

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

Subject to this policy, any other IOP or University policies and regulations as stated in the [Student Manual](#), University of Chicago students, staff, and faculty may reserve space at the IOP house for meetings and/or education-related workshops.

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.

REQUESTS FOR SPACE

- To request space, please submit the [online request form](#).
- The online request must include, among other things, estimated attendance. Estimated attendance cannot exceed the relevant room capacity set forth above.
- IOP-affiliated groups may begin submitting requests for space three (3) weeks in advance of the start of each quarter. These groups include non-RSOs whose leadership reports to an IOP staff member. These groups are eligible to reserve up to six (6) hours per week at the IOP house, pursuant to room availability. Any request for total reservation time above this amount will be considered on a case-by-case basis.
- RSOs or other campus student groups may begin submitting requests one (1) week in advance of the start of each quarter.
- RSOs or other campus student groups are allowed to book the Student Workroom space for meetings (no events), and bookings for the same group will be limited to once per week.
- Non-IOP-affiliated groups will not be granted requests to host events at the IOP. Any external events hosted at the IOP must have been previously submitted and vetted through the IOP's event partnership process and be in line with our mission.
- PLEASE NOTE: 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. The Student Workroom must always remain in conference room setup.

MARKETING FOR MEETINGS AT THE IOP

- Any group inviting a guest speaker to a meeting at the IOP must provide a disclaimer in any promotional materials that the guest is being invited by the specific group, and not the IOP itself. This disclaimer should be in any promotional content for the meeting being held at the IOP.
- Please use the following language when promoting a meeting taking place at the IOP:
 - ON WEBSITES & INVITATIONS: Please use the following language:
"This event is hosted by (insert name of group) who are solely responsible for the content of the program. This meeting is not sponsored by the Institute of Politics. Any registered student organization may reserve space at the IOP."
 - FOR POSTERS & IMAGES: Please add the disclaimer on the image or poster:
"This event is not sponsored by the Institute of Politics."



- o **ON FACEBOOK:** Please do not to tag the IOP on Facebook as the event’s location. Simply write the name and address as “The Institute of Politics, 5707 South Woodlawn Avenue”.

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:
 - o Monday through Thursday, 9:00am to 7:00pm
 - o Friday, 9:00am to 5:00pm
- IOP-affiliated student groups may request use of the building during non-business hours. Access will be granted only within the timeframe of the approved space request.
 - o *Please note that as the responsible party making this request, the group’s leadership must ensure that attendance be taken and all meeting attendees depart the building at the close of your meeting. If this policy is not adhered to, the group may lose their privileges for meeting in the building outside of business hours.*

IOP SPACES AVAILABLE FOR USE

The IOP House offers two spaces for use:

<p>Living Room (1st Floor)</p>	<p><u>Maximum capacity: 35</u> The room may be set up in either conference room style or theater style.</p>	<p><u>Available for reservations:</u> Monday through Thursday <u>after</u> 5pm, and most Fridays <u>until</u> 5pm. Special requests must be made to reserve this space outside of these hours.</p>
<p>Student Work Room (Lower Level)</p>	<p><u>Maximum capacity: 20</u> This room is set up in a conference room style and must remain in this configuration.</p>	<p><u>Available for reservations:</u> During all building hours, depending on availability.</p>

CONFIRMATION, MODIFICATION AND CANCELLATION POLICY

- A request submitted online does not guarantee a reservation. Institute of Politics staff will respond to the online request within two business days via email in one of three ways: denying the request; confirming the request; or seeking additional information.
- In the event a core IOP program (Speaker Series, Civic Engagement, Fellows, Career Development) needs to displace a reservation made by another group, notification will be provided to the group being displaced with as much advanced notice as possible so that a different space can be identified and reserved for the displaced group.



- If a core IOP program displaces an IOP-affiliated student group providing less than seven (7) days of notice, the program area will work together with the student group to identify an alternative space for the group to meet, taking into account all needs identified in the original reservation (i.e. room capacity, AV needs, accessibility requirements, location).

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.
- The use of tape, nails, or poster putty on the walls and suspension of items from the ceiling is prohibited.
- Each space is to be left the way it was found at the beginning of the meeting. This includes not leaving food/drink/trash/handouts in the room and resetting the furniture if moved. Please see the student intern at the front desk to locate any cleaning supplies.

