MEETINGS AND CONFERENCES

REGISTERED STUDENT ORGANIZATION AGREEMENT

UIC VENUES AND EVENTS

STUDENT CENTER EAST STAFF

Staff Contact Information

Janina A Castillo-Rojas
Event Coordinator for Registered Student Organizations
Location: Student Center East, B19A
Email: jcrojas@uic.edu

Sarah Thomas
Senior Event Coordinator for Student Center West & Outdoor Spaces
Location: Student Center West, Room 203
Email: sthoma38@uic.edu

Thea Ward
Senior Event Coordinator for Student Center East
Location: Student Center East, B19C
Email: thea@uic.edu

Kim Tran
Office Support Associate
Location: Student Center East, B19D
Email: ktran42@uic.edu

Office Hours
Meetings & Conferences' regular office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m. CST. The main office is located in Student Center East, room B19C, and can be reached at (312) 965-1708.

On-Call Student Manager
On the day of your event, an appointed On-Call Student Manager will be in the building to assist with your event. Their role is to be your primary point of contact for any needs related to your event, such as setup changes, technical difficulties, and temperature checks, among others. They can be contacted through the Meetings & Conferences duty phone at (312) 965-1708.

Audio-Visual Department
The Venues & Events AV Department consists of highly skilled multimedia technicians. The AV Department is not an IT department; They do not provide technical or network troubleshooting. They are responsible for the setup and operation of the in-house production equipment.

Lost and Found
Any items lost and found will be securely held for 30 days. Lost items can be claimed at the Building Management office by calling the main office line at (312) 413-5100. Specific information will need to be provided for retrieval. All items must be picked up in person. Student Center East will not ship items. Unclaimed items will be disposed of after 30 days.

EVENT BOOKINGS

Meetings & Conferences reserve meeting rooms in the Student Centers. Details on meeting rooms, setups, and capacities can be found on the Meetings & Conferences Registered Student Organization Page. The East Terrace, Pier Room, and Montgomery Lounge are not available for booking. Only a registered officer of the organization is permitted to reserve rooms. That includes the President, Treasurer, and Officer-SOR. The room/space is not considered reserved until a confirmation with a reservation number is received from the Meetings and Conferences department via email. Registered Student Organizations are granted **6 hours per week** for weekly and regular meetings. All event requests must be submitted **at least three business days prior to the event date**. Reservation requests can only be submitted for the current semester. All reservation requests by Registered Student Organizations will be processed on a first-come, first-served basis.

Special Events

Special events require approval from an Event Coordinator and a consultation **at least three weeks prior to the event date**. A special event is an event beyond the organization's regular meetings or activities, often with a specific purpose and requiring careful planning and execution. Examples include larger social events, performances, competitions, cultural festivals, and blood drives, among others.

Meetings & Conferences reserves the right to determine if your event is considered a special event, which may or may not count towards the granted 6 hours.

Special events in the Illinois Room and the Thompson Room can be reserved from 6:00 p.m. to 9:30 p.m. The Cardinal Room and Room 301 may also be used for special events. Please ensure that you vacate the event space by the reservation time to avoid overtime charges.

Table Requests

Registered Student Organizations can reserve a table at the Student Center East Concourse for **three hours once a week**. The table can be reserved for either a morning or an afternoon slot.

- Morning Slots: 3 hours between 8:00 am and 12:30 pm
- Afternoon Slots: 3 hours between 12:30 pm and 5:00 pm

Tabling events are subject to shutdowns if the following usage rules are violated:

1. The sale or distribution of food and beverages is prohibited.
2. Any non-food fundraising that does not have approval from CSI
3. No covering windows, bulletin boards, or doors.
4. Using tables not provided by the Student Center.
5. Rearranging/relocating tables.
6. Standing in front of the tables is prohibited.
7. Disruptions to the concourse, including loud music, are not permitted.

The exceptions to this rule are Student Involvement Fair Days, Sweetest Day, and Valentine's Day.

EVENT BOOKINGS

Outdoor Reservations

For outdoor event requests, please reach out to Senior Event Coordinator, Sarah Thomas, at sthomas38@uic.edu. Registered Student Organizations are allowed to book outdoor spaces during the semester and not during breaks. Your event is not officially reserved until a confirmation document is received from the M&C Event Coordinator. 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. All outdoor requests must be submitted at least two weeks prior to the event date.

