

# STUDENT CENTER POLICIES AND PROCEDURES



## OUR MISSION STATEMENT

*The Columbia College Chicago Student Center is the collaborative hub where students gather to create, get involved, and celebrate. Student Center programs and activities focus on building a community that values wellness, culture, diversity & inclusion, collaboration, and creative expression.*

**COLUMBIA COLLEGE CHICAGO**

**754 S. WABASH AVE., CHICAGO, IL, 60605**

**P: (312) 369-8000 | E: [STUDENTCENTER@COLUM.EDU](mailto:STUDENTCENTER@COLUM.EDU)**

## **GENERAL USE POLICY**

All visitors of the Student Center shall comply with Student Center and Columbia College Chicago rules, regulations, and policies when using its facilities. Guests must also comply with appropriate state and federal laws, as well as fire and police department rules and regulations.

## **BUILDING AND OPERATIONS POLICIES**

### **OPERATING HOURS**

#### **BUILDING**

- Fall and Spring Semester hours:
  - Monday-Friday: 7 A.M. – 10 P.M.
  - Saturday: 8 A.M. – 8 P.M.
  - Sunday: Closed
- The Student Center closes according to the College’s holiday calendar and will close along with all of campus due to inclement weather and emergencies.

#### **FITNESS CENTER**

- Monday-Friday: 7 A.M. – 8 P.M.
- Saturday: 8 A.M. – 3 P.M.
- Sunday: Closed

#### **EVENT SPACES**

- All events must start no earlier than 8 A.M. and must end by 10 P.M.
- Set up times and load out for events should be figured into planning. No set ups/breakdowns earlier than 7 A.M. or later than 10:30 P.M.

### **EXTENDED BUILDING HOURS REQUESTS**

- Any requests for extended hours must be submitted in writing through [space.colum.edu](http://space.colum.edu) (i.e., FEITH) at least 30 days prior to the event.
- Any associated charges for security, cleaning, etc. will be charged directly to the requesting department.

## **FACILITIES AND MAINTENANCE**

### **BUILDING MAINTENANCE ISSUES**

- Any non-urgent building concerns should be submitted to facilities through the [360-ticketing system](#). Such repairs will be completed in the order in which they are received or based on

immediacy of need.

- High priority concerns should be directed to Student Center staff, who will then route concerns to the appropriate parties.

#### **KEYS AND DOORS**

- Key requests should be directed to Student Center Operations Coordinator for approval and distribution.
- For keycard access, requests should be delivered to Student Center Operations Coordinator via email. Access levels will be determined on a case-by-case basis. Please include MyColumbia ID #'s with any keycard access requests.

#### **TRASH AND RECYCLING**

- Trash and recycling services are consistent with overall campus services and contracts.
- Any typical trash and recycling needs should be directed to Student Center Operations Coordinator.
- Cleaning requests should be submitted through the facilities [360-ticketing system](#).

#### **LOCKERS**

- Lockers are available to all building guests for temporary, daily use.
- Lockers may be opened, and contents removed, after building close each night by Student Center staff.

#### **LOST AND FOUND**

- The Student Center is not liable for items lost, stolen, or misplaced within the facility. We encourage all guests to be vigilant or to secure their belongings in the lockers available throughout the building.
- As a courtesy, we will hold lost items in the Student Center at the Front Desk. We ask that all guests be prepared to describe lost items if not contacted prior.
  - Valuable items (e.g., phones, laptops, debit cards, etc.) will be kept in the Student Employee Office and will be available for pick-up during regular business hours.
  - If the owner of the lost item can be easily identified, they will be contacted.
  - Lost items will be kept for seven (7) days, however, if not retrieved by the owner, the item will be given to security.
  - For found IDs/UPasses: The owner will be contacted and have seven (7) days to pick-up their ID/UPass. After seven (7) days, IDs/UPasses will be given to security.
- On the last day of the academic semester, any remaining lost items in the Student Center may be considered abandoned and will be donated to charity.

