

Event Reservation & Pricing Guidelines

Office of Event Services (OES), a division of Marketing and Communications, is a resource and partner in planning and producing thousands of events annually. This document will explain OES pricing policies and guidelines pertaining to reservation of IIT facilities.

Organization Type

Organizations holding Events at Illinois Institute of Technology (IIT) facilities fall into three categories: University, External, and External with University Sponsorship.

University — An IIT organization, office, college, department, division, institute, or center. For policies pertaining to student organization, contact the Office of Campus Life (*Phone: 312.567.3720 or Email: campus.life@iit.edu*).

External — A non-University business, organization, group, or individual.

External with University Sponsorship — A non-University business, organization, group, or individual that is sponsored by an IIT organization, office, college, department, division, institute, or center.

External with University Sponsorship Criteria and Guidelines

Illinois Institute of Technology receives requests from many University clients seeking sponsorship for an external group. OES will evaluate all sponsorship proposals on a case-by-case basis, taking into consideration the following criteria and rules for approval:

- Alignment with IIT values and mission.
- Alignment with IIT sponsoring department's mission.
- IIT existing sponsorship commitments and budgetary constraints.
- IIT facilities commitments.
- OES is unable to proceed with requests that do not fit within the sponsorship guidelines.
- Approved sponsorship cannot be guaranteed from event to event within the same academic calendar year and from year to year.
- OES will not take on the role of the sponsor in any case.
- Events sponsored by a university department will not be planned or produced at a cost to the OES.

University Sponsor's Responsibilities

- **Event Planning:** The University sponsoring department is required to coordinate the planning of the event with OES.
- **Contract Processing:** The University sponsoring department will be involved in the drafting of the Facilities Use Agreement (FUA). The University sponsoring department will approve the FUA and approve any addendums.
- **Production:** At least one representative from the University sponsoring department must be present at the event. The University sponsoring department will be responsible for holding the client to agreement terms before, during, and after the event, as well as approve any changes that impact event cost.
- **Financial Responsibility:** The University sponsoring department will be required to provide a minimum contribution of 50% or \$500 whichever is less towards the total usage fees per event reservation. University sponsoring department will be required to place a FOAP on file with OES at least 5 business days prior to the event date to confirm the reservation. Any charges not paid within one week after event will be charged to the FOAP on file.

Pricing Structure***

Item	External	External with University Sponsor
Space rental fees	List Price	75% off List Price
Audio Visual	List Price	50% off List Price
Catering	See Catering Guide	See Catering Guide
Linens	List Price	50% off List Price
Parking	See Parking Guide	See Parking Guide
Rental Equipment/Other Costs	As Quoted	As Quoted
Staffing (hourly rate)	<i>See Pricing Guide for full list</i>	<i>See Pricing Guide for full list</i>
Event Staffing	List Price	20% off List Price
Janitorial	List Price	10% off List Price
Public Safety	List Price	10% off List Price
Time Restrictions	Standard Building Hours included in rate, List Price for extended hours	Standard Building Hours included in space rental fees, see Extended building hours rate for extended hours
Extended Building Hours	List Price	20% off List Price
Tight Turn/Set-up	List Price	20% off List Price
Event Insurance	Full Insurance Requirements <i>See Event Insurance Requirements document</i>	Full Insurance Requirements <i>See Event Insurance Requirements document</i>
Payment Terms	A deposit of 50% of the usage fees or \$1,500, whichever is less, is required to confirm the reservation. The balance of usage fees is due one week prior to the event, or one month prior to a summer conference. Additional charges incurred during the event will be billed after the event.	
	Outstanding balances left unpaid will be charged a late fee starting the 7th day after the event.	Outstanding balances will be charged to University Sponsoring department FOAP.

***For University Events pricing, please contact your event planner.

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Pricing

January 2017

Space Rental

Hermann Hall (HH) Rental Spaces	Room Capacity	Hourly Rate
<i>The following rooms have a 4-hour minimum requirement</i>		
HH McCormick Auditorium with house sound system, an LCD projector, and stage lighting	836	\$500.00
HH McCormick Ballroom with house sound system, an LCD projector, and a VCR/DVD player	300	\$400.00
HH Exposition Center	300	\$250.00
HH Alumni Lounge with house sound system and an LCD projector	50	\$100.00
HH Hermann Lounge	50	\$75.00
HH Main Lobby*	200	\$50.00
HH Gallery Lounge*	200	\$75.00
<i>The following rooms have a 2-hour minimum on weekdays and a 4-hour minimum on weekends</i>		
HH Crown Room with LCD TV	20	\$30.00
HH Field Room with LCD TV	20	\$30.00
HH Classroom Room 002***	106	\$90.00
HH Classroom Room 003***	45	\$50.00
HH Classroom Room 005***	44	\$50.00
HH Classroom Room 007***	28	\$30.00
HH Classroom Room 010***	40	\$40.00

