Recognized Student Organizations (RSO) Space Use Guidelines

The Reva and David Logan Center for the Arts creates an environment that catalyzes creative inquiry and supports the artistic practice and scholarship of our students, faculty, and staff, often in partnership with visiting artists and the wider community. Given these broad goals, space use priority is given to arts-related curricular, co-curricular, and community activities.

Space Requests

• Please email all Logan Center space requests to the Logan Operations team at: loganops@uchicago.edu
• For a list of spaces available in Logan Center, visit http://arts.uchicago.edu/content/facilities-list, or, to view a current schedule of room reservations, visit rooms.uchicago.edu and then navigate to the Logan Center calendar.
  o Almost all available event and meeting spaces in the Logan Center are free of charge for official RSO activities. Please note that priority is given to arts-related RSO activities.
  o There is a $500 space use fee, plus staffing and technical fees associated with booking the Performance Hall. Depending on the complexity of the event and the number of rehearsals, a student event in the Performance Hall can cost anywhere from $700-$2500+.
  o Please see the attached Performance Hall Production Information Sheets to help understand the capabilities of the space and how to estimate your costs.
• RSOs may NOT book space for outside groups’ events or promotions. 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 Logan Center staff for approval. Bookings that are collaborated with off-campus affiliates must adhere to the following policies:
  o University students from the hosting organization must be present for the entire event.
  o The event must directly promote the hosting organization’s goals in some way.
  o The host organization will be responsible for the affiliates guests, and for ensuring that all guests adhere to all existing policies.

Event Marketing and Box Office

• Once space is confirmed, if your event is open to the public, please submit a calendar listing at event.uchicago.edu, so we may upload it to the Logan Center calendar and help market your event.
• To use Box Office services, see the attached forms for the more information and frequently asked questions. Questions? Please contact Josh Johnson by phone at 773.834.7521, or by email at jjohnson897@uchicago.edu.

Room Set-up

• Most spaces in Logan Center are equipped with a standard set-up of tables, chairs, and other room-specific built-in AV. At the conclusion of your event, please re-set the room to the standard configuration.
• If you need assistance with a special set-up for an event, the Operations staff can assist with planning, set-up and breakdown. The Logan Center has tables, chairs, podiums, and other technology available for use. Please email any specific needs to Logan Operations at loganops@uchicago.edu, at least two weeks prior to your event.
• If your event requires significant alterations to the space such as installing a set, attaching something to the walls, etc., you must meet with the Logan Operations staff prior to the event to discuss how best to use the space and prevent damage. The cost to repair any damage sustained during your use may be assessed to the RSO hosting the event.

**Media Center**

• Our equipment and facilities are available to University of Chicago students, staff, and faculty for artistic creation and teaching. We support the curricular needs of courses in the arts; individual student and faculty artists, co-curricular and extracurricular arts organizations on campus; and other campus artists with the approval of LMC staff.

• Technical facilities and equipment are available for sound and video recording, amplification and projection, printing, film processing, digital imaging and fabrication, gaming, and more.

• Before reserving equipment for the first time, you must attend a Media Center Orientation. Some advanced equipment may require training in addition to the initial Orientation. For a complete listing of trainings, policies, and procedures, and resources please visit the Logan Center Media Cage (Logan 004) or [http://arts.uchicago.edu/content/training](http://arts.uchicago.edu/content/training).

For equipment reservations, please visit: [equipmentreservations.uchicago.edu](http://equipmentreservations.uchicago.edu)

• For as-needed technical support, contact the Media Cage at 773.843.7718 during open hours: 9am-8pm M-F, 10am-4pm Sa, and 4-8pm Su.

• To book staff to run technical equipment during your event, email your specific needs to Logan Operations at [loganops@uchicago.edu](mailto:loganops@uchicago.edu).

• Visit [http://arts.uchicago.edu/content/logan-media-center](http://arts.uchicago.edu/content/logan-media-center), or contact [loganmediacenter@uchicago.edu](mailto:loganmediacenter@uchicago.edu) for more details.

**Installation of Artwork**

• Most spaces in the Logan Center are not designed to accommodate rotating exhibitions or modifications to walls, floors, etc. Logan Center staff must therefore work with RSOs wishing to install artwork on a case-by-case basis. Send requests to install artwork to [loganiminstallations@uchicago.edu](mailto:loganiminstallations@uchicago.edu).

• Students are ultimately responsible for the installation and de-installation of artwork. All works must be removed within 24 hours following the end of the approved display period.

• Logan Center management reserves the right to remove and discard works remaining on display beyond the 24 hours following the approved display period. Contact Greg Redenius, Associate Director of Facilities and Operations at [gredeniu@uchicago.edu](mailto:gredeniu@uchicago.edu), immediately if an extension is needed due to extenuating circumstances.

