



Recognized Student Organizations (RSOs): Guidelines & Policies

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A. General Information & Contacts

The Student Centers schedule and manage events in:

- Ida Noyes Hall
- The Reynolds Club
- Bartlett Lounge and Lobby
- Mandel Hall
- Harper/Stuart classrooms (evenings and weekends)
- The Quads

Building Hours

- Please reference our website for the most up to date schedule: <https://studentcenters.uchicago.edu/hours-operation/>
- During the normal academic year, a UCID is required to access Ida Noyes Hall and the Reynolds Club after 8pm. If you have an event with external attendees starting after 8pm, arrangements can be made to extend the public hours.

Extension of Hours

There is a fee for all extensions outside of normal building hours. Building hours vary during different times of year. Fees for extensions are charged by the hour and are not prorated.

*Many of our spaces are not air-conditioned. Pedestal fans may be available for rental upon request. Please discuss with your event coordinator for more information.

B. Reservation Guidelines

How to Request Space

- For indoor events, submit requests online using Virtual EMS at <http://reserve.uchicago.edu>.
- For outdoor events, submit requests online using our web request form at <https://studentcenters.uchicago.edu/outdoors/>
- If you encounter scheduling issues, email studentcenters.sched@gmail.com or call 773-834-0858.

Advance Notice Requirements

We require advance notice to schedule, approve, and plan your events:

- We request a minimum of 10 business days' (2 weeks) notice for all event requests.
- Requests for fixed configuration spaces will be considered with less notice, but processing times vary.
- Reservation requests for food service spaces (Hutchinson Commons, Pret, Coffee Shops) require additional approvals. We recommend requesting these spaces a minimum of 30 days in advance.

Advance Booking Timeline

- Space requests are accepted up to one year in advance, but only one request for space for a future quarter may be processed prior to the room lottery for that quarter.
- Standing or repeating reservations are only permitted through the room lottery and for venues covered by the room lottery.
- Requests outside of this policy are considered on a case-by-case basis and are not guaranteed.

Room Lottery Schedule

- Fall room lottery is held in August.
- Winter and Spring lotteries are held the 8th week of the previous quarter, unless otherwise noted.
- Further information on the room lottery may be found at <https://eventservices.uchicago.edu/page/room-lottery>.

Collaborating with External Organizations

RSOs may not book space on behalf of outside groups' events or promotions. External groups are welcome to book directly with Student Centers during academic breaks and where availability permits. Please direct external groups to our non-university groups information page.

If your RSO is collaborating with an off-campus affiliate to promote a joint venture, such that your event will promote both the RSO and the affiliate, your request will be reviewed by the Student Centers' Event Management team for approval. Bookings that are collaborative with off-campus affiliates must adhere to the following policies:

- Representatives from the RSO must be involved in all planning meetings.
- Representatives from the RSO must be present at all events.
- The event must be directly tied to the RSO's goals or mission.
- The RSO will be responsible for the affiliate guests, and for ensuring that all guests adhere to Student Centers and University-wide policies. This includes ensuring that events with minors as participants or attendees meet all University requirements for having minors on campus.
- The RSO is responsible for contracting with the outside group if necessary. This includes ensuring any University insurance requirements are being met and documented.
- A Chart of Accounts (COA) fund number is required for all bookings. All charges will be charged to the RSO. RSOs are welcome to seek reimbursement from affiliate partners.
- Events that meet the criteria above are eligible for RSO pricing and booking priority. Events that at any point during the process are found not to meet the criteria above will be cancelled, with cancellation fees charged to the RSO.

C. Event Billing

Rates and Fees

Rates and Fees are found on our website: <https://studentcenters.uchicago.edu/student-groups/>

Chart of Accounts (COA)

A Chart of Accounts (COA) number is required for all reservations, even if charges are not expected. If you don't know your COA number, please reach out to your advisor, or CLI finance team.

Room Rental Charges

RSOs are not charged for room rental in most Student Centers spaces. Where charges do apply, RSOs receive a heavily discounted rate, typically 75% off our full-price rates. Graduate organizations and Student Engagement Fund (SEF) recipients receive discounted room rates.