Information regarding work order requests and the cost can be found on our website at: https://meetings.uic.edu/reserving-space/registered-student-organization-outdoor-events/. Prices are Non-Negotiable and are not determined by the Meetings & Conferences Department.

Outdoor Event Protocol

1. RSOs are welcome to provide their own tables and chairs for outdoor events.
    a. Furniture permitted: six-foot rectangular tables; standard folding chairs.
2. Tents are allowed with certain exceptions.
    a. Tents permitted: 10x10' open-air canopy tents - no walls.
    b. Tents NOT permitted: tepees, camping tents, or any tents with walls.
3. Food or catering is permitted for outdoor events with certain exceptions.
    a. Outdoor events are NOT required to go through UIC Catering (SodexoMagic), but it is encouraged to order all consumable items through UIC Catering.
    b. If UIC Catering cannot fulfill a unique catering request, please reach out to the M&C Event Coordinator to discuss alternative options.
4. Trash and Recycling
    a. You may input a work order for complimentary garbage/recycling receptacles.
    b. For ALL outdoor campus events, ONLY bottles and cans will be collected for recycling.
    c. Cardboard and paper CANNOT be recycled through the outdoor recycling receptacles.
    d. If interested in composting services, please connect directly with Liz Bosarge at UIC Sustainability - eschmi21@uic.edu
    e. If any significant mess is left behind following your event, additional clean-up personnel services will be applied to your event charges.
5. AV equipment is NOT available for RSO outdoor events.
6. Outdoor Open Expression Activities
    a. Open Expression activities are coordinated separately from typical outdoor events.
    b. To submit an Open Expression request, please first reach out to Annette Wright, Office of Dean of Students - awright@uic.edu

FOOD POLICY

The University signed an exclusive contract with the Chicago Catering Company to cater in the meeting rooms in the Student Centers. All catering for events inside the Student Centers (SCE, SCW, & SSB) must be supplied by said company. Student menu is located at this link: **https://uiccatering.catertrax.com/**

Using any of the food vendors located within the Student Centers is permitted in the Meetings & Conferences meeting rooms. Please notify your Event Coordinator when you have food at your events so that it can be noted within the reservation.

Any unauthorized outside food (not purchased from SodexoMagic or the Student Center vendors) within the meeting rooms will result in disciplinary action.

Please note that the RSO hosting the event is required to clean up any leftover catering food and/or garbage after the event to avoid disciplinary notice and fines.

Catering Exemption

All exemption requests must be started **14 days (or more) before your event; otherwise, the request will be denied**. Please contact Kim Tran, Office Support Associate, at ktran42@uic.edu to start the process. The date of starting the exemption will be noted, and the contact information to meet with the Chicago Catering Company/UIC Catering will be provided. They can accommodate a variety of diverse ethnic food requests. If UIC Catering cannot fulfill your food requests, an exemption may be granted by Dining Services.

If Catering agrees to the exemption, the exemption form will be provided to send to Dining Services for approval. If Dining Services approves the catering request, the organization will need to provide the required documentation to obtain final approval for the catering exemption. **All paperwork and forms must be submitted four days prior to your event; otherwise, the request will be denied.**

The approved catering will be stated on the event confirmation sheet. The organization is required to clean the tables/room after the event to avoid a fine. Please note the penalty for bringing in outside food not approved is **an automatic 30-day suspension.**

FACILITY USE POLICY

Attendance Policy
Any event hosted by a student organization is subject to affiliated organization rates if the attendees are non-UIC students.

Capacity Policy
Each meeting room has a maximum capacity, determined by state, federal, fire, and safety regulations, based on the space and setup. Groups that begin to exceed the room capacity will be monitored for safety. Meetings & Conferences reserve the right to ask additional guests to leave or cancel the event if the event is deemed unsafe.

Decoration Policy
Items such as helium balloons, glitter, confetti, bubbles, slime, or similar products are prohibited. Open flames, candles, and/or incense are not allowed at any time. Do not attach decorations or other materials to walls using anything that may leave behind residue, peel paint, or otherwise damage the surface. The organization will be charged for the repair of any damage to walls/tables/floors caused by signs, decorations, or the event. Your Event Coordinator will be happy to work with you about approved methods to help display items for your event.

Furniture Policy
Meeting rooms must remain "as is" per the agreed-upon setup for your event. Furniture rearranging is prohibited and will result in disciplinary action. For special setup needs, please work with your Event Coordinator to prepare a diagram for your specific setup. If additional furniture is needed on the day of the event, please contact the On-Call Student Manager for assistance and approval.

