



MEETINGS AND
CONFERENCES

Outdoor Events

A Guide for Success

2025



MEETINGS AND CONFERENCES

EAST CAMPUS

- The Quad/Lecture Center Plaza
- University Lawn - East or South
- ComEd Green Space/SRC West South Lawn
- Harrison Field

WEST CAMPUS

- The Quad/Arthington Mall
- College of Medicine Courtyard
- MBRB West Lawn
- SFC Courtyard
- Atkins Garden



OUTDOOR
Event Spaces

Reserving Outdoor Space

Things to Plan For



MEETINGS AND CONFERENCES

- 1. Gather the Key Event Details & Requests
 - a. Preferred Location and Event Times
 - b. Estimated Attendance
 - c. Event budget & Work Order Requests (if any)
 - d. Catering or other food needs
 2. Email the M&C Event Coordinator for an Outdoor Event Confirmation
 - a. Sarah Thomas - sthoma38@uic.edu
 - b. Only RSO officers (President, Treasurer, Officer-SOR) are permitted to submit event requests. The earlier the better, always!
 - c. Your event is not officially reserved until a confirmation document is received from the M&C Event Coordinator.
 - d. Have your confirmation ready on-site during your event. If you are not able to provide proof of confirmation when asked by Building Management, you may be asked to leave.

Outdoor Event Protocol

Rules & Regulations



MEETINGS AND CONFERENCES

- RSOs are welcome to provide their own tables and chairs for outdoor events.
 - Furniture permitted: six-foot rectangular tables; standard folding chairs.
- Tents are allowed with certain exceptions.
 - Tents permitted: 10x10' open-air canopy tents - no walls.
 - Tents **NOT** permitted: tepees, camping tents, or any tents with walls.
- Food or catering is permitted for outdoor events with certain exceptions.
 - Outdoor events are **NOT** required to go through UIC Catering (SodexoMagic), but it is encouraged to order all consumable items through UIC Catering.
 - If UIC Catering cannot fulfill a unique catering request, please reach out to the M&C Event Coordinator to discuss alternative options.
- AV equipment is **NOT** available for RSO outdoor events.

Outdoor Event Protocol

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- **Trash & Recycling**

- You may input a work order for complimentary garbage/recycling receptacles.
- For **ALL** outdoor campus events, **ONLY** bottles and cans will be collected for recycling.
- Cardboard and paper **CANNOT** be recycled through the outdoor recycling receptacles.
- If interested in composting services, please connect directly with Liz Bosarge at UIC Sustainability - eschmi21@uic.edu
- If any significant mess is left behind following your event, additional clean-up personnel services will be applied to your event charges.

- **Outdoor Open Expression Activities**

- Open Expression activities are coordinated separately from typical outdoor events.
- To submit an Open Expression request, please first reach out to Annette Wright, Office of Dean of Students - awright@uic.edu

