



**EVENT SCHEDULING
and FACILITY RENTAL POLICY**

March, 2011

Department: Campus Environment

Subject: EVENT SCHEDULING and FACILITY RENTAL

Effective: March 18, 2011

Columbia College Chicago will allow three types of events to be held on campus:

1. **College Event:** an event (not class or class section) that is part of the programming of an academic department, academic research unit, administrative department or student organization.
2. **Non-College Event:** an event by an entity that is not part of the College (including those associated with alumni) that initiates a request to use College facilities and has the approval of an academic department, academic research unit or administrative department which acts as the entity's host. A college representative (individual) must act as the liaison and approve the event. The event must also have the approval of the department responsible for scheduling the venue/space. Current students may not act as a group's host or approver.
3. **Partner Event:** an event where an academic department, academic research unit, administrative department or student organization partners (providing direct in-kind and/or financial support) with an entity that is not part of the College (including those associated with alumni) to co-sponsor the event, utilizing Columbia's facilities. A Partner Event must have the approval of a department Chair or more senior administrative officer.

No events can be booked in instructional spaces before classes for that semester are scheduled. Individual studio rentals are not subject to this policy. Non-College events must be single occurrences.

FACILITY LICENSE AGREEMENT/ CERTIFICATE OF INSURANCE.

1. **College Event:** Each host of a College Event must verify that the proposed College Event is appropriately covered by and in accordance with the College's insurance policies. No Facility License Agreement or certificate of insurance is required.
2. **Non-College Event:** For Non-College Events, it is the responsibility of the College host/liaison to ensure that the non-college entity executes the Columbia College Chicago *Facility License Agreement* and provides any other required documentation,

including all certificates of insurance required under the Facility License Agreement. This form is located on the Campus Environment page on IRIS (<https://iris.colum.edu/facilities/Shared%20Documents/FACILITY%20LICENSE%20AGREEMENT.doc>). For any non-College event of such complexity to require multiple venues or services, it is the responsibility of the College host/liaison to contact the Office of the General Counsel to develop a specific Facility License Agreement with the non-college entity. All such documentation must be submitted by the College host to the space or event approver. The approver of a specific space (e.g. Getz, Film Row Cinema) may also ensure that all forms are completed and evidence of insurance provided.

- 3. Partner Event:** The requirements and procedures for acquiring a Facilities License Agreement and certificates of insurance for Partner events are the same as for Non-College events.

Addendums to the Facility License Agreement may be required for certain locations. The assigned space approvers will provide further information as needed.

COMPLIANCE WITH LAW AND COLLEGE POLICIES

Each event must be planned and conducted in an orderly fashion and in strict accordance with: (i) all laws, regulations, ordinances, and codes of federal, state and municipal authorities; (ii) all existing College contracts, such as licensing agreements and catering agreements; (iii) all College policies and rules, including the Alcohol Use Policy. In addition, at no event shall alcohol be served in a campus facility unless the server maintains a valid liquor license and appropriate dram shop liability insurance is purchased.

No event will be permitted if, in the College's sole discretion, the intended use includes a high risk of injury to person or property, such as the use of fireworks or pyrotechnics, weapons, or hazardous materials, or any use which would invalidate or increase the cost of the College's insurance policies.

All events must conform with the College's educational purpose and 501(c)(3) tax status. In no case shall political campaign events be held on campus. Informational forums where all candidates are invited are allowed.

FEES/INVOICING

For College Events and Partner Events no rental or usage fee will be assessed by the College – unless extended building hours or extra security are required (see **How to Plan an Event** below.) Fees may be charged to cover expenses associated with departmental technical staff, use of equipment, and the like.

Non-College Events will be charged a rental or usage fee and service charges if necessary. A security deposit will also be required. This will be either refunded or deducted from the final invoice upon conclusion of the event minus any fees associated with damage or extra cleaning as a result of the event. Only a Department Chair, Director-level staff member or more senior administrator has the authority to waive fees.

HOW TO PLAN AN EVENT

Reserve Space in the College's Master Schedule. For College Events, faculty, staff or students must initiate the request via the College's Master Schedule as a College Event. For Non-College Events or Partner Events, the faculty or staff host/liaison must initiate the request via the College's Master Schedule as a Non-College Event. Assigned space approvers will reply to requests within 48 business-hours of receiving the request.