## **SECURITY AND LIFE SAFETY**

### **BUILDING ACCESS**

- The Student Center is open to all actively enrolled students, current staff members, and faculty.
- Guests are permitted with a scheduled meeting or event. All non-college guests are subject to identification check/scan and may be refused entry per Campus Security's discretion.
  - Columbia College Chicago event hosts are required to fill out the [Visitor Request Access Form](#) 24 hours in advance to the meeting or event time and sent to Security Command via email ([securitycommand@colum.edu](mailto:securitycommand@colum.edu)).
  - Alumni should have a confirmed meeting or event reservation for Student Center access.
- No animals\*, fish, or insects are allowed in the Student Center facility without expressed permission from Student Center staff.

\*Service animals are permitted.

### **ACCESSIBILITY**

- The Student Center meets all requirements per the Americans with Disabilities Act of 1990 (ADA). Building codes and all reasonable requests for accessibility will be accommodated to the extent possible.
- For specific accessibility questions or needs, please contact Student Center staff.
- Gender-neutral and ADA accessible restrooms are located on each floor of the facility.

### **EMERGENCIES**

#### **MEDICAL EMERGENCY**

1. Call 911, then notify Security.

#### **FIRE**

1. Pull the alarm, call 911, then notify Security.
2. Evacuate

#### **SEVERE WEATHER**

1. Take cover in an interior corridor or restroom without windows.
2. Avoid atriums, lobbies, and rooms with windows.

#### **SUSPICIOUS OR DISTURBING BEHAVIOR**

1. Notify Security
2. If the situation quickly escalates to a concern of danger or life-safety, call 911 and then notify Security.

#### **BOMB THREAT OR SUSPICIOUS ITEM**

1. Notify Security

2. Do not touch, tamper with, or move any suspicious item(s).

#### ACTIVE SHOOTER/PERSON WITH A DANGEROUS WEAPON

##### *NEARBY*

- RUN: Escape, call 911
- HIDE: Out of shooter's view, barricade doors, silence phones
- FIGHT: as a last resort and only when your life is in imminent danger

##### *IN ANOTHER BUILDING*

- Lockdown of affected campus buildings
- Barricade doors, block entry
- Wait for an "all clear," message via campus-wide notification system.

#### **ART AND OTHER CONTENT DISPLAYS**

Art displays during an event must be approved during the event planning process. Art displays must be affixed to walls or windows with non-damaging techniques or pre-approved hanging techniques by Student Center staff. Photo Tex™ is the preferred option to display art on any surface.

Art being displayed in the Student Center before or after an event must be approved by the Student Center staff. Art installations shall not impact the use of the space.

- 5<sup>th</sup> Floor: Art may be displayed in the Exhibition Hall for seven (7) business days. For groups that wish to have displays for an extended period of time, approval from Student Center staff is required. If art is going to be displayed for longer than the event period, art must be adhered to a wall or window. Art cannot be displayed on easels past the end time of an event. Art must be removed from the Event Space immediately following the end of an event.

#### **DIGITAL DISPLAYS**

- Digital display content is co-managed by the Student Center Programming Coordinator and Student Communications staff. Student Communications staff is responsible for building and producing digital content.
- Requests to utilize the display screens, or to add/promote content, should be directed to Student Communications staff at least two (2) weeks prior to an event or meeting.

#### **POSTERS AND ADVERTISEMENTS**

Postings are permitted in designated areas within the Student Center and is subject for approval by Student Center staff. All posters should be hung by Student Center staff or student staff unless otherwise approved.

- Materials should be brought to the Front Desk of the Student Center, allowing two (2) business days for approval.

- Submit five (5) copies of the poster (1 per floor).
- Student Center staff will approve the material to be posted by student staff upon approval.
- Posters without dates will be removed after one (1) month.
- Posters may be submitted for events that occur during the current academic semester or within the first month of the subsequent semester. Those who submit further in advance will be asked to return the material during the preferred timeline.
- Postings (e.g., flyers, brochures, etc.) that are intended to be dispersed on designated tables also require submission and approval.

#### **POSTING RESTRICTIONS**

Postings that contain any of the following may be subject to denial and/or removal:

- Content portraying violence, hate speech and/or offensive content
- Promotion of events/programs/information that are not associated with any Columbia College Chicago department, organization, student, or faculty/staff member. \*
- Commercial advertisements (unless otherwise approved by Student Center staff).
- Postings are subject to all applicable campus [copyright policies](#).

\*DISCLAIMER: Student Center staff may approve non-college affiliated postings on a case-by-case basis but are still subject to refusal.

