

Date \_\_\_\_\_

Mailing Address Logan Center Exhibitions and Pope.L Studio  
The Reva & David Logan Center for the Arts, University of Chicago  
915 East 60th Street  
Chicago, IL 60637

Event Proposer Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Event Proposal Title: \_\_\_\_\_  
Date/Time (list 3 options)\*: \_\_\_\_\_

\* If your date/time is not available we will suggest one for you

Please see below a set of restrictions and guidelines for the use of the gallery and a great event!

**I. Support**

- A. We provide the room and your time slot. We will make all attempts to match your preferred date/time slot
- B. The usable objects are: stack of chairs, couches, rugs, coffee bar and stools, basketball hoop, balls, bean bag chairs, books, bookshelves
- C. The un-usable objects are: artworks and lamps. Please do not move the couches or bean bag chairs

**II. Restrictions**

- A. Use of room for events is decided on a first come first served basis
- B. Use of room cannot exceed the agreed upon hours (SEE III A&D)
- C. Artworks must not be touched (SEE I C)
- D. Seven usable power outlets are indicated on the map below

**III. Expectations**

- A. Setup for events on Tuesday-Saturday begins at 10 AM and Sunday setup at 12 PM.
- B. The room should be returned to the same condition as before your event.
- C. Dispose of all trash created during your event in the garbage can behind the bar. If there is more trash than can fit in the garbage can, there are extra bags inside the bar.
- D. All events must end by 8 PM and clean up completed by 9 PM.
- E. Please be careful with liquids near the couch/rug, lamps, and artworks.
- F. You are responsible for marketing your own event. We will share your event on our Facebook page but we cannot guarantee an audience. It is best to bring your own.
- G. Please treat our community space with care and have a terrific event!

**IV. I agree to release Logan Center Exhibitions and Pope.L Studio from any and all claims that I may put forward in the future for physical injury arising out of the event listed above.**

**V. I agree to hold harmless Logan Center Exhibitions and Pope.L Studio against any and all claims, damages, liabilities, costs and expenses, including reasonable attorney's fees, which may occur arising out of any breach of any representation, warranty or agreement made within this agreement.**

I have read and agreed to abide by the conditions set out in this document.

Please sign and return a scanned copy of this document to [logancenterexhibitions@uchicago.edu](mailto:logancenterexhibitions@uchicago.edu).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

