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 art-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.
  - 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.
  - 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+.
  - 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:
  - University students from the hosting organization must be present for the entire event.
  - The event must directly promote the hosting organization’s goals in some way.
  - 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.
- Visit [http://arts.uchicago.edu/content/logan-media-center](http://arts.uchicago.edu/content/logan-media-center), or contact 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 [loganinstallations@uchicago.edu](mailto:loganinstallations@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 gredenius@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)