Other costs may apply to your event, including staffing, audio/visual equipment, or rental equipment. See below for further details.

Invoicing

Reservations are invoiced approximately 7-10 days after your event takes place. Your COA number will be billed upon receipt of invoice and charges take approximately a month to appear in your RSO's Blueprint account.

D. Cancellations and No-Shows

Cancelled reservations unnecessarily deprive other groups from using Student Centers spaces. Our cancellation policy is designed to deter last-minute cancellations.

Fees

Cancellation and no-show fees can be found in our Rates and Fees.

<https://studentcenters.uchicago.edu/student-groups/>

Timeliness & Courtesy

If your plans change, reservations should be cancelled as soon as possible to allow others to make use of that space. Please do not abuse the privilege of free space. Cancellation and no-show fees are charged even when the reservation has no cost.

Rain Locations and 'Dark Day' Rate

Indoor spaces may be reserved as rain locations for outdoor events, but will be charged at the "Dark Day" rate if not used, or cancellation fees may apply if cancelled last minute. Please track the weather in advance of your event, and cancel early if you don't think the space will be used.

Vendor and Labor Costs

In addition to labor, full cost will be charged for rentals that have been ordered for your event and cannot be cancelled. All charges from vendors will be passed on to your organization.

Consequences of Repeated No-Shows

Student Centers takes no-shows very seriously. In addition to fees, organizations that repeatedly no-show will lose their ability to book space for one quarter, and all existing reservations will be cancelled. Decisions about booking privileges are made in consultation with the Center for Leadership and Involvement (CLI).

Individuals who book space under multiple organizations may also have their individual ability to book spaces revoked for repeated no-show reservations.

E. Room Set-Up

"As-Is" Condition

As a condition of receiving a discounted room rate, RSOs and other student organizations acquire event spaces in an "as-is" format, meaning you will receive the room as it is that day at the time of your reservation. This may be an empty room in some cases or there may be furniture from an earlier event. All furniture must remain in the room.

Resetting & Arranging Furniture

Your group is responsible for resetting the room and breaking down any rental furniture. In Reynolds Club and Bartlett, spaces have a standard room diagram next to the entrance of the room. Please reset the room

accordingly, unless otherwise noted. In Ida Noyes Hall, all rental furniture should be broken down and leaned up against the walls of the room, unless otherwise noted.

Set-Up and Breakdown Timing

Please consider set-up and breakdown times in your event requests.

Furniture Use & Rental

Furniture from the Student Centers inventory is free to use, but is available on a first-come, first-served basis. To ensure possible use of our inventory, please work with your event coordinator as far in advance as possible. Should there be a need to rent additional furniture to help facilitate your event, there will be an additional rental charge.

Optional Room Set by Staff

Student groups who wish to have the room set for them may pay the departmental rate for that reservation.

Clean-Up Responsibilities

Your group is responsible for cleaning the room at the end of your event and removing all trash to the nearest dumpster. Groups will be charged a clean-up fee if these guidelines are not met. This includes cleaning up anything left over from your caterer. Alternatively, you may reserve a housekeeper for your event.

F. Audio/Visual Equipment

Equipment that is built into our event spaces comes included. In rooms with TVs, presentation audio will play through the TV speakers. Add ons will incur additional charges. Some AV requests may require external rentals.

Building	Room	TV	Projector	Sound System	Podium Mic	Hand Mic	Lav Mic
Ida Noyes Hall	117	X					
	Library	X					
	East Lounge	X		X	1	1	1
	West Lounge		X	X	1	1	1
	Dance Room			X			
	Cloister Club		As quoted, a la carte				
Reynolds Club	Conference Room 010	X					
	Conference Room 002A	X					
	South Lounge	X					
	McCormick Tribune Lounge	X					
	Hutchinson Commons						

*Items marked X are included. Items marked with a number indicate quantity included.

