

**COLUMBIA COLLEGE CHICAGO**  
**STUDENT CENTER POLICIES AND PROCEDURES**

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**312-369-8000**

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**CONTACTS:**

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**MISSION STATEMENT:**

*The Columbia College Chicago Student Center is the collaborative hub where students gather to create, get involved, and celebrate. Student Center programs and activities focus on building a community that values wellness, culture, diversity & inclusion, collaboration, and creative expression.*

**GENERAL USE POLICY:** *All users of the Student Center facilities must agree to comply with Student Center and Columbia College Chicago rules, regulations and policies. Users must also comply with appropriate state and federal laws, and fire and police department rules and regulations.*

**BUILDING POLICIES**

**1. OPERATING HOURS**

**Building**

- Regular building hours:
  - Monday-Friday: 7a.m.-11p.m.
  - Saturday: 8 a.m.-10 p.m.
  - Closed Sundays except for special events and functions by request.
- The Student Center closes according to the College's holiday calendar. The Student Center closes along with the rest of campus due to inclement weather and emergencies.

**Fitness Center**

- Monday–Friday: 7 a.m.-9 p.m.
- Saturday: 8 a.m.-6 p.m.

**Event Spaces**

- All events must start no earlier than 8 a.m. and must end by 10 p.m.
- Set up times and load out for events should be figured into planning. No set ups/breakdowns earlier than 7 a.m. or later than 10:45 p.m.

**Extended Hours Requests**

- Any requests for extended hours must be submitted in writing to the Director of the Student Center at least two (2) weeks prior to the date requested.
- Any associated charges for security, cleaning, etc. will be charged back to the requesting department.

## 2. FACILITIES AND MAINTENANCE

### Building Maintenance Issues

- Any building concerns should be directed to Student Center Operations staff members, who will then route concerns to the appropriate parties.
- Any non-urgent requests for maintenance or repairs will be completed in the order they are received or based on immediacy of need.

### Keys and Doors

- Key requests should be directed to the Student Center Director for approval and distribution.
- In order to limit the number of outstanding keys and to increase building security, keys should be requested based on actual demonstrated need.
- For keycard access, requests should be delivered to the Student Center Director via email. Access levels will be determined on a case by case basis. Please include MyColumbia ID #'s with any keycard access requests.

### Trash and Recycling

- Trash and recycling services are consistent with overall campus services and contracts.
- Special trash and recycling needs should be directed to Student Center Operations staff.
- Cleaning requests should be entered into the facilities ticketing system.

### Locker Policy

- Lockers are available to all building guests for temporary, daily use only.
- Lockers may be opened, and contents removed, after building close each night by Student Center staff.

### Lost and Found

- The Student Center is not liable for items lost, misplaced, or stolen within the facility. We encourage guests of the Student Center to be vigilant or secure their items in the lockers available throughout the building.
- As a courtesy, we will hold items lost in the Student Center at the front desk. Items such as laptops, cameras, and backpacks will be stored in the Student Center Building Management office (Suite 240) and will be available for pick-up during regular business hours. We ask that guests be prepared to describe the object.
- On the last day of the semester, lost items remaining in the Student Center may be considered abandoned and will be donated to charity.

## 3. SECURITY AND LIFE SAFETY

### Building Access

- The Student Center is open to all actively enrolled students, full & part-time staff members and faculty.
- Guests are permitted with a scheduled event or meeting. All non-college guests are subject to identification check/scan and may be refused entry per Campus Security discretion.
- Students, Faculty and Staff may bring up to two (2) personal guests with Campus Security approval. Check in at the front desk.
- Alumni should have a confirmed meeting or event reservation for Student Center access.

### Accessibility

- The Student Center meets all requirements per the Americans with Disabilities Act of 1990 (ADA) building codes and all reasonable requests for accessibility will be accommodated to the extent possible.
- For specific accessibility questions or needs, please contact the Student Center Operations team.
- Gender-neutral and ADA accessible restrooms are located on each floor of the building.

