

Application
Global Voices Co-Sponsorships & Venue Usage
International House | The University of Chicago
1414 East 59th Street | Chicago, Illinois 60637 | 773.753.2274
i-house-programs@uchicago.edu | ihouse.uchicago.edu

EVENT INFORMATION

Event Name: _____ Type of Event: _____

<u>Day/Date of Event</u>	<u>Access Time for Set-up/Breakdown</u>	<u>Event Begins/Event Ends</u>	<u>Room</u>	<u>Anticipated Attendance</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ORGANIZATION INFORMATION

Organization: _____

Contact Name: _____ Title: _____

Email: _____ Telephone: _____

NAMES OF ALL SPONSORING ORGANIZATIONS

TYPE OF GROUP

Please check (X) as it applies to you

- UChicago Department
 RSO (Students)
 Non-Profit
 Other (Provide Details: _____)

BILLING INFORMATION

Authorized Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

University 10-digit Account Number
(UChicago Departments & Student Organizations only): _____

FACILITY INFORMATION

Room(s) Requested	Date	Room Set-Up Style (Theater, Banquet, Reception, etc.)	No. of Chairs
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AUDIO-VISUAL NEEDS & OTHER EQUIPMENT

Date	Equipment (Microphones (wireless, corded), Projector, Linens)	Room
_____	_____	_____
_____	_____	_____
_____	_____	_____

CATERING

Catering arranged with (if no food, type N/A): _____ Contact: _____

EVENT DESCRIPTION

Please provide a brief synopsis of your event, including the names of featured artists, speakers, expected audiences, etc.

HIGH PROFILE ATTENDEES OR PARTICIPANTS

Please list any university leadership or high-profile guests that have been invited to attend or participate in your event. Note any security needs or concerns.

IS THIS A PAID TICKETED EVENT?

Please check (X) as it applies to you

No

Yes (If approved for co-sponsorship, 40 tickets must be reserved for members of the International House community.)

MARKETING

Please describe all marketing plans. Please note, if your application is approved and your event confirmed, all promotional materials must be sent to our office in advance of the event so that they may be revived before they are printed or publicized.

WEBSITE, SOCIAL MEDIA, & RSVP/TICKETING LINKS

Please provide all links.

Submit this application to International House at i-house-programs@uchicago.edu. Please note that we cannot place a room on hold or take a room out of circulation until we have approved your application.

GLOBAL VOICES CO-SPONSORSHIP & VENUE USAGE TERMS AND CONDITIONS

- Through the Global Voices Program, International House offers its conference venues, performance space and professional support to UChicago departments and student organizations and to educational and cultural organizations across Chicago. Applications for co-sponsorship are reviewed based on their programming and accessibility to both the University and wider Chicago community. On a limited basis, International House may make venues available for private events on a rental basis.
- International House suggests that applications for co-sponsorship of events or venue usage on a rental basis be submitted at least one month in advance. A signed Co-Sponsorship Agreement or Contract and payment in full are required in advance of the program date.
- To ensure a successful marketing campaign, International House requires that a draft of all promotional materials and program announcements be submitted for review. Promotional materials for all co-sponsored programs at International House must include:
 - “International House Global Voices Program” listed as a co-sponsor of the event
 - International House’s address and website (do not abbreviate International House as I-House in the address)
 - International House’s logo (our logo can be found at ihouse.uchicago.edu/about/graphic-identity; use only images that are named “Poster Logo & Type”)
 - The University of Chicago disability statement exactly as follows: “Persons with disabilities who may need assistance should contact International House in advance of the program at 773-753-2274 or i-house-programs@uchicago.edu.”
 - The event date(s), including day of the week and year, and times listed in a large, visible font
 - The cost of the event (or listed as “free”) and it must state that the event is “Open to the Public,” or state the intended audience. If the event is a ticketed co-sponsored program, 40 tickets must be reserved for members of the International House community.

Additionally, please send electronic copies of all final program materials. Should you need assistance with creating promotional materials, International House may be able to assist.