Equipment Use, Reservations & Damage

- All requests for audio/visual equipment should come at least (10) days in advance of your event. Equipment is reserved on a first come, first served basis.
- Rented audio/visual equipment must be returned in the condition in which it was received. Your organization will be charged up to the full replacement cost for any damages.

AV Support and Technicians

- Most audio/visual equipment comes without a technician; set up and take down will be done by Student Centers staff.
- The use of AV equipment in Mandel Hall, FXK Theatre, Max Palevsky Cinema, and the Cloister Club requires a technician. This technician is responsible for setting, managing, and breaking down equipment for your event. Depending on the level of service needed, this might be a student staff member, professional staff member, or contracted company.
- In Mandel Hall, a staff member is included in the room rate to monitor the space. While this staff member can perform basic technical functions for a rehearsal, their primary responsibility is for the space. An additional technician is needed if you need complex cues for lights, sound, or video. Groups are responsible for providing their own ushers, security, ticket-takers, or other event support as needed.

G. Catering and Food Distribution

Approved Food Sources

All food sold or distributed must come from a licensed and insured caterer, restaurant, store, or food service provider. Homemade food is not allowed.

Groups are responsible for purchasing all supplies and items being distributed. Groups may not use or distribute napkins, plasticware, condiments, or other items provided by UChicago Dining, The Pub, Coffee Shops, or other on-campus providers for the use of their retail customers.

On-Site Food Handling

- No cooking on-site; only assembly or arranging is permitted.
- No electronic or gas heating devices, such as stoves, toasters, or broilers may be used. Heat lamps and electric hot boxes intended to maintain temperature, not cook, may be used by licensed caterers. Sterno (Gel only, no liquid) may only be used by a licensed caterer, and the caterer must remain onsite to monitor while in use.
- Store-bought food must be pre-packaged.
- Bulk items (such as donuts, cookies, or baked goods) may be portioned and individually wrapped by RSOs, as long as gloves are worn.

Health & Safety

- Potentially hazardous foods (requiring temperature control) are not permitted unless monitored by a licensed vendor and pre-approved by Student Centers.
- RSOs must serve all unwrapped food while wearing food-grade gloves (provided by the RSO).
- Gloves are not required for individually wrapped items.
- No eating, drinking, or smoking during food handling.
- Wash hands thoroughly after eating, drinking, or smoking, and before handling food.
- Food may not be consumed by attendees at the same table or surface where it is being served.

Caterers and Insurance

- Chartwells is the campus caterer; other approved caterers are available upon request.
- All caterers must provide a certificate of insurance (minimum \$1,000,000 general liability coverage and workers' compensation). If alcohol is served, coverage must include alcoholic beverages.
- See the full vendor insurance requirements [here](#).

Venue Restrictions

- No food or drinks are allowed in Mandel Hall, FXK Theatre, or Max Palevsky Cinema. RSOs are responsible for enforcing this with guests.
- Non-alcoholic food and drink are allowed in the Mandel Hall green room for performers only.

H. Alcoholic Beverages

Possession or consumption of alcohol is prohibited in Student Centers spaces, regardless of legal age, except in The Pub or at registered events with approved alcohol.

Approval Process

- Contact your RSO advisor if you plan to serve alcohol at your event.
- All alcohol requests must be reviewed and approved by your RSO advisor.
- The Alcohol Approval Form must be submitted to your advisor at least 14 business days in advance.

Eligibility

- Events where the majority of attendees are under 21 or are undergraduate students will not be granted approval.

Sales and Service

- All alcohol must be served by a licensed caterer with a liquor license from the City of Chicago.
- Only beer and wine may be served. No liquor or mixed drinks.
- Alcohol must remain in the designated event space; it may not be carried elsewhere in the building or outdoors.
- Self-serve alcohol is not permitted.

Supervision and Compliance

- A UCARE-certified member of the faculty or administration must be present at all times to supervise ID checks, banding/marking, and overall service of alcohol to ensure University compliance. Student Centers professional staff have other responsibilities and do not fulfill this requirement.
- No one under the age of 21 may be served or allowed to consume alcohol.
- All applicable laws, University policies, and state and local liquor regulations must be followed.