### Emergencies

- Medical Emergency
  1. Call 911, then notify Security

- 2. Provide aid consistent with your knowledge or training.
- Fire
  - 1. Pull alarm, call 911, notify Security
  - 2. Evacuate
  - 3. Use the fire escape as the last resort if other means of exit are blocked.
- Severe Weather
  - 1. Take cover in an interior corridor or restroom without windows.
  - 2. Avoid atriums, lobbies and rooms with windows.
- Suspicious or Disturbing Behavior
  - 1. Notify Security
  - 2. If it escalates to a dangerous or life-safety issue, call 911 and then notify Security
- Bomb Threat or Suspicious Item
  - 1. Notify Security
  - 2. Do not touch, tamper with or move any suspicious item(s).
- Active Shooter/ Person with a Dangerous Weapon
  - 1. Nearby
    - RUN: escape, call 911
    - HIDE: out of shooter's view, barricade doors, silence phones
    - FIGHT: as a last resort and only when your life is in imminent danger
  - 2. In Another Building
    - Lockdown of affected campus buildings
    - Barricade door, block entry
    - Wait for "All Clear" message via the mass notification system

#### 4. INSTALLATIONS AND EXHIBITIONS

Any temporary or permanent installations of artwork, displays, or signage must be pre-approved by the Student Center Director. Parties requesting installation of works must have proper permissions and rights to display works in the Student Center. Artwork and displays must not be affixed to any walls in a manner that would require repair to surfaces unless expressed, written permission has been granted.

#### 5. DISPLAYS AND POSTING

##### Digital Displays

- Digital display content is co-managed by the Student Center Operations and Student Communications staff. Student Communications is responsible for building and producing content.
- Requests to utilize the display screens, or to add content, should be directed to Student Center Operations staff at least two (2) weeks prior.

##### Posters and Advertisements

Posting is permitted in selected areas within the Student Center and is subject to approval by Student Center Operations staff. All posters should be hung by Student Center staff unless otherwise approved.

- Turn in materials at the front desk or inbox outside of Student Center Office, allowing two (2) business days for approval.
- Submit five (5) copies of the poster (1 per floor).
- A Student Center Coordinator will approve the posting to be hung by student staff upon approval.
- Posters should be submitted at least two (2) business days prior to any specific dates needed.
- Posters without dates will be removed after one (1) month.
- Posters can be submitted for events that occur during the current semester or with the first month of the next semester. Those who submit further in advance will be asked to bring back the poster when it falls within that timeframe.

## **Posting Restrictions**

Postings containing any of the following may be subject to denial and/or removal:

- Content portraying violence, hate speech and/or offensive content
- Promotion of events/programs/information that are not associated with any Columbia College Chicago department, organization, student or faculty/staff member.
- Commercial advertisements (unless otherwise approved by Student Center Director)
- Postings are subject to all applicable campus [copyright policies](#).

## **6. FURNITURE AND FIXTURES**

### **Furniture Set Up and Usage**

- Furniture should be left in its default location, unless otherwise permitted by Student Center Operations.
- Event and meeting rooms will be set by Student Center staff per reservation requests. Last minute setups of events and meeting rooms is subject to staff availability and approval.
- Requests for moving lounge furniture are subject to approval by the Student Center Director.

### **Safety and Electronics**

- Any electronic or audio/visual equipment setups are subject to approval by the Student Center Director. Users are asked to inform the operations staff if there are any questions about usage of equipment and/or power requirements.
- Powered tables are not to be moved without approval and coordination with CCC Facilities teams.

## **7. FITNESS CENTER POLICIES**

### **Fitness Center Usage**

- The Fitness Center is available for use by all Columbia College Chicago students who are actively enrolled in classes during that current semester.
- CCC faculty and staff members can sign up for a paid monthly membership through Kinema Fitness. Memberships include access to all scheduled fitness classes and group activities (based on availability) for no additional costs.
- Users of the Fitness Center are required to abide by posted policies and direction from Fitness Center staff when using any equipment and/or space in the Fitness Center.