Work Order Requests

Prices Listed on Website

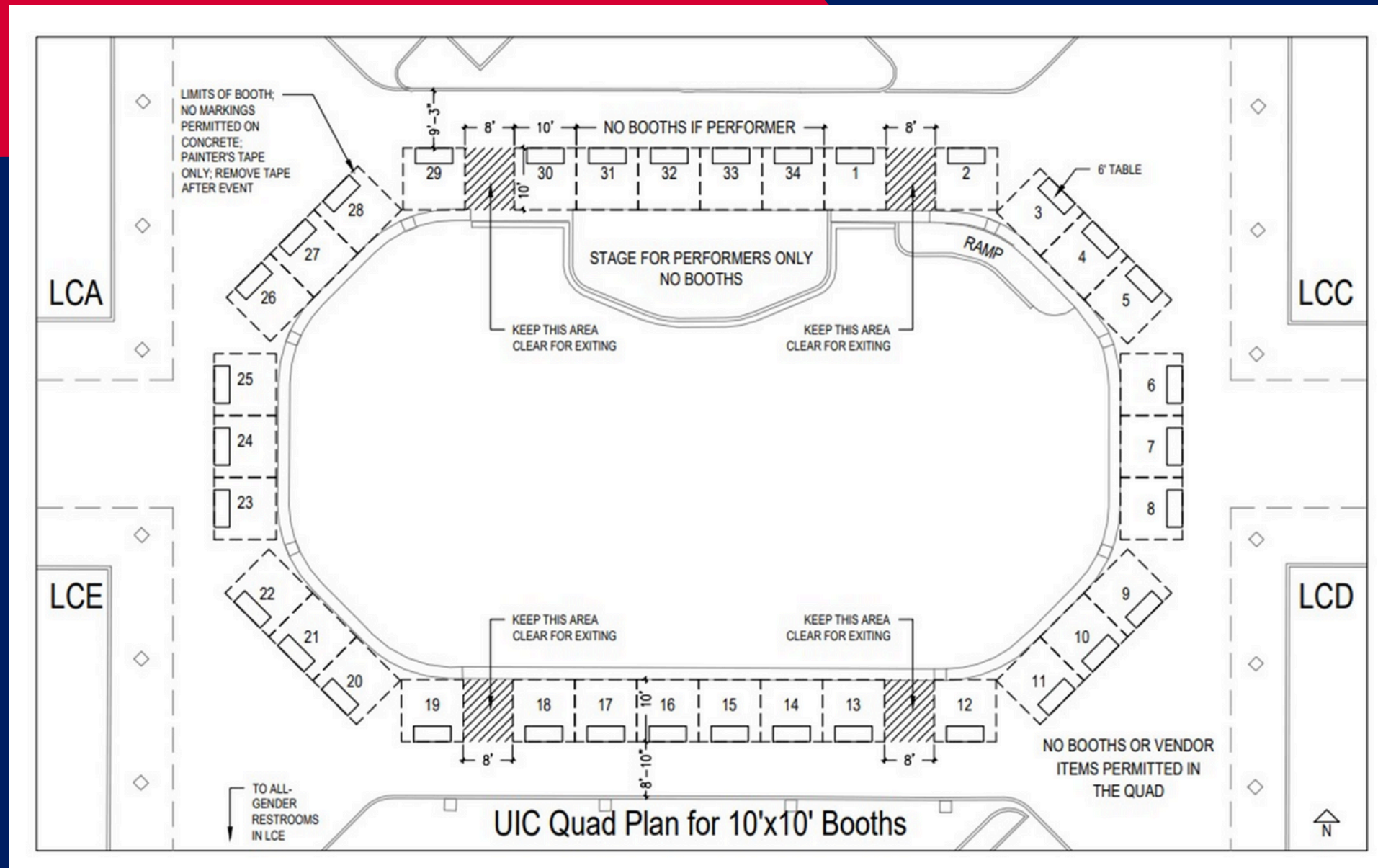


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- All outdoor RSO event organizers must discuss work order requests ahead of time with the M&C Event Coordinator.
 - Once finalized, the M&C Event Coordinator will submit the work order(s).
 - With ample time in advance, RSOs may request estimates for work order costs.
 - Garbage and recycling receptacles may be requested at no additional charge.
- Once work orders are finalized and your event confirmation document has been updated to reflect the work order requests, event organizers **MUST** submit the confirmation document through UIC Connect as a 'Disbursement Voucher'.
 - The Disbursement Voucher must be uploaded to UIC Connect **AT LEAST 14 DAYS** in advance of the proposed event date.
- RSO event organizers are **REQUIRED** to submit payment for all work order requests **3 DAYS IN ADVANCE** of the proposed event date.



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For most Quad reservations, a diagram will be requested to outline the preferred set-up of the tables, chairs, etc., you've ordered. Please refer to this diagram of the Quad.

Non-UIC Catering Guidelines

Rules & Regulations



MEETINGS AND CONFERENCES

The Special Event and Food Form and Safe Food Handling Training must be provided for all temporary food events with non-UIC consumable items. **Temporary food events are any event involved in serving food items**, including but not limited to:

- Prepared and packaged food items by an approved food service vendor such as a food store, bakery, restaurant, caterer, or food distributor.
 - Home-made food (cheeses, yogurts, pickles, jams, salad dressings, salsa, etc.), reheated or leftover food (soups, chili, etc.), and baked food items (cakes, cookies, etc.) prepared, wrapped, or packaged in a residential kitchen before bringing to campus are prohibited.
- **Exceptions:** UIC Catering (SodexoMagic), manufactured-prepackaged items such as bottled drinks, individual bags of chips, candy, and traditional baked goods.

Non-UIC Catering Guidelines

Rules & Regulations



MEETINGS AND CONFERENCES

• **Outdoor events are not required to use UIC Catering for food requests.** However, there are some policies and requirements to fulfill to serve non-UIC catering consumables outdoors.

Please review the following guidelines for **ALL** food events employing a non-UIC vendor for consumable products:

- Food must be prepared and stored in a licensed commercial kitchen (**no homemade food items**).
- Purchase food from approved sources, such as grocery stores licensed by the health department. Do not use home-processed foods. Never use home-canned goods.
- Food should be transported in a clean vehicle and covered or wrapped during this period to protect it from contamination and to maintain its temperature. It is highly recommended that the food vendor deliver the food.
- Food should be covered when displayed for public access or kept so that contamination or handling from the public cannot occur.

Other UIC Catering Options

Documents & Forms



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- Required documentation from the UIC organization for non-UIC food truck/food cart approval:
 - UIC Catering Exemption Request Waiver.
 - Special Event and Food Form.
- Required documentation from non-UIC food truck/food cart operator:
 - IDPH-approved, up-to-date, Safe Food Handling Training certificate (e.g., [ServSafe.com](https://www.servsafe.com), [360training.com](https://www.360training.com), [illinoisrestaurants.org](https://www.illinoisrestaurants.org))
 - Business License
 - Most recent health inspection report, within the last year, from the State or Local Health Department.
- Certificate of Liability Insurance, naming the University of Illinois as the certificate holder:
 - The additional insured should be the Board of Trustees of the University of Illinois, C/O Environmental Health & Safety Office, University of Illinois Chicago, 1129 S. Hermitage Ave, IL 60612.
 - Your M&C Event Coordinator will share detailed COI insurance requirements.

Return required documentation to the Environmental Health and Safety Office (EHSO) at foodsafety@uic.edu and copy your M&C Event Coordinator. **Must be submitted 7 days ahead of the event.**

Non-UIC Food Truck Guidelines



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Please review the guidelines for food carts, food trucks, and other vendors that are not operated by UIC:

- All food must be prepared and stored in a licensed commercial food truck.
- Mobile food vehicles must have a valid food establishment or shared kitchen user business license.
- A food truck for a party, event, or picnic on the UIC campus must follow mobile food truck safety procedures.
 - Limited number of approved food truck locations.
 - No damage permitted to university property, including buildings, pavement, grass, sprinkler systems, etc.
 - Food trucks or carts must not block emergency evacuation routes or major walkways.