#### **FURNITURE AND FIXTURES**

##### **FITNESS CENTER USAGE**

- The Fitness Center is available for use by all actively enrolled students at the College.
- Columbia College Chicago faculty and staff can sign up for a paid monthly membership through Kinema Fitness.
  - Memberships include access to all scheduled fitness classes and group activities (based on availability) for no additional costs.
- Users of the Fitness Center are required to abide by all policies and direction from Fitness Center staff (i.e., when using any equipment and/or space in the Fitness Center).

##### **LIABILITY AND WAIVERS**

- Fitness Center members are required to sign a waiver before beginning any activities in the Fitness Center.
- Members are responsible for ensuring their own safe use and operation of equipment machines.

## **SPECIAL USE SPACES**

### **REFLECTION SPACE** – *Located on the 4<sup>th</sup> Floor (Room 450)*

- The Reflection Space is open to all students, faculty, and staff, irrespective of faith tradition and a designated space for quiet reflection and prayer.
- We ask that guests refrain from conversing within the space.
- When playing music, please utilize headphones and keep it at a volume that others cannot hear.
- Food or drink in the space is prohibited.
- Please notify Student Center staff of conditions that infringe upon appropriate usage.

### **MUSIC PRACTICE ROOMS** – *Located on the 3<sup>rd</sup> Floor (Rooms 323-327)*

- Practice rooms are available for use on a first come, first serve basis. Rooms can be reserved for up to three (3) hours.
- Moving furniture from other areas of the building into the practice rooms is prohibited.
- Food or drink in the rooms are prohibited.
- Please follow the designated room capacities as listed. Those who exceed room capacities are subject to removal from the space.
- Any personal instruments or equipment should be immediately removed from the rooms after use. No storage is available for personal equipment.

### **NURSING/LACTATION ROOM** – *Located on the 4<sup>th</sup> floor (Room 432)*

- The Nursing Room is available for those who need a private space for nursing, pumping, medical needs, or for other accommodations as needed.
- Breastmilk should be marked with a name and date which may be left in the refrigerator in the space during regular business hours.
- Anyone requesting entry to the nursing room should call or visit the front desk for the access code of the room. The access code is subject to change at any time.
- Misuse of the room may result in loss of privileges.

### **SOUND RECORDING STUDIO** – *Located on the 3<sup>rd</sup> floor (Room 344)*

- TBD—The Sound Recording Studio is currently not open for use.

### **STUDY ROOMS** – *Located on the 4<sup>th</sup> floor (Rooms 423-427)*

- Study Rooms are available on a first come, first serve basis.
- Rooms should be reserved through [space.colum.edu](http://space.colum.edu) or by contacting the Student Center Front Desk.

- Rooms have a maximum capacity of four (4) people.
- Any media (e.g., music or TV use) should be kept at a minimum volume to avoid disrupting other guests near the space.

### **PHOTO/VIDEO SHOTS AND FILMING**

All photography and video shoots are subject to campus policies and procedures.

Video shoots/productions for student projects/classes must be pre-approved by the Cinema and Television Arts and Student Center staff prior to the start of filming. Requests for faculty/staff video shoots will need to be approved by Student Center staff.

External video and photoshoots must have written permission from Student Center staff and are subject to applicable campus policies and space rental fees. The Student Center adheres to all relevant campus [copyright policies](#).

Requests for photoshoots must receive permission from Student Center staff. Please submit photoshoot request [form] to [studentcenter@colum.edu](mailto:studentcenter@colum.edu).

### **EVENTS AND ROOM RESERVATION POLICIES**

*All guests of the Student Center facilities must agree to comply with Student Center and Columbia College Chicago (CCC) rules, regulations, and policies. Guests must also comply with appropriate state and federal laws, and fire and police department rules and regulations.*

### **RESERVATION PRIORITIES**

To best meet the diverse needs of the Columbia College Chicago community and to maximize utilization of the Student Center facilities, a priority system will be adhered to for all reservation requests. Note that example given are not all-inclusive. The determination of priority level will be made by Student Center staff.

#### **PRIORITY LEVEL 1**

- President's Office and Board of Trustees meetings or events.
- Annual events that impact the entire College and require coordination with the overall College calendar and extensive advanced planning must be approved by the Director of Student Center.
  - Such events, include New Student Orientation, Admissions events, Convocation, Welcome Week activities, Columbia Weekend, Commencement events, Manifest activities, and other events.