### **Liability and waivers**

- Fitness Center users/members are required to sign a waiver before beginning any activities in the Fitness Center.
- Users are responsible for ensuring their own safe use and operation of equipment and machines.

## **8. SPECIAL USE SPACES**

### **Reflection Room**

- The Reflection Room is a designated as a place for quiet reflection and prayer.
- It is open to all students, faculty, and staff irrespective of faith tradition.
- Please refrain from conversing within this space.
- If you choose to play music, please utilize headphones and keep it at a volume that others cannot hear.
- No food or drink are permissible.
- Please notify the Student Center staff of conditions that infringe upon appropriate usage.

### **Music Practice Rooms**

- Practice rooms are available for use by any student, staff or faculty member on a first come – first serve basis. Rooms can be reserved on-site for up to four (4) hours.
- Furniture is not to be taken from other areas of the building for the practice rooms.

- No more than six (6) people are permitted in a room.
- Any instruments or equipment should be removed from the rooms immediately after use. No storage is available for personal equipment.

#### **Nursing/Lactation Room**

- The nursing room is available for those who need a private space for nursing, pumping, medical needs, or for other accommodations as needed.
- Breastmilk and pumping supplies should be marked with a name and date which may be left in the room daily during regular building hours.
- Anyone requesting access to the nursing room should call/see the front desk for the access code. Access codes are subject to change at any time.
- Misuse of the room may result in loss of usage privileges.

#### **Recording Studio**

- TBD – Recording studio is currently not open for use.
- For use of the recording studio space, please see the Student Center Operations staff.

#### **Study Rooms**

- Study rooms are available to any student or faculty member on a first come – first serve basis.
- Rooms should be reserved on-site for no more than 4 hours per reservation.
- Rooms have a max capacity of 4 people.
- Music and sound should be kept at a minimum volume as to not disturb other users in the space.

### **9. PHOTO/VIDEO SHOOTS**

All photography and video shoots for academic and commercial purposes are subject to campus policies and procedures.

Photo and video shoots/productions for student projects/classes must be pre-approved by the Coordinator of Academic Services for Cinema and Television Arts and the Student Center Operations team prior to the start of filming.

Commercial video and photo shoots must have written permission from the Student Center Director and are subject to applicable campus policies and space rental fees. The Student Center adheres to all the applicable campus [copyright policies](#).

## **EVENTS AND ROOM RESERVATION POLICIES**

***All users of the Student Center facilities must agree to comply with Student Center and Columbia College Chicago (CCC) rules, regulations and policies. Users must also comply with appropriate state and federal laws, and fire and police department rules and regulations.***

### **1. Reservation Priorities**

To best meet the diverse needs of the Columbia College Chicago community and to maximize utilization of the Student Center facilities, a priority system will be adhered to for all reservation requests. Note that examples given are not all-inclusive. The determination of priority level will be made by the Student Center staff.

### **Priority Level 1**

- Complex, annual events that impact the entire college and require coordination with the overall college calendar and extensive advanced planning such as new student orientations, Admissions events, Convocation, Weeks of Welcome activities, Columbia Weekend, Commencement events, Manifest activities, Student Senate meetings, Student Government Association meetings, faculty senate meetings, and other events as approved by the Director of the Student Center.
- Campus wide events sponsored by the Student Center, Student Programming Board, Student Government Association.

### **Priority Level 2**

- Complex events coordinated by a registered student organization or college department that require substantial advanced planning, such as major activities related to cultural month celebrations (such as Black History Month), award ceremonies, conferences, and similar events as approved by the Director of the Student Center.

### **Priority Level 3**

- All other events, meetings and rehearsals coordinated by registered student organizations.

### **Priority Level 4**

- All other events coordinated by CCC departments or CCC affiliated groups.

### **Priority Level 5**

- Columbia College Chicago alumni and all other events coordinated by groups or individuals that are not associated with Columbia College Chicago.