Policy Reference

All events must comply with the University of Chicago [Alcohol Policy](#).

Consequences of Non-Compliance

Failure to follow these regulations may lead to immediate event shutdown, conduct referral, loss of event booking privileges, and possible RSO suspension.



I. Promotional Tables and Solicitation

Reservations & Schedule

- All tabling (indoors/outdoors) requires a reservation at least two business days in advance—no same-day bookings.
- Tabling allowed Monday–Friday, 9am to 5pm only.

Locations & Assignments

- Sales and solicitation permitted at The Marketplace (Reynolds Club, 1st Floor) and the designated area north of the Main Quad.
- Tabling is not allowed elsewhere on the quad; other quad spaces are for events only.
- Table space is assigned first come, first served, up to one year in advance.
- Each RSO may reserve up to 10 dates at once; new reservations permitted after previous dates are completed.
- Use only your assigned table; switching is not allowed.

Solicitation & Conduct

- Solicit and advertise only from behind your table; do not approach or call out to passersby.
- Only use approved areas and times, and always with a reservation.
- No music is allowed at tabling sites.
- Be considerate of adjacent tables, events, and campus guests.

Displays & Setup

- Display items on/behind your table only; do not cover display cases, banners, windows, doors, or block adjacent spaces.
- Attach signs with painter's tape only; do not use walls.
- No overnight storage—items left will be discarded.

Food Distribution

- All food sold or distributed at promotional tables must follow Catering and Food Distribution guidelines.
- Groups are responsible for purchasing all supplies and items being distributed. Groups may not use or distribute napkins, plasticware, condiments, or other items provided by UChicago Dining, The Pub, Coffee Shops, or other on-campus providers for the use of their retail customers.

No-Shows & Cancellations

- Tables fall under no-show/cancellation policies.
- Failure to show may result in fees or loss of booking privileges.
- Only reserve what you need; cancel promptly if plans change.

Prohibited Items

- Alcohol, cannabis, or controlled substances ([policy link](#))
- Tobacco, vaping products, or related paraphernalia
- Prescription or OTC medications
- Weapons or items perceived as weapons ([policy link](#))
- Items harassing or discriminatory in nature ([policy link](#))

J. Outdoor Events

Submission & Policies

- Outdoor events in Student Centers-managed spaces require a separate request and approval process: [Submit your request here](#).
- Review the University's full [Outdoor Events Policy](#).

Amplified Sound

- Permitted hours:
 - Weekdays: 12pm to 1pm and 5pm to 10pm
 - Weekends: 8am to 10pm
- Applies to sound systems, megaphones, musical instruments, etc.
- Amplified sound is not allowed on the North Science Quad.
- Even during approved hours, the University reserves the right to direct organizers to reduce volume.

Public Space Guidelines

- Do not block thoroughfares, corridors, or obstruct pedestrian traffic.
- Other groups may use adjacent spaces at the same time; keep your event within your reserved area.
- Events are held in public spaces: expect observers, passersby, and potential disruptions.
- Student Centers staff will not be onsite and will not remove individuals from public areas.

Grilling, Fire, and Special Requests

- Open flames or grills require an Environmental Health and Safety permit: [Fire Safety](#)
- Charcoal grills require an aluminum can for disposal and a fire extinguisher onsite.
- Grilling is not allowed on the Social Sciences, Classics, Snell/Searle, or North Science Quads.
- Requests for electricity, charcoal kits, beverages, alcohol, or tents must be submitted in advance and are subject to approval.

Cleanup

- All groups hosting an outdoor event are responsible for disposing of any trash generated by their event. If your location does not have trash receptacles, you may rent trash cans from Student Centers. Student Centers trash cans must be emptied in dumpsters located on the east side of the Reynolds Club, along University Ave, and returned empty.
- All outdoor spaces should be left in good condition. Please note that groups will be charged for any damage done to the Quad or courtyard spaces by their organization or guests.
- If University staff are needed to remove materials from an event, including policy violations and missed cleanup deadlines, a fee will be assessed. Fees start at \$100 for the first offense plus labor, disposal, and restoration costs. Violations may result in loss of booking privileges for both the organization and the individual. Removed materials are not retrievable.