#### **PRIORITY LEVEL 2**

- Events coordinated by a registered student organization or College department that require substantial advanced planning, such as major activities related to cultural month celebrations (e.g., Black History Month), award ceremonies, conferences, and similar events as approved by



Student Center staff.

### **PRIORITY LEVEL 3**

- Events, meetings, or rehearsals coordinated by a registered student organization or College department.

### **PRIORITY LEVEL 4**

- Columbia College Chicago alumni and all other events coordinated by external clients that are not associated with the College.

## **EVENT TYPES**

The Student Center recognizes the following types of events and will review event details and will determine the type of event.

### **COLUMBIA EVENT**

- Event is originated and planned by Columbia College Chicago students, faculty and/or staff.
- The event facilitates the development of the College community and/or supports academic growth and enhances the campus life experience.
- Most attendees (80% +) are students, faculty, and/or staff of the College.
- No admission fees are charged.
- Event reservation must have a department code for any associated costs (e.g., additional security, extended building hours, rental items, etc.).
- Event is planned in association with a Columbia College Chicago faculty member, academic department, administrative department, or a registered student organization.

### **SPONSORED EVENT**

- Event attendance is at least 25% faculty, staff, or students at the College.
- Event facilitates the development of the College's community and/or supports academic growth and enhances the campus life experience.
- A Columbia College Chicago entity "sponsoring" the event must be willing to submit, in writing, how the event will impact/benefit the College campus and/or academic program.
- Event "sponsor" must provide a Columbia College Chicago department code that may be responsible for any unpaid fees/costs after 90 days, post-event.
- Columbia College Chicago faculty/staff or students must be able to attend the event free of charge if there is an admission cost.

### **ALUMNI EVENT**

- Event or program hosted by a Columbia College Chicago alumnus or alumna without a college host.

- Event is preapproved by the Office of Alumni Relations
- Event or program is offered at no charge to Columbia College Chicago students, faculty and/or staff.
- Alumni events are priced per event with considerations given to impact on campus goals and directives, accessibility to students, and other relevant factors.

#### **RENTAL EVENT**

- Event is not originated or planned by a Columbia College Chicago department or registered student organization.
- Purpose of the event does not explicitly to support academic growth for the College's students nor enhances the campus life experience.
- Less than 25% of attendees are student, faculty, or staff of the College.

#### **ROOM CONFIGURATIONS**

Information regarding room set-up (e.g., stage placement, tables, chairs, audio-visual equipment, etc.) for the 5<sup>th</sup> Floor Event Space should be submitted to Student Center staff, no less than two (2) weeks prior to the event. Failure to provide this information within the timeframe may result in the cancellation of the event.

Final layouts of furnishings and equipment is at the discretion of Student Center staff and may be influenced by safety regulations and/or concerns.

Groups shall not rearrange furniture, podiums, or audio-visual equipment, in any space within the facility. Damages incurred from groups attempting to move the items mentioned will be the responsibility of the organization sponsoring the event.

#### **FEES AND CHARGES**

Fees charged for the use of Student Center facilities and services are determined in part by the type of group or organization requesting space and the type of event being held. Note that the examples provided below are not all-inclusive.

The final determination of group and event type will be made by Student Center staff. We ask that all information provided is accurate, as misrepresentations may result in an adjustment of related fees and/or the loss of reservation privileges for space in the Student Center.

**Tier 1:** Columbia College Chicago event, free of charge

**Tier 2:** Sponsored or Alumni event, reduced pricing to be billed accordingly.

**Tier 3:** Rental event, full charge

Room rental costs include one (1) room set up per day. Requests for additional set ups in a single day will be evaluated on a case-by-case basis and may result in additional charges. Complicated room set

ups and last-minute modifications may result in additional charges.

All fees and charges are subject to change prior to reservation confirmation.

### **CLEAN-UP**

Any organizations, students, or departments that reserved space in the Student Center are responsible for reasonable clean-up, following activities. Unless otherwise given permission by Student Center staff, any materials brought in by event hosts (e.g., decorations/décor, rental furniture, catering, or any items outside of Student Center inventory) must be removed immediately after the event concludes. All trash should be disposed of in appropriate trash receptacles located in the room or surrounding area. The Student Center will assess additional cleaning charges if personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.