## **2. Reservation Deadlines**

In order to allow sufficient time for the planning of your event, requests for space should be based on the following minimum advanced notice:

**Tabling** – Submit request at least five (5) business days prior to the event.

**Meeting rooms**– Can be submitted via EMS at any time, however, any layouts or requests beyond the default setting should be requested at least ten (10) business days prior to the event.

**5<sup>th</sup> Floor Event Space** – Submit request at least one (1) month prior to the event.

## **3. Cancellations and No-Shows**

Given the high demand for space at the Student Center, the cancellation and no-show policy are designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reserved room(s) that will not be used as soon as possible so that those spaces may be made available to other groups. Cancellations must be made in writing by submitting a cancellation request via email to Student Center staff. Reservable spaces are monitored for attendance and use, and all no shows are recorded by the Student Center staff. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges for Student Center facilities.

**Meeting Rooms** (beyond default room setup)– must be cancelled 48 hours before the event.

**5<sup>th</sup> Floor Event Space**– must be cancelled at least two weeks in advance of the event date.

#### First and Second Offense

- A warning email will be sent to the event host after each offense.
- Subject to a cancellation fee equal to actual rental rate.

#### Third Offense

- Subject to a cancellation fee equal to actual rental rate.
- All remaining Student Center reservations for the current semester will be cancelled.
- Organization will be placed on probation for the following (non-summer) semester.
  - While on probation, organizations are permitted to use the Student Center space; however, the first late cancellation or no show that occurs while on probation will result in suspension of Student Center reservation privileges and cancellation of remaining reservations.
- Appeals to have reservation privileges reinstated will be reviewed by the Director and Assistant Director of the Student Center.

## 4. Tabling and Public Space Promotions

Any groups wishing to table at the Student Center must fill out a Tabling Request Form. Tabling requests must be submitted five (5) business days in advance of your event. The Student Center will set up the table and chairs. All other materials needed for the event will need to be provided by the department/organization hosting the event. Department/Organizations are responsible for the setup and teardown of event materials.

There is designated tabling space at the front desk, if you would like to arrange an alternate tabling location please note that in the description section of this form. Any alternate location requests will need approval by building operations staff.

Tabling is available to CCC Registered Student Orgs, faculty members, and academic and administrative departments. Any external clients requesting tabling must reach out to Student Center staff.

## 5. Event Types

The Student Center recognizes the following types of events. Student Center staff will review event details and determine the type of event.

### Columbia Event

- Event is originated and planned by CCC students, staff and/or faculty.
- Event facilitates the development of the CCC community and/or supports academic growth and enhances the campus life experience.
- Most to all (80% +) of attendees are CCC students, staff or faculty.
- No admission fees are charged.
- Event reservation must have a Department code for any associated costs (extra security, extra building hours, rental items, etc.).

### Sponsored Event

- Event is originated by a non-CCC entity but planned in association with a CCC faculty member, academic department, administrative department or registered student organization.
- Event attendance is at least 25% CCC faculty, staff or students.
- Event facilitates the development of the CCC community and/or supports academic growth and enhances the campus life experience.
- CCC entity “sponsoring” the event must be willing to submit, in writing, how the event impacts/benefits the CCC campus and/or academic program.
- Event “sponsor” must provide a CCC department code that may be responsible for any unpaid fees/costs after 90 days post-event.

### Alumni Event

- Event or program hosted by a CCC alumnus or alumna without a college host.
- Event is pre-approved by the Office of Alumni Relations
- Event or program is offered at no charge to CCC Students, faculty and/or staff members.
- Alumni events are priced per event with considerations given to impact on campus goals and directives, accessibility to students, and other relevant factors.

