

Rental Rates

Registered Student Organizations (RSO)

(Beginning 7/2024)



THE UNIVERSITY OF CHICAGO
STUDENT CENTERS

All room rates reflect an RSO discount of at least 75%

Reynolds Club and Bartlett Hall Room Rates

Spaces	Room Fee (per day)
Bartlett Arts Rehearsal Space (BARS)	No Charge
Bartlett Lounge	No Charge
Marketplace Table (Including Registration tables)	No Charge
Entire Reynolds Marketplace	No Charge
McCormick-Tribune Lounge	No Charge
RC002a (Conference Room)	No Charge
RC010 (Conference Room)	No Charge
South Lounge	No Charge
FXK Theater (including dark days)	\$50
Hutchinson Commons* (as is**)	\$50

*Closure of Hutchinson Commons during meal service, if allowed, will incur significant additional fees.

**Moving furniture in Hutchinson Commons requires hiring movers. Cost as quoted.

Ida Noyes Hall Room Rates

Spaces	Room Fee (per day)
Cloister Club (catering space included)	\$50
Dance Room	No Charge
East Lounge	No Charge
Library & Lounge (catering space included)	No Charge
Max Palevsky Cinema	\$50
Room 117 Conference Room	No Charge
Talbot Foyer (Main Lobby)	No Charge
Third Floor Theater (catering prep space included)	No Charge
West Lounge	No Charge

Mandel Hall

Spaces	Half Day (up to 6 hours)	Full Day (over 6 hours)
Rehearsal Days (No Audience) Monday-Thursday	\$200	\$300
Event Days (Audience) & Fri-Sun Rehearsals (No Audience)	\$550	\$775
Add Dressing Rooms to any rehearsal or event (includes daily custodial service)	\$100	
Unscheduled Extensions (not prorated)	\$150/hour	
Dark Days (maintain setup between)	25% of Full Day Rate	

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Quads and Outdoor Spaces

Spaces	Room Fee (per day)
Hutchinson Courtyard	No Charge
Ida Noyes Courtyard	No Charge
Quads	No Charge

Coffee Shop Rentals

Hallowed Grounds and Cobb Coffee Shop may be reserved for private events during closed hours. A 2-hour minimum applies. All rentals include 2 baristas, who also manage the space and amenities. The cost of food, drinks, and gratuity are extra. Food items or drip coffee may be pre-ordered in bulk.

Spaces	
Coffee Shop Rental	\$100/hour +18% Gratuity
Standard Sales	Attendees pay for their drinks, standard pricing
Drink Tickets	Organizer pays retail cost of drinks
Open Drink Service	Organizer pays retail cost of drinks

Equipment

Student Centers Equipment Rentals	Price
LCD Projector (Portable)	\$90
LCD Projector (Cloister Club, Mandel Hall)	\$100
LCD Projector (Ida Noyes – Max Palevsky Cinema)	\$200
Mic - Handheld Wired	\$10
Mic - Wireless Lavalier or Handheld (may require technician)	\$50
Screen (6' or 8') – Included with projector	No Charge / \$50
2 Speaker Sound System (4 mics maximum, at additional cost)	\$65
Sound System – Portable Bluetooth	\$40
TV Cart (Reynolds Club only)	\$25
Vendor Equipment Rentals	Price
Furniture and Staging Rentals	Cost +5%
AV Equipment Rentals	Cost +5%
Retail/A La Carte Supplies	Price
Flip Chart Pad & Markers (includes 1 pad and 4 markers)	\$40
Gaffer's Tape (2" Black, 1 roll)	\$25
AAA or AA Batteries (Professional Grade, 4 Pack)	\$2
9V Batteries (Professional Grade, each)	\$2
Mandel Hall Specific Equipment	Price
Concert Acoustic Shell (Includes setup labor) – No charge for consecutive days	\$100
Choral Risers (Includes setup labor) – No charge for consecutive days	\$100
Marley Dance Floor (Includes setup labor) – No charge for consecutive days	\$250
Extra Audience Seating (per row) (includes labor) – No charge for consecutive days	\$75
Additional Sound, Lighting, and Video Equipment	As Quoted

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Building Services and Staffing

Staff/Service <i>(Hourly unless noted otherwise. Minimums may apply)</i>	Price
Building Manager	\$25/hour
Housekeeper (Duration of Event plus cleanup, 4 hr min outside of business hours)	\$47/hour
Post Event Catering Cleanup (Pre-scheduled, business hours only)	\$75
Post Event Catering Cleanup (Unscheduled or Unauthorized)	\$200
Catering Coordination Fee (for all events with catering onsite)	\$25
Piano Tuning (Includes holding room for tuning)	\$150
AV/Performance Student Technician (Student Centers Team, 2 hour minimum)	\$24/hour
AV/Performance Professional Technician (Student Centers Team, 4 hour minimum)	\$35/hour
Extension of Building Hours* (Per Building, includes regular building staff)	\$100/hour
Unscheduled Extension of Hours**	\$200/hour

**Reservation times end 30 minutes before building closure. Events scheduled past this time will be charged an extension of hours.*

***Events that are not prescheduled, and go past that time will be charged an unscheduled extension of hours, and may forfeit future reservation privileges.*

Cancellation Policy

Reservations should be cancelled as soon as possible for the use of that space. Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled. Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

Days Prior to Event	Cancellation Fee
31+ days	No Charge
30 to 15 Days	25% of Room Rate
14 to 3 days	50% of estimated charges + Full labor
2 days or less	100% of charges or \$150, whichever is greater
No Show (Day Of Event)	100% of charges or \$300, whichever is greater