• Installations must never inhibit ingress and egress through doorways or stairwells, especially doors in emergency stairways. Installations using hazardous materials and/or posing a safety threat are subject to immediate removal without notice.

**Alcohol Policy**

• The Logan Center partners with the Center for Leadership and Involvement to support occasional availability of alcohol at RSO-sponsored events. All RSO’s planning to serve alcohol at an event in the Logan Center must follow the RSO alcohol policy. You can view the policy and download the RSO Event Alcohol Approval Request Form via the Center for Leadership and Involvement’s website: [http://leadership.uchicago.edu/alcohol-policy](http://leadership.uchicago.edu/alcohol-policy)
LOGAN CENTER CONTACTS FOR ARTS RSOs: WHO WE ARE AND WHAT WE DO

Help with Logan Space Requests and Operations
E-mail loganops@uchicago.edu anytime
Stop by Suite 122, Logan Center, M-F 8:30am-5pm
- Schedule Logan Center space, including music practice rooms and general classrooms
- Assist with event coordination and production, including set-up support, load-in, access control/keys
- Manage Logan Center facilities, including safety, security, custodial, maintenance, Logan Café
- Manage all aspects of the Performance Hall, including technical support
- For assistance after hours and on weekends, call the Welcome Desk at 773.702.7445 or 773.702.7446

Help with Arts Technology and Digital Media:
Main Media Center Contact: loganmediacenter@uchicago.edu, 773.834.7718
- Supports the use of arts technology and digital media by faculty and students and provides classroom technology support
- Oversees the Logan Media Center: digital media classroom, editing suites, production studio, darkroom, 16mm editing facility, HAL (Hack Arts Lab), and equipment cage –
- Oversees training and access privileges for media center equipment, software, editing facilities, and print facilities
- Provides technology and media support for co-curricular engagement (student groups and individual artists) including possible equipment management
- Provides assistance with the printer/copier in Café Logan
- Visit http://arts.uchicago.edu/content/logan-media-center for more information

Help with Marketing and Communications:
Mitch Marr – Assistant Director of Arts Communications, mhmarr@uchicago.edu, 773.702.2997
- Coordinates and supports Logan Center / UChicago Arts marketing and communications
- Oversees administrations of websites for UChicago Arts, Logan Center, and other arts-related websites
- Administrates UChicago Arts and Logan Center event calendars and the quarterly UChicago Arts Guide
- Coordinates photography, videography, and other documentation

To Participate in Arts Programming with the Logan Center (Inc. Cabaret) or Arts Pass Program:
Leigh Fagin – Associate Director of University Arts Engagement, lfgain@uchicago.edu, 773.702.2366
- Provides support to co-curricular groups and individual student artists, including providing support for helping students organize mid-to-large scale arts events in the Logan Center
- Leads student engagement and outreach efforts
- Coordinates collaborative performance based programming
- Oversees Box Office Services and front of house support
- Provides responsive production support to performance programs in the Logan Center
- Primary liaison for arts RSOs
To Work with Community Arts Partnerships:
Dominique L. Boyd – Community Arts Program Coordinator, dominiquelboyd@uchicago.edu, 773.702.5146
- Coordinates with RSOs, community organizations, neighborhood schools, and local artists to produce monthly school matinees and Logan Center Family Saturdays
- Provides support for the Logan Center’s community partnerships and Arts and Public Life initiative

Emily Lansana – Associate Director of Community Arts Engagement, elansana@uchicago.edu
- Supports our Arts in Public Life initiatives and ensures that the Logan Center is a community asset through sustained partnerships with community and civic artists and arts organizations
- Manages monthly school and family programming series

To Exhibit Visual Art or to Work on Visual Arts Programming:
Email loganinstallations@uchicago.edu for questions and requests regarding the installation of artwork outside of the Logan Center gallery.

Monika Szewczyk, Visual Arts Program Curator, monikas@uchicago.edu, 773.702.6082
- Manages the Logan Center Gallery and other visual arts displays inside and outside the Logan Center
- Oversees exhibition preparation, installation, etc.
- Coordinates visual arts programming, visiting artists, etc.
- Provides responsive curatorial support to visual arts programs in the Logan Center

To Use the Box Office:
Josh Johnson, Box Office Manager, jjohnson897@uchicago.edu, 773.834.7521
- Coordinates box office support and ticketing services for arts events on campus - available online, in person and by phone.
- Provides onsite box office and will-call services for events in the Logan Center, for an additional cost

For any general questions, ideas, or concerns, feel free to contact:
Leigh Fagin, Associate Director of University Arts Engagement, lfgin@uchicago.edu, 773.702.2366
Box Office Services for RSO’s

STEP 1: Choose the option below that best meets your needs

Option # 1: Advanced Ticket Sales Only
- The box office will sell your tickets during normal business hours (Tues-Sat, 12pm-6pm), in person, online and over the phone.
- Patrons will be able to purchase tickets online (24/7).
- The box office can accept cash, check, Visa, Amex, Discover and MasterCard.
- The box office will provide you with access to reports and patron data as requested.
- Will Call will be printed and compiled for you 2 hours prior to the show by the box office staff.
- During the night of the show, box office can print for you any unsold tickets for you to sell at your event (after the first 100 tickets printed per event, there will be a $5 fee for every additional 100 tickets printed.)
- A final sales report will be provided to you after your event.