USE OF EQUIPMENT

The IOP has permanent audio/visual equipment in the Living Room, which includes televisions/monitors, a computer, and a dvd player, and HDMI/VGA cables. The Student Workroom is also equipped with a monitor and HDMI/VGA cables. Users must specify their need for this equipment in advance on the room request form when making their reservation request.

FOOD AND CATERING

- When providing food to attendees, groups are encouraged to follow the [University's Guidance on Non-Instructional Meetings](#), specifically the Best Practices for Food and Beverage by providing individually packaged, boxed or plated meals instead of buffet-style meals.
- Groups are responsible for covering all applicable costs for food and beverage, signing for food deliveries and for removal of catering equipment or leftover food immediately after the meeting. The IOP will not be responsible for the return or storage of such equipment, or for disposing of any uneaten food.
- Groups are responsible for providing a supply of plates, napkins, utensils and cups whenever food or drink is being provided.

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



- All persons using space at the IOP are expected to review the [IOP's Statement on Sexual Misconduct](#) and adhere to conduct policies outlined in the appropriate [Student Manual](#) or [Employee Handbook](#).
- Groups 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 a group'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.
- Groups reserving space are accountable for the behavior of their guests and members. Any theft, damages or personal injuries are not the responsibility of the IOP.

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.

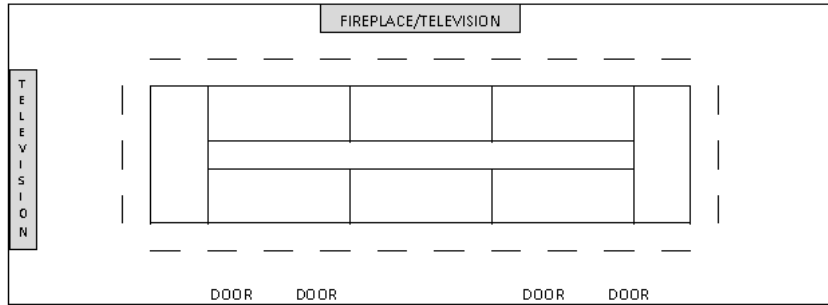
Registered student organizations, though, may reserve space in the IOP house to conduct organizational meetings. However, in no case may the student organization or any individual student:

- 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.

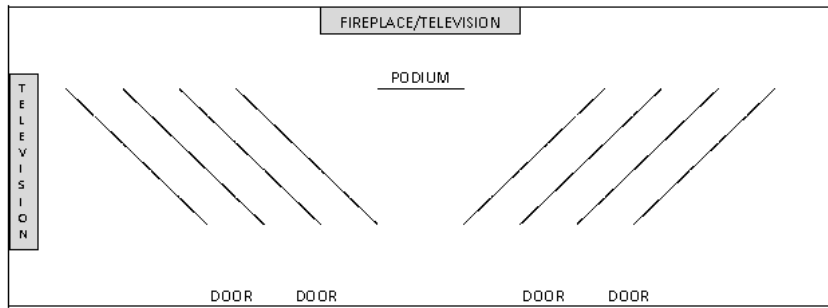
APPENDIX

IOP LIVING ROOM SETUPS

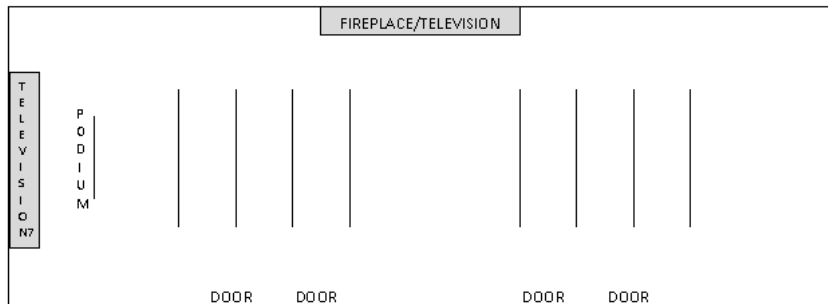
CONFERENCE ROOM STYLE



THEATER STYLE 1



THEATER STYLE 2



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