K. Outdoor Temporary Exhibits

Temporary exhibits (including art installations and displays) may be submitted for approval at: [Outdoor Exhibit Request Form](#).

Sponsorship & Responsibility

- Requests must be submitted under a department or RSO, which is responsible for compliance with all policies and any associated costs.

Reservation & Duration

- Exhibits may be reserved for one week (seven consecutive days), beginning at 9am on Monday and removed no later than 5pm the following Sunday.
- Reservations are intentionally rotated, with downtime between bookings to allow the grounds to recover and ensure community access.

Setup, Safety, & Materials

- Install and remove exhibits safely, causing no permanent alteration or damage; any necessary repairs will be billed to the sponsoring group.
- Use only non-perishable, non-combustible, and safe materials that will not damage the surrounding area.
- Student Centers will review the proposed structural design, materials, safety, and impact to the space.

Access, Labeling, & Signage

- Exhibits must not block thoroughfares, corridors, or obstruct passage.
- Clearly label the exhibit with:
 - Hosting organization's name
 - A description of the exhibit
 - Exhibit dates
- Student Centers will provide a sandwich board sign for display, which must be picked up from the Reynolds Club before installation and returned to the Reynolds Club at the end of the reservation.

Interactive Components

- Exhibits with interactive elements must be staffed by a group member at all times.
- Interactive components must be removed, stored, or turned off when unattended.

Content & Review

- All requests to install a temporary exhibit must include a detailed description of the installation, and at least one visual or illustrative example (for example: a sketch, diagram, photo, or video) to help reviewers understand the scale, design, and impact of the installation. This does not need to be the actual final product. Drawings or drafts are acceptable, as long as they accurately convey the required information.
- Student Centers will review proposals for compliance with applicable University policies and expectations, and will not make determinations based on viewpoint. While we strive to identify potential concerns during the review process, approval of an installation does not signify endorsement



of its content or establish that it is free from policy violations. Individuals and organizations remain responsible for complying with all applicable policies and expectations.

- The installation must match the description provided in the approved request. Exhibits that differ from what was submitted will be considered unapproved, and the unapproved elements will be removed. If it is not possible to separate the unapproved elements, the entire installation will be removed. Exhibit materials removed by the University will be discarded.

Removal & Cleanup

- All exhibit materials must be removed by the reservation end. Items left behind will be discarded by Student Centers or Facilities staff, and the sponsoring group will incur a cleanup fee.
- If University staff are required for removal (policy violations, late cleanup, etc.), fees start at \$100 for the first offense plus labor, disposal, and restoration costs. Violations may result in loss of booking privileges for both the organization and the individual. Removed materials are not retrievable.

L. Banners

Submit banner requests here: [Banner Request Form](#).

Location & Duration

- Banners may only be hung in designated banner locations, along the walkway between Kent Hall and Ryerson Lab.
- Banners may be reserved for one week (seven consecutive days), beginning at 9am on Monday and removed no later than 5pm the following Sunday.
- RSOs may reserve up to two banner spaces per quarter, but not at the same time or in consecutive weeks.
- If multiple groups request the same timeframe, priority goes to those with no current reservations.

Hanging and Removal

- Banners must be made of fabric or vinyl, not paper, and must be weather-resistant.
- Ladders may be checked out from Student Centers with a UCID.
- Practice safe ladder procedures: never stand on the top step and always have a partner hold the ladder.
- Banners must be attached to designated points on adjacent light posts, hung taut, and at least 3 feet off the ground.
- Install and remove banners safely, causing no permanent alteration or damage; any necessary repairs will be billed to the sponsoring group.
- All banners and hanging materials must be removed by the reservation end. Items left behind will be discarded by Student Centers or Facilities staff, and the sponsoring group will incur a cleanup fee.
- If University staff are required for removal (policy violations, late cleanup, etc.), fees start at \$100 for the first offense plus labor, disposal, and restoration costs. Violations may result in loss of booking privileges for both the organization and the individual. Removed materials are not retrievable.

