UIC INSTITUTE FOR THE HUMANITIES
College of Liberal Arts and Sciences

INSTITUTE SPACE POLICY

We are pleased to provide space for humanities programs at no cost. Please keep in mind that because we do not charge, and our finite resources, we may be limited in providing support and ask that everyone using the Institute for the Humanities (IFTH) space follow our Institute Space Policy in order to provide space to as many groups as possible. Failure to do so may result in denial of future requests.

Staffing:

- Due to Institute Assistant Director Katie Corboy's workload and our student staff schedules, support may not be available. Please carefully consult our guide to the technology before your program and ask if you have questions; if you encounter issues during the program (between 9AM and 5 PM) and a student worker is unavailable or unable to help, please call the number for LAS IT located on the podium. We recommend that each group has someone with them to assist with any tech issues.
- The Institute for the Humanities does not have dedicated custodial staff for our space. We rely on those who utilize the space for events and programs to clean up after themselves to ensure that we can provide space for as many groups as possible.

General Rules:

- The Institute for the Humanities is available Monday-Friday, excluding University Holidays. If Institute staff are not available to provide access to the space, access will be coordinated ahead of time with the UIC faculty or staff member who signed the Institute Space Policy. Students are not allowed to have iCard or key access to the space.
- All Minors (under 18) in the Institute space must be supervised by a UIC staff/faculty member.
- We may have event supplies available, such as easels, serving ware, markers, paper, etc. Please ask permission from IFTH staff before using any materials.

Seating Capacity and Space Set-Up:

- The Institute can seat approximately 50 attendees.
- The lecture space has 35 chairs. Additional chairs are available behind the half wall where the podium and main monitor are located.
- The seminar space has 4 tables and 12 chairs.
- Event organizers are responsible for resetting the room after the event, unless other arrangements are made.
- A catering table stays against the window across the seminar tables.

- Additional folding tables are available as needed. These are located in the same area as the additional chairs.
- Please do not bring furniture into the Institute from room 152 (BSB Learning Lab).
- Please do not prop open the doors to the outside. You may coordinate with Institute staff if you need the doors unlocked for your event.
- Please do not hang anything on the walls. You may tape signage to the windows and doors using scotch tape or painter's tape that can be easily removed.

Catering:

- Food and beverages are allowed in the Institute space. Vendors are not limited.
- Please have a representative from the requesting unit available to meet deliveries/caterers. We're happy to provide catering recommendations and/or directions for deliveries!
- All leftovers must be taken away or disposed of properly after the event.
- UIC/Institute for the Humanities is not responsible for any type of food ailment.
- Any sale of food is prohibited. The University does not provide insurance for registered student organizations or anyone else to act as food vendors.

Space Clean-up:

- Please bring staff/volunteers with you to help you clean-up after your event as Institute staff may not be available to do this.
- A checklist will be provided to you before your program to walk you through the clean-up and closing procedures for the Institute. Photos of how the space should look are included. Please turn in the completed checklist immediately after your event. Instructions are provided on the checklist.

University Building Policies:

- All aisles leading to exit doors must be kept clear and unobstructed.
- Candles or other open flames are not allowed.
- Unauthorized possession or consumption of alcoholic beverages is prohibited. Please see the University Meetings and Conferences website for how to get approval for alcohol service.

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I have read the above Institute Space Policies and fully agree to them:

Name (print):_____ Date:_____

UIC Unit/Student Org.:_____

Phone:_____ Email: _____

Date and Name of Program at Institute for the Humanities:

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