



INSTITUTE OF POLITICS (IOP) HOUSE  
ROOM RESERVATION AND USE POLICY

OVERVIEW

- The University of Chicago Institute of Politics house is located at 5707 South Woodlawn Avenue.
- Subject to this policy, any other IOP or University policies and regulations as stated in the [Student Manual](#), the following may be eligible to reserve space at the IOP house for meetings and/or education-related workshops:
  - All University of Chicago students, staff, and faculty; and,
  - Outside groups/individuals but only if sponsored by a University group or individual who undertakes full responsibility for use of the facility.
- If there are any questions or concerns about use of the spaces in the IOP house that are not addressed in this document, please email [politics.reservations@gmail.com](mailto:politics.reservations@gmail.com).

BUILDING HOURS

- Building hours for the IOP house during the autumn, winter, and spring academic quarters (unless otherwise noted on the IOP’s website) are:
  - Monday through Thursday, 9:00am to 9:00pm
  - Friday, 9:00am to 5:00pm

IOP SPACES AVAILABLE FOR USE

The IOP House offers two spaces for use:

Living Room (1 <sup>st</sup> Floor)	Maximum capacity:  Conference Room Style: 26 Theater Style: 40	Times for Requested Use:  Weekdays after 6pm and all times outside of Building Hours (subject to fees set forth in the “Reservation Fees” Section below).
Student Work Room (Lower Level)	Maximum capacity: 25  This room is set up in a conference room style and must remain in that configuration.	Times Requested for Use:  (a) During Building Hours, and  (b) All times outside of Building Hours (subject to fees set forth in the “Reservation Fees” Section below).

### REQUESTS FOR SPACE

- IOP staff, along with the IOP Student Advisory Board, have priority to reserve space at the IOP house.
- To request space, please submit the following online form at least two weeks in advance of the meeting or event:  
<http://politics.uchicago.edu/pages/iop-house>
- The online request must include, among other things, estimated attendance. Estimated attendance cannot exceed the relevant room capacity set forth above.
- If requesting use of the Living Room, the online request must include the desired set-up: conference room style or theater style. Please see the Appendix at the end of this document for a sketch of the Living Room set-ups.
- RESERVATION FEES: Use of the IOP house outside of building hours or during the summer quarter requires a fee of **\$50 per hour**. Such fees, which are applicable to all building users (including without limitation Registered Student Organizations and University departments), are designed to, among other things, cover the cost of staffing and maintenance of the IOP house for the meeting or event.

### CONFIRMATION, MODIFICATION AND CANCELLATION POLICY

- A request submitted online does not guarantee a reservation. Institute of Politics staff will, within two business days, respond to the online request via email in one of three ways: denying the request; confirming the request; or seeking additional information.
- All events canceled less than 24 hours before the scheduled time of the event will be subject to a cancellation fee of \$50.

### SPACE USAGE, CLEAN UP & TRASH REMOVAL

- All furniture in the room at the start of the meeting must remain in the room at all times.
- Please consider meeting set-up and cleanup times when making your room requests.
- The IOP has an inventory of eleven 30"x60" tables and 45 chairs available for use; however, to best ensure the availability of tables or chairs, please include the number of each needed on the online request.
- Users are not allowed to use tape, nails, or poster putty on the walls or suspend items from the ceiling.
- Users are responsible for leaving the space the way it was found at the beginning of the meeting. This includes room cleanup and resetting the furniture if moved. Please see the student intern at the front desk for the cleaning supplies.
- The user will be charged a clean up fee of \$50 if the cleanup guidelines are not met.

### USE AND/OR RENTAL OF EQUIPMENT

- The IOP has permanent audio/visual equipment in the Living Room, which includes two televisions/monitors, a computer, and a dvd player. Users can request to utilize this equipment for their meetings. Use of this equipment will always incur a \$25 fee. The IOP also makes certain equipment available for rental for use in either the Living Room or the Situation Room. All AV needs must be noted on the online request.
- The following are the rates for rental of IOP AV equipment. AV equipment may not be removed from the building at any time. Users are responsible for returning all AV equipment on the same day and in the original condition as received:

<b>Equipment</b>	<b>Rates</b>
Permanent AV Equipment in the Living Room	\$25
Laptop	\$25
Apple HDMI or VGA adapter	\$10
Podium	\$25

### FOOD AND CATERING

- Users are responsible for arranging and covering all applicable costs for any and all food deliveries and for removal of catering equipment immediately after the program. The IOP will not be responsible for the return or storage of such equipment.
- Users are required to provide their own supply of plates, napkins, utensils and cups.