Content and Review

- All requests to install a banner must include a detailed description of the banner, and at least one visual or illustrative example (for example: a sketch, diagram, photo, or video) to help reviewers understand



the scale, design, and impact of the banner. This does not need to be the actual final product. Drawings or drafts are acceptable, as long as they accurately convey the required information.

- Each banner must clearly display the RSO's name and a contact email address, and these must be in a font and size that is readable from 6' away.
- Student Centers will review proposals for compliance with applicable University policies and expectations, and will not make determinations based on viewpoint. While we strive to identify potential concerns during the review process, approval of a banner does not signify endorsement of its content or establish that it is free from policy violations. Individuals and organizations remain responsible for complying with all applicable policies and expectations.
- The banner must match the description provided in the approved request. Banners that differ from what was submitted will be considered unapproved and will be removed. Banners removed by the University will not be retrievable.

M. Additional Terms

Posting and Attachments

- Do not tape, tack, nail, or otherwise attach anything to buildings, plants, or fixtures (such as walls, doors, windows, lamp posts, trees, and fences).
- Only use designated bulletin boards and approved banner locations. See the Posting Policy for details.

Use of Name and Logo

- Use of the Student Centers or University of Chicago name, logo, or affiliation is restricted.
- Any materials bearing the Student Centers or University name/logo must be submitted for approval at least three (3) weeks before the event.

Smoking

- Smoking of tobacco or other substances is strictly prohibited inside all University facilities. Vaping is also prohibited. Groups are responsible for enforcing this rule with their guests.

Guest Conduct

- Guests must remain within the rented area and restrooms and may not disrupt other events.

Property and Liability

- Student Centers is not responsible for loss or damage to articles, equipment, or merchandise left in venues before, during, or after events.
- The sponsoring organization is responsible for all applicable charges and for any damage to University property, furnishings, or equipment—either University-owned or rented from Student Centers/vendors.

Event Security

- Event security may be requested or required by the event organizer (RSO), Student Centers, RSO advisor, performer/presenter (per contractual requirement), Dean-on-Call, or University of Chicago Police Department (UCPD), depending on the nature and scope of the event.
- Student Centers does not provide event security. The sponsoring group is responsible for arranging and covering the cost of any required security.



- For police/security personnel, contact UCPD directly to schedule services or request support.
- To request a Dean-on-Call presence, contact the Dean-on-Call office prior to your event.
- Compliance with all security requirements is mandatory. Failure to arrange or provide necessary security may result in event modification or cancellation.

University Policies

- Users of Student Centers facilities and those that host events in Student Centers managed spaces are responsible for adherence to all **University Policies and Regulations**. Please review the **Student Manual**. <https://studentmanual.uchicago.edu/>
- The following policies are specifically noted and linked for your convenience:
 - **Harassment, Discrimination, and Sexual Misconduct**
<https://studentmanual.uchicago.edu/university-policies/university-of-chicago-policy-on-harassment-discrimination-and-sexual-miscon/>
 - **Protests and Demonstrations**
<https://studentmanual.uchicago.edu/student-life-conduct/protests-and-demonstrations-policy/>
 - **Outdoor Events on Campus**
<https://studentmanual.uchicago.edu/student-life-conduct/outdoor-events-on-campus/>
 - **Posting Policy**
<https://studentmanual.uchicago.edu/student-life-conduct/posting-policy/>
 - **Responsibility for Guests**
<https://studentmanual.uchicago.edu/student-life-conduct/responsibility-for-guests/>
 - **Authority to Direct**
<https://studentmanual.uchicago.edu/student-life-conduct/authority-to-direct/>
 - **Safety of Children in University Programs (Minors)**
<https://minorsoncampus.uchicago.edu/>
 - **University of Chicago Alcohol and Drug Policy**
<https://studentmanual.uchicago.edu/university-policies/alcohol-other-drugs/>