### Rental Event

- Event is not originated or planned by CCC Department or Registered Student Organization
- Purpose of the event NOT intended explicitly to support academic growth for CCC students nor enhance the campus life experience
- Less than 25% of attendees are CCC students, faculty or staff



## 6. Event Restrictions

All events and reservations must adhere to campus policies and applicable laws. Requests for space reservations that fit any of the following criteria will not be permitted:

- Events hosted by individual students without the partnership of a Registered Student Organization or campus department. (Partnership details must be noted in reservation request and a billing contact/dept code must be provided.)
- Events or programs that promote hate speech or contain content deemed grossly offensive and/or inappropriate for a college campus.
- Any official religious services not held in conjunction with an approved campus event.
- Any event or program that requires significant changes or adaptation of building mechanical, structural or technical systems.
- Political rallies or campaign events (unless approved by the Student Center Director or CCC President's Office)
- Athletic events or any programs that cause excessive wear and tear on facilities and/or furnishings.

## 7. Reservation Approvals

Most meeting rooms and spaces are available to reserve through EMS. However, to reserve the 5<sup>th</sup> floor event space or other spaces not listed in EMS, please email [studentcenter@colum.edu](mailto:studentcenter@colum.edu). All event requests are subject to review by Student Center staff who reserve the right to approve/deny any event requests accordingly.

Meeting rooms (311, 311A, 314, 317, 318, 329, 416, 417, 429) and Music practice rooms (323, 324, 325, 326, 327) may be reserved for up to four (4) hours at a time. If a meeting room is needed for more than four (4) hours, please contact Student Center staff.

Events may be hosted by CCC departments, CCC Registered Student Organizations, or external clients and groups. Please note, individual students who would like to host an event not classified as a Rental Event, must be supported by a faculty or staff member and complete the Faculty/Staff Support for Student-Run Events form.

## 8. Billing Policies

External clients will be billed accordingly for Sponsored and External events hosted in the Student Center, please see Student Center Price Sheet for details. All invoices must be paid within 30 days of the first day of the scheduled event. A 50% deposit may be required for rental clients. All reservations on the 5<sup>th</sup> floor classified as Columbia and Sponsored events require a department code at least two (2) weeks before the event in order to pay for any outstanding equipment rentals, catering, damages or other extra costs beyond regular space usage and staffing.

Clients and groups with unpaid invoices will be prohibited from making future reservations until payment for previous events is collected and processed.

Columbia College Chicago departments and academic units are prohibited from paying external rental fees for an outside client. Any space usage charges for an event held at the Student Center MUST be paid from an external source.

## 9. Fees and Charges

Fees charged for the use of Student Center facilities and services are determined in part by the type of group or organization requesting space and the type of event being held. Note that examples given are not all inclusive. The final determination of group and event type will be made by Student Center staff. Please be sure that all information provided is accurate, as misrepresentations may result in an adjustment of related fees and/or the loss of reservation privileges for space in the Student Center.

**Tier 1:** Columbia Event, free of charge

**Tier 2:** Sponsored or Alumni Event, reduced pricing to be billed accordingly

**Tier 3:** Rental Event, full charges

Room rental costs include one (1) room set up per day. Requests for additional set ups in a single day will be evaluated on a case by case basis and may result in additional charges. Complicated room setups and last-minute changes may result in additional charges.

All fees and charges are subject to change prior to reservation confirmation.

### Clean up

Groups, students and departments that have reserved space in the Student Center are responsible for reasonable clean up following activities. Unless otherwise given permission by Student Center staff, any materials brought in by clients (decorations and décor, rental furniture, catering, or any items outside of Student Center inventory) must be removed immediately after the event concludes. All trash should be disposed of in appropriate trash receptacles located in the room or surrounding area. The Student Center will assess additional cleaning charges if personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.

### Security

In coordination with the Office of Safety & Security, the Student Center operations staff will assess security needs and may require events to have additional security beyond normal security operations in

the building. All personnel costs associated with such additional monitoring will be the responsibility of the organization or department sponsoring the event. Extra security measures for events are at the discretion of the Office of Safety & Security.

### **Damages to Facility or Equipment**

Spaces must be left in the condition in which they were found. The user is responsible for the cost of repair or replacement of equipment in the event of any damage caused during the event. The user may incur additional charges if future events are affected by the damage.