Option # 2: Advanced Ticket Sales and Will Call Services (For events at Logan Center)
- The box office will sell your tickets during normal business hours (Tues-Sat, 12pm-6pm), in person, online and over the phone.
- Patrons will be able to purchase tickets online (24/7).
- The box office can accept cash, check, Visa, Amex, Discover and MasterCard.
- The box office will provide you with access to reports and patron data as requested.
- During the night of the show, box office staff will sell your tickets and process Will Call up until show time and a report of final ticket sales will be provided after the event.

Cost for ANY of the above options: 3% of total ticket revenue sold by the Logan Center Box Office (Can be paid after event)

Additional Cost for Option 2: Outside of regular box office hours, there will be a $12 fee per person/per hour for box office staff. (Can be paid after event)

Option # 3: Ticket Printing Only
- The box office will not sell any of your tickets.
- Your desired number of tickets will be printed for pick up, sales and distribution on your own. Patrons will be able to purchase tickets online (24/7).

Cost for Option 3: $5 per 100 tickets printed beyond the initial 100 included free of charge.

STEP 2: Fill out the “Ticket Sales Request Form” or “Ticket Printing Request Form” and submit via email to Josh Johnson, Box Office Manager at jjohnson897@uchicago.edu
Frequently Asked Box Office Questions for RSO's:

What if our event is free?
-We can set up a RSVP event/Free performance in our ticketing system at no cost.

Can we print tickets with the box office without having the box office sell them for us?
-Yes. But anything more than 100 tickets will incur a $5 fee per 100 tickets printed.

How does my RSO pay the box office fee?
-At the end of your show's run, communicate with Josh Johnson to pay the agreed upon fee by the end of the next business day.

If my RSO is not an Arts organization, can we still use the UChicago Arts Box Office?
-Yes. While the primary focus of the UChicago Arts Box Office is to provide ticketing services for various arts events across campus and in the community, we are able to provide advanced sale" services for non-arts RSO's as well, allowing your organization to provide online ticketing as well as advanced sales over the phone or in person at the box office.

How can I reserve space in the Logan Center for an event?
-Email loganops@uchicago.edu for space reservations, rates and availability.

Where can I find the forms that my RSO needs to fill out?
-The forms can be found online here: http://arts.uchicago.edu/uchicago-arts-box-office. You can request them via email by contacting Josh at jjohnson897@uchicago.edu.

Where can I find information on the venues in the Logan Center?
-On the website, in person at the Box Office, or email loganops@uchicago.edu.

Will the box office provide house staff (ushers, house managers) with the 3% fee?
-No. You are responsible for providing ushers and house staff for your event. If you are performing at the Logan Center, you can speak with the Logan Center Operations Staff to inquire about hiring additional Front of House Support for your event.

What kinds of payment does the box office accept?
- The box office accepts cash, checks (Payable to: The University of Chicago), and all four major credit cards.
What are the box office hours?
Tuesday-Saturday from 12pm-6pm (open later during performances).

How far in advance should I get my event information to the box office?
Information is required a minimum of two weeks before the event is to go on sale. More time is appreciated if possible.

As an RSO, are we required to use the box office?
-No, the box office is a resource available to RSOs, but you can still ticket your own events if you wish.

How do our patrons receive their tickets?
-Typically most RSO’s choose “Will Call” for all of their advanced ticket purchases. The box office will provide you with all of the tickets purchased on the day of your event to distribute to your patrons at the door. We are also able to mail tickets to your patrons as well provide they are purchased a minimum of 2 weeks in advance.

-Beginning in 2014/15 we will be able to provide a “Print At Home” ticket option as well.

PLEASE NOTE: with this option, if your event is General Admission seating, you do run the risk of Print At Home tickets fraudulently being printed multiple times.

