REVA AND DAVID LOGAN CENTER FOR THE ARTS

915 East 60th Street
The University of Chicago
Chicago, Illinois 60637
logancenter.uchicago.edu
773.702.ARTS

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 broader 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 (Note: beginning in Spring 2013 you will also be able to view the Logan Center space schedule and request space on line.)
- All available event and meeting space in Logan Center is free of charge for official RSO activities, with the exception of the Performance Hall. There is a $500 space use fee, plus staffing and technical fees associated with booking the Performance Hall.

Event Marketing and Box Office

- If your event is open to the public, once space is confirmed, please be sure to submit a calendar listing at event.uchicago.edu, so we can make sure it is on the Logan Center calendar and we can better help market your event.
- To use Box Office services, please contact Josh Johnson at 773.834.7521

Room Set-up:

- Most spaces in Logan Center are equipped with a standard set-up of tables, chairs, etc. 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 in the planning and set-up/break-down. The Logan Center has tables, chairs, podiums, etc. available for use. Please email any specific needs at least two weeks prior to your event, to the Logan Operations email: loganops@uchicago.edu
- If your event will require significant alterations to the space such as installing a set, attaching art to 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.

Alcohol Policy:

- The Logan Center partners with ORCSA 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 ORCSA website: https://studentactivities.uchicago.edu/facilities/alcohol.shtml

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Storage Space

- The Logan Center has a limited amount of storage space for arts related RSO's, if you are interested in possible use of the storage space please contact Leigh Fagin: lfagin@uchicago.edu