### **10. Room Assignment**

The Student Center reserves the right to assign or reassign rooms, as needed, based on the most efficient use of space for maximum benefit to the Columbia College Chicago community. If a reservation is reassigned to another location an attempt will be made to reach the contact person listed on the reservation via email or phone in advance.

### **11. Time Restraints**

Groups are allowed access to their reserved space at the times listed on their reservation. If your group needs additional time to decorate or set up for your event, please notify Student Center staff to ensure that the room will be available at that time. Additional charges may apply to groups that do not adhere to their reservation times. This applies to any tech rehearsals or run throughs as well.

### **12. Room Configurations**

Information concerning room setup (i.e. stage, tables, chairs, audio-visual equipment, etc.) for the 5<sup>th</sup> Floor Event Space should be given to the Student Center office no less than two (2) weeks prior to the event. Final placement of furnishings and equipment is at the discretion of the Student Center office and may be influenced by safety regulations and/or concerns. Failure to provide this information within this time frame may result in the cancellation of the event. Groups shall not rearrange moveable walls, furniture, podiums or audio-visual equipment in any of the rooms. Any damages that result from groups attempting to move these items on their own will be the responsibility of the organization sponsoring the event.

### **13. Last Minute Changes/Requests**

Any substantial changes to your setup should be made no later than two (2) weeks prior to the event. Our ability to accommodate last minute changes is based on time, staff availability and resources. Requests for such changes will be evaluated on a case by case basis.

#### **14. Audio-Visual Services**

Audio-visual equipment, including equipment for basic sound and lighting setup, may be reserved through the Student Center office. More elaborate sound and lighting packages may need to be coordinated with an outside vendor. Arrangements for AV must be made at least two weeks prior to the event. There may be costs associated with certain audio-visual equipment.

Groups may bring their own basic audio-visual equipment at no additional charge, with approval from the Student Center office; however, Student Center personnel will not assume responsibility for the set up or troubleshooting of such equipment.

#### **15. Internet Access**

Columbia College Chicago has wireless internet access throughout the facility. If a wired connection (gaming, content streaming, etc.) is required for your event please notify Student Center staff in advance so arrangements can be made. Columbia faculty, staff and students will need their CCC single sign on username and password to access the internet. Noncollege persons can access the Columbia Guest wireless network upon arrival and providing the requested information.

#### **16. Decorations**

All equipment, decorations, etc. provided by the group must be removed immediately following the event. Additional charges may be applied to your group if removal of items or extensive cleaning by Student Center staff is required.

#### **17. Prohibited items:**

- Taping (painter's tape is OK), stapling, gluing or otherwise attaching items to any walls, doors, curtains, windows, posts, columns, floors or ceilings without prior permission.
- Glitter and confetti
- Fog, mist, or bubble machines
- Open flames and candles (LED candles are permitted)
- No animals, fish, or insects are allowed in the Student Center facility without expressed permission from the Student Center Operations staff (Service animals are permitted).

#### **18. Items with Restrictions:**

- Strobe lights may be used during an event if signage is posted at the entrance doors warning participants about the lighting effects used during the performance.
- Plants and small trees must be self-contained with a tray to keep water and soil off the floor.

- Any painting of signage or props must take place outdoors and efforts should be made to protect underlying surfaces from spills and overspray.
- Helium filled balloons must be attached securely to a weight.

## 19. Rental Equipment and Services

All outside vendors providing services in the Student Center are subject to approval from the Student Center Operations staff.

Vendor contact and scheduling information should be provided to the Student Center Operations staff at least 48 hours prior to the day of the event.

Notify the Student Center office two (2) weeks prior to the event of any rental equipment, such as staging, plants, flowers, linens, balloons, audio-visual equipment, etc., obtained for your event. The area you have reserved may be in use prior to and/or immediately following your event, and it may be necessary to schedule these deliveries and pickups for a specific day and time.