McCormick Tribune Campus Center (MTCC) Rental Spaces	Room Capacity	Hourly Rate
<i>The following rooms have a 4-hour minimum requirement</i>		
MTCC McCloska Auditorium with fixed lectern, house sound system, and an LCD projector	165	\$350.00
MTCC McCloska Ballroom with house sound system and an LCD projector	175	\$300.00
MTCC Pritzker Club Main Floor Dining with house sound system	86	\$250.00
<i>The following rooms have a 2-hour minimum on weekdays and a 4-hour minimum on weekends</i>		
MTCC LaSalle Bank Executive Conference Room with an LCD projector and a VGA hook-up for PC	24	\$100.00
MTCC Meeting Room 516 with LCD TV	16	\$75.00
MTCC Chuttke Meeting Room 704	10	\$20.00
MTCC Gurtz Meeting Room 705	10	\$20.00
MTCC Meeting Room 706	10	\$20.00
MTCC Pritzker Club Private Dining Room 605**	18	\$30.00
MTCC Pritzker Club Private Dining Room 606**	12	\$25.00
MTCC Pritzker Club Private Dining Room 606**	8	\$20.00

Carr Memorial Chapel	Room Capacity	Hourly Rate
<i>Carr Memorial Chapel has a 2-hour minimum on weekdays and a 4-hour minimum on weekends; additional charges for set-up may be incurred</i>		
Chapel Main Hall (65 people)	65	\$100.00

IIT Tower (IT) Classrooms	Room Capacity	Hourly Rate
<i>IIT Tower has a 2-hour minimum on weekdays and a 4-hour minimum on weekends; additional charges for set-up may be incurred</i>		
IT 1F6-1 E.H. Shulz Auditorium 111***	145	\$110.00
IT Skyline Conference room	10	\$30.00
IT Classroom 6C7-1 (30 people)***	46	\$30.00
IT Classroom 6D6-1 (30 people)***	48	\$30.00

* Room may only be reserved in conjunction with an adjacent space and is a public space.

** Room may only be booked as a catered event space or with restaurant service during restaurant hours.

*** All Academic Rooms have fixed seating and cannot be booked until after add/drop.

**** No Food or Drink is allowed in Auditoriums



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Space Rental

Academic Buildings	Room Capacity	Hourly Rate
<i>Academic Auditoriums built-in audio visual equipment: 1 lectern microphone, LCD projector, presentation sound, and a VGA hook-up for PC</i>		
<i>Academic Classrooms built-in audio visual equipment: LCD projector, presentation sound, and a VGA hook-up for PC</i>		
Alumni Hall Classroom***		
AM 222	30	\$30.00
John T. Rettaliata Engineering Center Classrooms***		
E1 Auditorium 104	152	\$90.00
E1 025	28	\$30.00
E1 026	28	\$30.00
E1 027	28	\$30.00
E1 032	29	\$30.00
E1 034	28	\$30.00
E1 036	28	\$30.00
E1 102	30	\$30.00
E1 103	30	\$30.00
E1 106	28	\$30.00
E1 119	30	\$30.00
E1 121	30	\$30.00
E1 122	30	\$30.00
E1 124	30	\$30.00
E1 241	30	\$30.00
E1 242	30	\$30.00
E1 258	42	\$30.00
Robert A. Pritzker Science Center Classrooms***		
LS Auditorium 111	91	\$80.00
LS 116	21	\$30.00
LS 121	54	\$30.00
LS 129	54	\$30.00
LS 152	48	\$30.00
LS 213	27	\$30.00
LS 240	48	\$35.00
Perlstein Hall (PH) Classrooms***		
PH Auditorium 131	196	\$150.00
PH 108	56	\$35.00
PH 109	28	\$30.00
Siegel Hall (SH) Classrooms***		
SH Auditorium 118	267	\$200.00
SH 202	31	\$30.00
SH 203	29	\$30.00
SH 204	31	\$30.00
Stuart Building (SB) Classrooms***		
SB Auditorium 104	204	\$150.00
SB 106	29	\$30.00
SB 107	29	\$30.00
SB 111	60	\$35.00
SB 113	60	\$35.00
SB 201	29	\$30.00
SB 204	29	\$30.00
SB 220	29	\$30.00
SB 225	29	\$30.00
SB 239	29	\$30.00
Wishnick Hall (WH) Classrooms***		
WH Auditorium 113	267	\$200.00
WH 115	46	\$30.00
WH 116	46	\$30.00
WH 117	37	\$30.00
WH 315	48	\$30.00