### **SECURITY**

In coordination with the Office of Safety & Security, the Student Center staff will assess security needs and may require events to have additional security beyond typical security operations in the building. All personnel costs associated with such additional monitoring will be the responsibility of the organization or department sponsoring the event. Extra security measures for events are at the discretion of the Office of Safety & Security.

### **DAMAGES TO FACILITY OR EQUIPMENT**

Spaces must be left in the condition in which they were found. Guests will be responsible for the cost of repair or replacement of equipment in the case of any damage caused during the event. Event hosts may incur additional charges if future events are affected by the damage.

### **BILLING POLICIES**

External events will be billed accordingly for sponsored or rental events hosted in the Student Center—please see [Student Center Price Sheet](#) for more details.

All invoices must be paid within 30 days of the first day of the scheduled event. A 50% deposit may be required for rental clients. Any groups with unpaid invoices will be prohibited from making future reservations until payment for previous events is collected and processed.

All reservations on the 5<sup>th</sup> Floor that are classified as a College or sponsored event require a department code at least two (2) weeks before the event to pay for any outstanding equipment rentals, damages, or other costs beyond regular space usage and staffing.

***Columbia College Chicago departments and academic units are prohibited from paying external rental fees for an outside client. Any space usage charges for an event held at the Student Center MUST be paid from an external source.***

### **RESTRICTIONS**

All events and reservations must adhere to campus policies and applicable laws. Requests for space reservations that fit any of the following criteria will not be permitted:

- Events hosted by individual students without the partnership of a registered student organization or campus department.
  - Must submit the [Faculty and Staff Event Support Agreement Form](#) for approval consideration.
  - Partnership details must be noted in reservation request and billing contact/department code must be provided.
- Events or programs that promote hate speech or contain content deemed grossly offensive and/or inappropriate for a college campus.
- Any official religious services not held in conjunction with an approved campus event.
- Any event or program that requires significant changes or adaptation of building mechanical, structural or technical events.
- Political rallies or campaign events (unless approved by Student Center Director or the College's President's Office).
- Athletic events or any programs that cause excessive wear and tear on facilities and/or furnishings.

Events may be hosted by college departments, registered student organizations, or external event hosts or groups. Please note, individual students who would like to host an event not classified as a Rental Event, must be supported by a faculty or staff member, and complete the [Faculty and Staff Event Support Agreement Form](#).

## **APPROVALS**

Most meeting rooms and spaces at the facility are reservable through [space.colum.edu](http://space.colum.edu). However, to reserve the 5<sup>th</sup> Floor Event Space or any spaces not listed on [space.colum.edu](http://space.colum.edu), please email [studentcenter@colum.edu](mailto:studentcenter@colum.edu) for booking inquiries. All event requests are subject to review by Student Center staff who reserve the right to approve/deny any event requests accordingly.

Meeting rooms (e.g., 311, 311A, 314, 317, 318, 329, 416, 417, and 429) and music practice rooms (e.g., 323, 324, 325, 326, and 327) may be reserved for up to three (3) hours at a time. If a meeting room is needed for more than three (3) hours, please contact Student Center staff.

## **DEADLINES**

To allow sufficient time for the planning of an event, requests for space will require minimum advanced notice on the following:

**Tabling** – Submit request at least five (5) business days prior to the event.

**Meeting rooms** – Can be submitted through [space.colum.edu](http://space.colum.edu) at any time, however, any requests or

layouts, beyond the room's default set-up, should be requested at least five (5) business days prior to the event or meeting.

**5th Floor Events (Event Space, Exhibition Hall, and Terrace)** – Submit a request at least one (1) month prior to the event.

## **CANCELLATIONS**

Given the high demand for space at the Student Center, the cancellation policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel a reserved room(s) that will not be used, as soon as possible so that those spaces may be made available to other groups. An event cancellation must be requested and submitted in writing via email to Student Center staff.

Reservable spaces are monitored for occupancy and any/all nonappearances\* will be recorded by Student Center staff. Frequent nonappearances and/or late cancellations may result in the suspension of reservation privileges of Student Center facilities. Deadlines for cancellations are as follows:

\*Nonappearances are defined as tardiness of 15 minutes and/or not present for the duration of the reservation time.