Safety Policy
The Registered Student Organization is responsible for exercising due care and reasonable control to ensure the safety and protection of persons or property at the event. They shall cooperate with and comply with the efforts of Meetings & Conferences and the University of Illinois Chicago to ensure the same. If it is determined that adequate safety and protection of persons or property at the event cannot be ensured through reasonable security or other precautions, the permission to use the facility may be denied or withdrawn.

Smoking Policy
UIC is a tobacco-free campus. The policy applies to all forms of tobacco, including but not limited to cigarettes, cigars, vapes, pipes, water pipes (hookahs), chew, electronic cigarettes, and smokeless tobacco products anywhere within campus boundaries.

Alcohol Policy
The University of Illinois Chicago is committed to maintaining an alcohol-free environment for its students and employees in compliance with applicable federal, state, and local laws. No one under the age of 21 may possess, sell, or consume alcoholic beverages on any property under UIC's control, including campus housing.

CANCELLATION POLICY

Cancellations must be made via email to rsoevents@uic.edu.

- Cancellations for Illinois Room or Thompson Room events must be submitted ten business days in advance. Failure to provide cancellation within this time will result in a **full charge ($575)**. If the cancellation is made less than 48 hours before the event, a **$325 fine** will be added to the full charge.
- Cancellations for the Cardinal Room or Room 301 must be submitted five business days before the event. Failure to provide cancellation in writing within this time will result in a **$75 fine**.
- Cancellations for smaller meeting spaces must be submitted three business days before the event. Failure to do so will result in a **$25 fine**.

No-Shows will result in disciplinary action and a fine.

PAYMENT POLICY

All charges on the confirmed reservation will be due after the event to accommodate additional requests and audiovisual equipment. Once the updated invoice has been sent, payments must be made within **30 days after the event**.

Student organizations have the following options to fulfill their payments:

- Direct payments with cash, credit, or debit card at the Meetings & Conferences office.
- A paper check made out to the University of Illinois Chicago.
- Submit the final invoice to UIC Connect upon receipt of the invoice to pay using your COF Account.

Failure to pay within 30 days will result in the loss of privileges to reserve event rooms and the cancellation of future reserved events until the balance is paid.

DISCIPLINARY PROCEDURE

To ensure the fair use of meeting rooms, Registered Student Organizations must follow the rules of the Office of Meetings & Conferences and Building Management, in collaboration with the Center for Student Involvement and Student Centers. Non-compliance will result in disciplinary action. Disciplinary action will be taken for the following offenses: no-shows, improper use of space, damage to event rooms, failure to clean up after your event, unauthorized use of equipment, and changes to room arrangements. This includes moving furniture in and out of the event room, as well as retrieving furniture from storage closets.

Please note the penalty for bringing in outside food not approved is an automatic **30-day suspension.**

All disciplinary notices may also include fines, depending on the severity of the offense.

- The first disciplinary notice will result in the student organization receiving a **written notice** of warning from the Meetings & Conferences Office.
- The second disciplinary notice will result in the student organization losing the privilege to reserve event spaces for **30 days**.
- The third disciplinary notice will result in the student organization losing the privilege to reserve event spaces for **60 days**.
- The fourth disciplinary notice will result in the student organization losing the privilege to reserve event spaces for **16 weeks**.

During disciplinary periods, all scheduled events will be canceled. Organizations have 48 hours to appeal the suspension by providing new evidence or reasoning to dispute the claim of a rule violation. This must be directed to Kim Tran — Office Support Associate, at ktran42@uic.edu. All disciplinary action notices are sent via email to the student organization's contact person, as designated on the original scheduling request, and their advisor.

ACKNOWLEDGEMENT

I have read the Meetings & Conferences Registered Student Organization Agreement and will enforce all rules and regulations stated in this document. I agree to any and all liability and indemnity provisions contained herein. I understand that failure to comply with or enforce these regulations may result in financial penalties and a delay in the event start until compliance is obtained.

Organization Name:

President Printed Name:

President Signature:

Date Signed:

Treasurer Printed Name:

Treasurer Signature:

Date Signed:

Officer - SOR Printed Name:

Officer - SOR Signature:

Date Signed:

Advisor Printed Name:

Advisor Signature:

Date Signed:

Once all parties have signed, please email the agreement to Kim Tran at ktran42@uic.edu.

This agreement is valid for the 2025-2026 academic year and is required to reserve event and table spaces with the Meetings & Conferences department. It must be renewed annually at the start of each academic year.