-The default for RSO events is “Will Call” only. If you wish to take advantage of “Print At Home” or Mail for ticket delivery methods, be sure to inquire about this when submitting your event.
# Performance Hall Staffing Estimates Guide

## Average Staffing Estimates based on Performance Type ($12/hr/crew member)

<table>
<thead>
<tr>
<th>Performance Type</th>
<th>Average crew size</th>
<th>Hourly range</th>
<th>Price Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1 to 3 staff</td>
<td>4 to 12 hours</td>
<td>$48 to $432</td>
</tr>
<tr>
<td>Acoustic Musical Performance</td>
<td>2 to 3 staff</td>
<td>6 to 12 hours</td>
<td>$144 to $432</td>
</tr>
<tr>
<td>Film Screening</td>
<td>3 to 4 staff</td>
<td>6 to 12 hours</td>
<td>$216 to $576</td>
</tr>
<tr>
<td>Amplified Musical Performance</td>
<td>3 to 4 staff</td>
<td>6 to 18 hours</td>
<td>$216 to $864</td>
</tr>
<tr>
<td>Variety Show</td>
<td>4 to 5 staff</td>
<td>6 to 18 hours</td>
<td>$288 to $1080</td>
</tr>
<tr>
<td>Dance Performance</td>
<td>3 to 6 staff</td>
<td>15 to 30 hours</td>
<td>$540 to $2160</td>
</tr>
</tbody>
</table>

## Average Staffing Estimates by item ($12/hr/crew member)

<table>
<thead>
<tr>
<th>Ala Carte Items</th>
<th>Crew needed</th>
<th>Average time</th>
<th>Average Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Manager (show and rehearsal)</td>
<td>1 Production Assistant</td>
<td>12 hours</td>
<td>$144</td>
</tr>
<tr>
<td>Audio Board Operator (show and rehearsal)</td>
<td>1 Production Assistant</td>
<td>12 hours</td>
<td>$144</td>
</tr>
<tr>
<td>Audio Assistant (show and rehearsal)</td>
<td>1 Production Assistant</td>
<td>12 hours</td>
<td>$144</td>
</tr>
<tr>
<td>Lighting Board Operator (show and rehearsal)</td>
<td>1 Production Assistant</td>
<td>12 hours</td>
<td>$144</td>
</tr>
<tr>
<td>Follow Spot Operator (show and rehearsal)</td>
<td>1 Production Assistant</td>
<td>12 hours</td>
<td>$144</td>
</tr>
<tr>
<td>Stagehand (show only)</td>
<td>1 Production Assistant</td>
<td>6 hours</td>
<td>$72</td>
</tr>
<tr>
<td>Grand Curtain Installation</td>
<td>4 person crew</td>
<td>4 hours</td>
<td>$192</td>
</tr>
<tr>
<td>Fixed Position Curtains</td>
<td>2 person crew</td>
<td>3 hours</td>
<td>$72</td>
</tr>
<tr>
<td>Film Screening Masking (frame installation)</td>
<td>2 person crew</td>
<td>4 hours</td>
<td>$96</td>
</tr>
<tr>
<td>Marley (lay and roll)</td>
<td>3 person crew</td>
<td>4 hours</td>
<td>$144</td>
</tr>
<tr>
<td>Orchestra Staging or Risers</td>
<td>2 person crew</td>
<td>1 hour</td>
<td>$24</td>
</tr>
<tr>
<td>Panelist Table, Chairs &amp; Lectern</td>
<td>2 person crew</td>
<td>1 hour</td>
<td>$24</td>
</tr>
<tr>
<td>Concert Shell</td>
<td>2 person crew</td>
<td>1 hour</td>
<td>$24</td>
</tr>
<tr>
<td>Concert Mic Set up (small input list)</td>
<td>2 person crew</td>
<td>2 hours</td>
<td>$48</td>
</tr>
<tr>
<td>Concert Mic Set up (medium input list)</td>
<td>2 person crew</td>
<td>3 hours</td>
<td>$72</td>
</tr>
<tr>
<td>Concert Mic Set up (large input list)</td>
<td>3 person crew</td>
<td>3 hours</td>
<td>$108</td>
</tr>
<tr>
<td>Archival Recording</td>
<td>1 Production Assistant</td>
<td>1 hour</td>
<td>$12</td>
</tr>
<tr>
<td>Multi-track Recording</td>
<td>2 person crew</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Lighting Design</td>
<td>1 Production Assistant</td>
<td>5 hours</td>
<td>$60</td>
</tr>
<tr>
<td>Lighting Hang</td>
<td>4 person crew</td>
<td>4 hours</td>
<td>$192</td>
</tr>
<tr>
<td>Lighting Strike/Restore</td>
<td>4 person crew</td>
<td>4 hours</td>
<td>$192</td>
</tr>
<tr>
<td>Focus &amp; Program Lighting Show</td>
<td>2 person crew</td>
<td>3 hours</td>
<td>$72</td>
</tr>
<tr>
<td>Re-gel Color Washes</td>
<td>2 person crew</td>
<td>2 hours</td>
<td>$48</td>
</tr>
</tbody>
</table>