

Procedures & Regulations for UIC Latino Cultural Center (LCC) Gallery (02/02/17)

The LCC is one of the few spaces on campus available at no charge for events and meetings organized by UIC departments and units, registered student organizations, and community partners. We ask from everyone who uses the Gallery space to please follow our procedures and regulations. Failure to do so may result in denial of future space requests.

1. General Rules:

- No organization, department, or unit other than the one who reserved the space may use the Gallery.
- Space requests are on a first-come-first-serve basis. The space is not guaranteed until we send you a confirmation and you return this form signed.
- Notification of cancellation of events must be received at least 3 days prior to the scheduled event.
- Sales/Fund-raising: Permission for any sales and/or fund-raising must be approved by the LCC.
- All University regulations are expected to be followed including using UIC movers when applicable.
- All Minors (under 18) in the Gallery space must be supervised by an UIC staff/faculty.
- Events that are planned as dinner events or selling food will not be approved. The Gallery is not a banquet hall (See #5 Food).
- LCC reserves the right to only approve meetings and events that align with its mission.

2. Room Set up/Clean up:

- We will only provide the following standard set up: 42 auditorium chairs, 6 lounge chairs that accommodate 12 people, one 6' table for refreshments, and a podium. Any additional chairs and tables will need to be set up and dismantled by UIC movers. You will be responsible to make this arrangement and pay the fee to them. The maximum-seated capacity in the Gallery is 72 people.
- The black lounge chairs are not to be moved or taken out of the room.
- Chairs and tables must be at least 12" away from the mural walls.
- The room must be left as it was found.
- Wastebaskets are located in the entrance area outside of the Gallery. These can be brought in for an event if needed, but must be taken back out.
- You must bring volunteers to help you set up and clean after your event. The LCC staff and interns are not available to do this.

3. AV:

- We only provide a screen projector with speakers and a VGA adapter.

4. Displays:

- All displays must be free standing or placed on tables.
- Nothing can be taped to the walls, stage, or chairs and nothing can be hung from the ceiling.
- LCC will not store your displays after your event or meeting.

5. Food and beverages:

- Only finger food and snacks are allowed in the Gallery.
- Unauthorized possession or consumption of alcoholic beverages is prohibited.
- Only store bought and restaurant food is allowed in the Gallery. UIC/LCC is not liable for any type of food ailment.
- Bottled water is prohibited in the Gallery for environmental reasons. We have filtered water in the Gallery kitchen that you can serve.
- Water coolers are prohibited inside the Gallery. If you have a cooler with drinks, you must leave it outside in the lobby and serve your beverages there.
- LCC will not store any leftover food. All leftovers must be taken away after your event/meeting or placed in garbage bags provided by LCC for disposal.

6. Safety:

- All aisles leading to exit doors must be kept clear and unobstructed.
- Candles or other open flames are not allowed. Smoking is prohibited. UIC is a tobacco-free campus.

7. Gallery hours:

- Gallery hours are 10am to 5pm Monday thru Friday. You can request the Gallery for after hours: weekdays 5pm to 8pm.
- The Gallery CAN be available after hours on Friday, Saturday, or Sunday only IF a LCC student worker is available.
- The use of the Gallery over the weekend by UIC student orgs, department units and/or external community partners requires a payment fee. This fee covers the payment for a LCC student worker to be present and help with space logistics the day of your event (including AV, amplifier, and receiver with a limit of 4 connections). However, the LCC student worker will not be responsible for setting up or cleaning the space after your event.
- **The rate is \$15/hr**, which will have to be paid directly to the student in the form of a **check or cash** the day of the event.

8. After your event:

- The next working day after your event, turn in or fax the sign-in sheet with names and emails of event participants.

IF YOU HAVE ANY QUESTIONS ABOUT THE P&R YOU CAN CALL US AT 312-996-3095.

I have read the above Procedures & Regulations and fully agree to them. I have received a copy of this agreement.

Name (print) _____ Signature _____ Date _____

UIC dept./unit, Student Org, Community Partner _____

Your Phone _____ Your e-mail _____