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AV Equipment Rental

All equipment is subject to limited availability. Additional equipment will be rented upon request and approval from client and will be charged at the rate provided by the rental vendor.

Audio Visual Charges	List Price/Each
Audio Mixer*	-
Card Reader (compatible with IIT IDs or other RFID Cards)	\$20.00
CD or DVD Player	\$30.00
Conference Phone	\$120.00
Internet Connection	\$120.00
iPod/Computer Adapter* (limited quantity, may not fit all Mac devices)	-
Karaoke Rig (BOG Only)	\$120.00
Laptop (PC only built in CD/DVD Player, includes power strip)	\$120.00
Microphone Stand* (tabletop or floor stand)	-
Plasma Screen TV (52" screen)	\$250.00
Portable LCD Projector	\$180.00
Portable LCD Projection Screen	\$25.00
Portable LCD Projection Screen with Pipe & Drape	\$40.00
Portable Full Sound System	\$800.00
Powered Speaker	\$90.00
Power Strip*	\$5.00
Sign Holders (to be used with Easel)	-
Slide Advancer*	-
Wired Handheld Microphone: Wired Gooseneck Microphone (12" or 18" height)	\$25.00
Wireless Handheld Microphone	\$90.00
Wireless Lavalier (lapel) Microphone	\$90.00

* Free if used in conjunction with IIT AV equipment.
Charges may be applied if requested for client's equipment or other use.

Conference Supplies

All equipment is subject to limited availability. Additional equipment will be rented upon request and approval from client and will be charged at the rate provided by the rental vendor.

Conference Supplies	List Price/Each
Chairs	included in space rental rate
Coatack	\$20.00
Copies - Black and White (8" x 11", white paper)	\$0.10
Copies - Color (8" x 11", white paper)	\$0.40
Dry Erase Board A-Frame (with marker and eraser)	\$20.00
Easels	\$10.00
Flip Chart Pad and Markers (includes 1 - A-Frame)	\$30.00
Lecturn	included in space rental rate
Piano - Grand (Hermann Hall only)	\$125.00
Piano - Upright (Hermann Hall only)	\$125.00
Sign Holders (to be used with Easel)	\$0.00
Stage & Stage Steps	\$50.00
Stanchions	\$5.00
Tables - 5' round	included in space rental rate
Tables - 6' x 18" (Hermann Hall only)	included in space rental rate
Tables - 6' x 24" (Hermann Hall only)	included in space rental rate
Tables - 6' x 30"	included in space rental rate
Tables - 8' x 30" (Hermann Hall only)	included in space rental rate
Tables - Cabaret	included in space rental rate
Tables - Highboy	included in space rental rate
Tent - 10' x 10'	\$30.00
Tent - 10' x 20'	\$50.00

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Labor Charges

Labor Charges	List Price/Hour
Dedicated Event Staffing*	\$20.00
Janitorial**	\$25.55
Public Safety**	\$35.00
Professional Staff	\$35.00
Audio Visual Technician	\$20.00
Extended Event Hours	\$20.00
Production Team	\$40.00
Variable Costs:	
Facilities Staffing (i.e. electrical work)**	Cost is variable and is based on event request
Grounds Crew (i.e. trash can drop off)**	
Misc. Deliveries or Relocation Fees**	

* Requires a 4-hour minimum.

** Charges billed after the services are rendered and may take additional time to secure final price.

Linens

Table linens other than what are listed below will be rented upon request and approval from client and will be charged at the rate provided by the rental vendor. Table linens are required for all tables when catering is ordered.

Linens	List Price/Each
White Linen (for rectangular table, 54 x 114)	\$5.00
White Linen (for round table, 88 x 88)	\$5.00
Black Table Skirt	\$5.00