For conferences or symposiums, academic departments are required to complete a Conference/Symposium Template in addition. This form must be submitted to the appropriate dean at least 18 months prior to the event. This form is available on the Academic Affairs site on IRIS (Policies & Procedures) - <https://iris.colum.edu/academic/Documents/Conference%20Symposium%20Approval%20Template.pdf>

Requestors must reserve *any* and *all* spaces the event will occupy. Each space is listed in the College's Master Schedule with features, custom attributes, layout and capacity. Requestors should review all of this information before scheduling the space in order to be certain that the space can meet the event's needs.

*** Space reservation requests are required at least 2 weeks in advance of the event date. ***

When reserving space(s), requestors must indicate the following information:

- Estimated headcount: be as accurate as possible.
- Time: clearly identify the event's advertised scheduled time and anticipated set-up and break-down time periods.
- Event Description: be as complete and concise as possible but be sure to include names of all speakers and/or performers.
- Event Needs, Special Information and Requirements: please complete ALL that apply.

The College policy governing the use of building lobbies for events is as follows: events and respective equipment, displays, etc. cannot block doors, stairwells or other means of exit/entry to the building. All lobby areas must remain free of tables, chairs or items that can create a safety hazard.

Please enter any and all requests for set-ups in the Set-Up Description field (e.g., number of tables/chairs, extra recycling, additional clean-up service, etc.) Information should be as specific as possible (e.g., 5 tables set up with seating for 6 persons around each table).

Building Extension Hours. Events that are scheduled beyond standard building hours require an approved Extension of Building Hours. Necessary Security and Facilities personnel required for the extended hours will be charged to the entity having or hosting the event. If an event is scheduled to end at the same time the building is scheduled to close, a building extension request must be submitted to cover clean-up time. It is important to remember that building hours reflect the time the security officer locks the doors – no one is able to enter or exit the building after that time without an approved Building Extension Request Form.

To extend building hours a Building Extension Request Form must be completed and submitted to the Office of Facilities & Operations. Forms and delivery options can be found on the Campus Environment page on IRIS:
http://www.colum.edu/Administrative_offices/Campus_Environment/Facilities_and_Operations/Extending_Building_Hours.php.

Extra Security. Some events may require additional security officers. Please be sure to review your event and identify reasons you believe additional security may be required. Some examples include: events with high attendance; events involving potentially controversial topics; construction in or outside of the building; high profile attendees or VIPs; late start or end time; or the presence of minors at the event.

If you are not sure whether your event will require additional security, please contact the Safety & Security office and someone will assist you. The cost of Extra Security will be charged to the organization or department hosting the event. Additional security fees are based on the number of additional security officers and the number of hours each officer is expected to be on duty.

*****The Office of Campus Safety shall have full discretion in determining the number of additional security officers required for an event*****

To request additional security an Extra Security Request Form must be completed and submitted to the Office of Facilities & Operations. Forms and delivery options can be found on the Campus Environment page on IRIS:
http://www.colum.edu/Administrative_offices/Campus_Environment/Facilities_and_Operations/Extending_Building_Hours.php. Please note that all requests for Extended Building Hours or Extra Security must be submitted at least three (3) weeks prior to the date of the event.

Technical Personnel. Some locations on campus require technical personnel to support events. These will be assigned as necessary by the space approver. The cost of Technical Personnel will be charged to the organization or department hosting the event.

Event Modification; Cancellation. The College reserves the right to cancel or limit any event, or change the location of any event as necessary, if in the College's sole discretion the proposed event poses a safety or security risk which cannot be adequately remedied by the provision of extra security officers; in the event of any emergency; or in the event of any damage or work required to be done in the reserved facility or any portion thereof.

IMPORTANT CONTACT INFORMATION

Facilities & Operations – Sarah McGing 312-369-7206; smcging@colum.edu

Safety & Security – Charrisse Musgrove 312-369-6988; mdarocha@colum.edu

Space & Scheduling Manager – Peter Bouchard 312-369-8515; pbouchard@colum.edu

Office of the General Counsel – Carolyn Charles (312) 369-8170; ccharles@colum.edu

Catering may be provided by caterers listed on the preferred caterer list or from any other appropriately licensed and insured vendor.