**Meeting Rooms (e.g., the Boardroom–244, 314, 329, and 429)** – must be cancelled 48 hours prior to the meeting.

**5th Floor Event Space and Exhibition Hall** – must be cancelled at least two (2) weeks in advance of the event date.

As a result of repeated instances of late cancellations and/or undeclared reservation absences, Student Center staff may consider the following escalations:

### **First Offense**

- A warning email will be sent to the event host after the offense.
- Subject to a cancellation fee equal to actual rental rate.

### **Second Offense**

- A secondary warning email will be sent to the event host after the offense.
- Subject to a cancellation fee equal to the actual rental rate.
- Organization will be placed on probation for the current semester.
  - While on probation, organizations are permitted to use the Student Center space.

### **Third Offense**

- Subject to a cancellation fee equal to actual rental rate.
- Suspension of Student Center reservation privileges and cancellation of remaining reservations.
- Appeals to have reservation privileges reinstated for following semesters will be reviewed by

Student Center staff.

### **TABLING AND PUBLIC SPACE PROMOTIONS**

Any groups wishing to table at the Student Center must fill out a tabling request form and submitted via email to [studentcenter@colum.edu](mailto:studentcenter@colum.edu). Tabling requests must be submitted five (5) business days in advance of event. The Student Center will set up the table(s) and chairs, however, all other materials needed for the event should be provided by the department/organization hosting the event. Departments/Organizations are responsible for the set-up and tear-down of event materials.

Individual students with tabling requests related to fundraising or with potential sponsoring by an external client are required to have written and expressed support from a college department or organization.

Students who request tabling for a course-related project that entails student body engagement are still required to provide departmental approval/sponsorship.

Tabling is available to Columbia College Chicago registered student organizations, faculty/staff members, as well as academic and administrative departments.

External groups with tabling requests that are non-affiliated with the College must correspond with Student Center staff. Such requests may be subject to Student Center event rental rates.

### **EXHIBITIONS**

The 5<sup>th</sup> Floor Exhibition Hall is available for event use in conjunction with any 5<sup>th</sup> Floor Event Space reservation, unless otherwise noted by Student Center staff during the reservation process. All usage of the Exhibition Hall should be coordinated with Student Center staff and set-up requests should be confirmed via email within one (1) week of the reservation.

Event hosts that plan to incorporate art showcases in the Exhibition Hall for an event may be permitted seven (7) business days for displays, unless otherwise explicitly stated by Student Center staff. For more details, refer to the '**ART AND OTHER CONTENT DISPLAYS**,' section.

### **PROHIBITED ITEMS**

- Taping, stapling, gluing, or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors, or ceilings without prior permission.
- Glitter and confetti
- Fog, mist, or bubble machines
- Open flames and candles
- Cooking appliances (e.g., induction burners, popcorn machines, etc.)

## **ITEMS WITH RESTRICTIONS**

- Strobe lights may be used during an event if signage is posted at the entrance doors, warning participants about the lighting effects used during the event.
- Plants and small trees must be self-contained with a tray to prevent water and soil from damaging flooring.
- Any painting of signage or props must take place outdoors and efforts should be made to protect underlying surfaces from spills and overspray.
- Helium filled balloons must be secured to a weight.
- LED candles are permitted.

## **AUDIO-VISUAL (A/V) SERVICES**

Audio-visual (A/V) equipment, including equipment for basic sound and lighting set-up, should be requested during the reservation process. Any elaborate sound and lighting requests may need to be coordinated with an outside vendor.

All A/V arrangements must be made at least two (2) weeks prior to the event to ensure proper staffing and timely set-up. There may be costs associated with certain A/V equipment.

Groups may bring their own basic A/V equipment with approval from Student Center staff, at no additional charge; however, Student Center personnel will not assume responsibility for the set-up or troubleshooting of such equipment.

## **ROOM ASSIGNMENT**

The Student Center reserves the right to assign or reassign rooms, as needed, based on the most efficient use of space for maximum benefit to the Columbia College Chicago community. If a reservation is reassigned to another location, an attempt will be made to reach the point of contact listed on the reservation via email or phone, in advance.

## **TIME RESTRAINTS**

Guests are allowed access to their reserved space at the times listed on their reservation. If a group needs additional time to decorate or set-up for the event, Student Center staff should be notified to confirm if the space is available for earlier use. Additional charges may apply to groups that do not adhere to their reservation times. Such restrictions apply to tech run-throughs or rehearsals.