### SMOKING AND FIRE

- Per University policy, smoking is prohibited inside, and within 15 feet of all entrances to, the IOP house.
- Candles and open flames are not allowed inside the IOP house.

### CONDUCT, RESPONSIBILITIES AND LIABILITIES

- Users are responsible for any and all damages to the building as a result of their program, including but not limited to spillage, moisture or water damage, carpet and furniture stains, and damage from moving furniture. The IOP reserves the right to assess a fee to cover any costs associated with damage.

- An evaluation of the user's continued reservation privileges will be made if damage occurs and/or if the user leaves the space without properly cleaning it or abiding by IOP policies.
- Users reserving space are accountable for the behavior of their guests and members. Any damages or personal injuries are the responsibility of the user.

### MARKETING

- When marketing your meeting at the IOP house, please use the name "Institute of Politics House, 5707 South Woodlawn Avenue" as the location of the program.
- Please do not promote that a meeting is taking place at the IOP house until a formal confirmation of the reservation has been sent via email by IOP staff.

### GUIDELINES FOR POLITICAL ACTIVITIES

The Institute of Politics does not to participate in, directly or indirectly, or intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

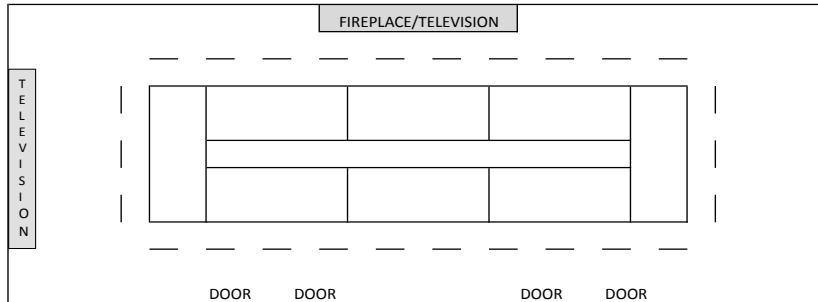
Registered student organizations, though, may reserve space in the IOP house to conduct organizational meetings. However, in no case may the student organization or any individual student:

- use any IOP space to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate;
- use any materials or equipment in or related to the IOP or IOP house, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, facsimile and duplicating machines, email accounts, telephone lines, and voicemail systems for political campaigns or solicitation or endorsement of, or opposition to, candidates for public office;
- use the IOP house or any space therein for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, current candidates for public office; or
- host a campaign rally at the IOP house.

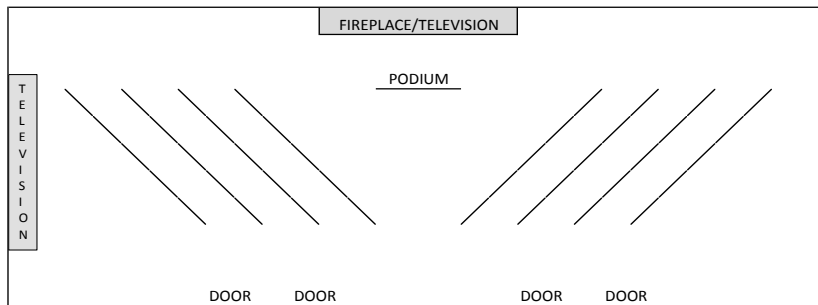
APPENDIX

**IOP LIVING ROOM SETUPS**

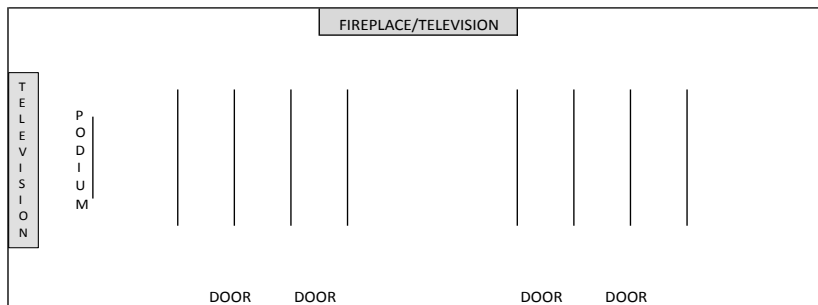
**CONFERENCE ROOM STYLE**



**THEATER STYLE 1**



**THEATER STYLE 2**



\*Please note these drawings are not to scale and are only for reference.