of Meetings and Conferences. If approval is granted, candles used on tables shall be firmly supported in candlesticks and placed well away from combustible materials. It is not permissible to carry lighted candles.
11. SMOKING REGULATIONS: Smoking is prohibited in all indoor locations, entry areas inside, and within close proximity of outside buildings.
12. 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 cannot be opened readily from the inside. Required exit ways serving the room shall be adequately lighted at all times during which the room is occupied. No part of an exit way will be used in such a way as to obstruct its use as an exit or to present a fire hazard. Musical instruments, cases, trunks, or props shall not be stored in an exit way or passageway.
13. EVACUATION: Where evacuation plans have been developed and approved for public functions, the group or organization hereby agreed to pay all expenses associated with the implementation of such plans including hiring, training, and the assignment of ushers.
14. 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.