- Payments may be made through the University of Chicago ACCTS (The Accounts Create and Cost Transfer System). Please provide the full ten-digit University of Chicago departmental account number to be used for this event. We will process the payment and send you confirmation. For non-university groups, payment options include MasterCard, Visa, or check. International House does not accept American Express. Checks should be made payable to The University of Chicago. Checks may be mailed to the attention of the Office of Programs and External Relations at International House at 1414 East 59th Street, Chicago, Illinois 60637.
- International House and the University of Chicago expressly reserve the right to limit use of their name, logo, and/or affiliation.
- The curfew for events is 11:00 p.m. Sunday through Thursday and midnight Friday and Saturday.
- Guests will confine themselves to the designated program area and will not interfere in any way with other events or residence life of International House. No solicitation is permitted inside or on the exterior premises of International House.
- Taping, tacking, nailing, etc. of objects to the walls, fixtures, etc., is strictly prohibited at International House. An easel or sign standard may be requested to accommodate this need. Groups causing damage to International House, its fixtures or furnishings will be billed accordingly. In addition, International House banners and flags may not be removed from rooms or podiums.
- All events held at International House must conform to the University of Chicago Alcohol Policy (<http://studentmanual.uchicago.edu/alcohol>) Groups must abide by all applicable laws, regulations and rules, including state and local liquor laws.
- Non-Smoking Policy: In accordance with regulations promulgated by the City of Chicago, and the State of Illinois, the University of Chicago is a smoke-free environment, therefore smoking is prohibited in all buildings owned and operated by the University of Chicago, which includes International House. Smoking is permitted outside the building but not within fifteen feet of an entrance. Smoking is also prohibited in the Courtyard. External organizations are responsible for enforcing this policy with their guests.
- International House may refuse future co-sponsorships or rentals to individuals or groups who cause a disturbance or fail to adhere to the Terms and Conditions of Global Voices Co-sponsorship and Venue Usage.
- Groups without University affiliation hereby agree to indemnify and hold harmless the University of Chicago and International House from and against any and all claims, liabilities, or costs (including reasonable attorney’s fees and whether by reason of personal injury or death or property or otherwise) arising out of or connection with the event or this agreement caused or contributed to by the negligence of the

Group, its guests, invitees, or agents or independent contractors hired by the Group. Such Groups shall provide a certificate of insurance evidencing \$1,000,000 of general liability insurance naming the International House and the University of Chicago as an additional insured. Any caterer must also provide a certificate of insurance evidencing workers’ compensation insurance and \$1,000,000 of general liability (including liquor liability if alcoholic beverages will be served) insurance naming the International House and the University of Chicago as an additional insurance international House will not assume any responsibility for the damage or loss of articles or merchandise left on the premises prior to, during or after the event.

- International House does not permit fundraising events to be held for external organizations.

AUDIO/VISUAL EQUIPMENT

Available upon request. Fees are based on equipment requirements. An International House Technician and/or House Manager is required for all events at International House. Technician rates and minimum hours vary.

SPECIAL REQUIREMENTS

A minimum of two International House Event Coordinators are required for all events. A Function Housekeeper (4-hour minimum) may be required if an event has refreshments or catering services or has an expected attendance of over 100 people. Early morning, evening, and weekend events may incur additional housekeeping, set-up, and break-down charges. Same-day room set-up changes may be charged an additional fee.

Room rates are based on the number of hours the room is reserved which includes access time. There is a minimum of one-hour access time required before and after an event.

The International House Assembly Hall has a grand piano available for use. The use of the piano must be requested in advance on the Application Form. Requests for the use of the piano on the day-of the event will not be granted. Piano tuning must be coordinated in advance. Fees apply.

FOOD SERVICE

International House does not have a preferred catering program. We are pleased to provide you with a list of recommended caterers who are familiar with our building. International House must approve of your caterer in advance of your event. Homemade food and cooking on site are not permitted.

The Assembly Hall has a catering prep space which includes access to water, freezer, microwave, and ice. It does not include an oven, cook top, or refrigerator.

CANCELLATIONS

In the event that a confirmed program is cancelled, the following charges will apply: A fee of 50% of total charges for cancellations made prior to an event. Cancellations 48 hours or less prior to the event will be charged 100% of the total charges. Cancellations for weekend events must be made by 9:00am on the Thursday preceding the event.

The sponsoring organization accepts responsibility for payment of all expenses incurred by International House on behalf of the organization.

Contact Us

International House
University of Chicago
1414 East 59th Street
Chicago, Illinois 60637 USA
Phone: 773.753.2274
<http://ihouse.uchicago.edu>
i-house-programs@uchicago.edu

Please read the Terms and Conditions of Global Voices Co-Sponsorship and Venue Usage, complete and sign this form, and return it to International House.

Signature of Authorized Representative

Position

Date