**Catering** can be arranged by either our in-house caterer, Aramark, or by an external vendor (subject to a fee for external event clients). External vendors are not permitted to cook on site. While Aramark is not an exclusive caterer for the Student Center, it is in the best financial interest of Columbia College Chicago for clients to order catering through Aramark. Please arrange load in with Student Center staff. Catering menus and information can be found at: <https://columsc.catertrax.com/>

**Alcohol Service** is subject to campus alcohol policies and may only be served and consumed on the 5<sup>th</sup> floor. No alcohol is permitted beyond the designated event area. Vendors must have appropriate licenses to serve alcohol and must always comply with state and federal law. Students are not permitted to consume alcohol at campus events.

## 20. Exhibition Space

The 5<sup>th</sup> floor Exhibition Hall is available for event use in conjunction with any 5<sup>th</sup> Floor Event Space reservation, unless otherwise noted by Student Center staff during the reservation process. All usage of the Exhibition Hall should be coordinated with Student Center staff and set-up requests should be delivered, in writing, within one (1) week of the reservation. Elaborate or work-intensive setups in the Exhibition Hall are subject to additional rental fees.

The Exhibition Hall is available for a reservation separately from the Event Space based on availability and timing.

Temporary art gallery walls may be available for limited-run usage in the 5<sup>th</sup> floor Exhibition Hall. Usage and set-up of gallery walls requires all set up fees and labor costs to be covered by the event host and is subject to approval from the Student Center Director. Gallery walls require at least two (2) days before and after the event for set up and breakdown. Event hosts using the gallery walls may be required to pay rental fees for set up days. The Student Center is not responsible for any damages or theft of artwork or other items displayed in the Exhibition Hall. Student Center staff will not be responsible for providing security or monitoring services for any displays.

## **21. Filming and Photography**

All filming and photography requests should be directed through appropriate campus entities and are subject to approval per campus policies and by the Student Center Director.

## **22. Building Access**

All arrangements for building access, loading times and vendor loading must be made prior to the day of any event rentals. Any questions should be directed to the Student Center Operations staff and not directly to the security staff on site.

The Student Center reserves the right to restrict access to certain areas of the building for events and to restrict access to areas outside of the designated event space to guests from outside of the college.

Events that include guests that do not have CCC ID cards (noncollege guests) will require an in-person meeting with Student Center Operations staff. Access arrangements will be made per the needs of each event. Event hosts may be asked to supply the names of all guests prior to the day of the event and/or have all guests sign in and have their ID scanned at the security desk. Columbia College Chicago reserves the right to restrict and/or deny access to event guests at its discretion.

## **23. Load-In/Out and Storage**

Materials and equipment must be removed by the end time listed on the confirmation. Limited storage space may be available for the days directly surrounding the event and must be reserved in advanced through the Student Center office. The Student Center is not responsible for the safety and security of any equipment or materials stored in its facilities. The Student Center loading dock or the alley behind the building (between Balbo and 8<sup>th</sup>) may be used for loading materials in and out of the building. The freight elevator has an opening of 4'6" and is 5'6" width x 9' depth x 10' height and has a maximum

weight capacity of 5000 pounds. Carts can be provided free of charge and they can be obtained by making a request at the Welcome Desk on the first floor. The loading dock and alley doors must always be closed and secured. During loading and unloading, Student Center or Security staff must be present for any doors to be held open. Loading dock access is subject to approval from the Student Center Director and should be prearranged during event planning.

#### **24. Special Requests and Additional Needs**

Any requests or needs not outlined in these policies should be addressed directly with Student Center Operations staff. With proper notification, planning and coordination, most reasonable requests can be accommodated.

#### **25. Building Hours**

The building hours for the Student Center are:

Monday through Friday: 7:00 a.m.–11:00 p.m.

Saturday: 8:00 a.m.–10:00 p.m.

*Building hours are subject to change during holidays and break periods.*

**ALL EVENTS MUST BEGIN NO EARLIER THAN 8 a.m. AND MUST END BY 10 p.m. UNLESS OTHERWISE APPROVED BY STUDENT CENTER OPERATIONS.**