## **BUILDING ACCESS**

The Student Center reserves the right to restrict access to certain areas of the building for events and to

restrict access to areas outside of the designated reserved space from guests non-affiliated with the college.

External guests must wear a type of visual identification (e.g., badges, wrist bands, etc.) to be easily recognizable by security.

**Events with 20 or more external guests:** Event hosts are required to fill out the [Visitor Request Access Form](#) 24 hours in advance to the event time and sent to Security Command (at [securitycommand@colum.edu](mailto:securitycommand@colum.edu)) and Student Center ([studentcenter@colum.edu](mailto:studentcenter@colum.edu)).

**Events with 20 or more external guests:** Event hosts are required to submit a guest list to Student Center ([studentcenter@colum.edu](mailto:studentcenter@colum.edu)) 24 hours in advance to the event time. Event hosts will be required to staff a table at the entrance of the Student Center to check in their guests and hand out their identifiers.

Additional access arrangements will be made per the needs of each event and at the discretion of the Office of Safety and Security. Columbia College Chicago reserves the right to restrict and/or deny access to event guests at Student Center staff judgment.

### **LOAD-IN / LOAD-OUT**

Materials and equipment must be removed by the end time specified on the reservation confirmation. Limited storage space may be available, though cannot be guaranteed, for the days directly surrounding the event but must be reserved during the planning process with Student Center staff. Please note, the Student Center is not responsible for the safety and security of any equipment or materials stored in its facilities.

The Student Center loading dock or alley behind the building (between Balbo St. and 8<sup>th</sup> St.) may be used for loading larger equipment or materials in and out of the building. During loading and unloading, Student Center staff or Security personnel must be present for any open doors.

The Student Center elevators have a weight maximum of 5000 pounds and has the dimensions of 5'6" width x 9' depth x 10' height with an opening of 4'6".

Loading dock access is subject to approval from Student Center staff and should be arranged during event planning.

### **LAST-MINUTE CHANGES/REQUESTS**

Our ability to accommodate last-minute changes is based on time, staff availability, and resources. Requests for such changes will be evaluated on a case-by-case basis.

### **WIRELESS INTERNET ACCESS**

The Student Center has wireless internet access available throughout the facility. If a wired connection



(e.g., gaming console, content streaming, etc.) is required for your event, please notify Student Center staff in advance for arrangements to be made.

Columbia College Chicago faculty, staff, and students will need their single sign-on username and password to access the internet. Noncollege guests can access the Columbia Guest wireless network upon arrival by providing the requested information.

### **DECORATIONS**

All event equipment, decorations, supplies, etc. must be removed immediately following the event. Additional charges may apply if removal of items or extensive cleaning is required by Student Center staff.

### **RENTAL EQUIPMENT AND SERVICES**

All external vendors providing services in the Student Center are subject to approval from Student Center staff. Student Center staff should be notified of any rental equipment obtained for the event two (2) weeks prior.

Any vendor contact information and scheduling should be provided to the Student Center staff at least 48 hours prior to the day of the event. Event hosts should expect that the reserved space may be in use prior to and/or immediately following the event and may be required to schedule deliveries and pickups on a specific day and time.

**Catering** can be arranged by Student Center food service or an external vendor (please note, any external vendors are not permitted to cook on-site). Load-in for external catering service must be arranged with Student Center staff.

**Alcohol service** is subject to campus alcohol policies and may only be served and consumed on the 5<sup>th</sup> floor. No alcohol is permitted beyond the designated event area. Vendors must have appropriate licenses to serve alcohol and must always comply with state and federal law. Students are not permitted to consume alcohol at campus events.

### **BUILDING CONTACTS:**

**Student Center Security:** (312) 369-7999 / [securitycommand@colum.edu](mailto:securitycommand@colum.edu)

**Food Court, Frannie's Beef and Catering:** [franniesbeefandcatering.com](http://franniesbeefandcatering.com) / [vince@franniesbeefandcatering.com](mailto:vince@franniesbeefandcatering.com)

**Fitness Center:** (312) 369-8610 / [columbiafitness@kinemafitness.com](mailto:columbiafitness@kinemafitness.com)