

CHICAGO STATE UNIVERSITY

University Library Space Use and Reservation Policies

CSU Mission Statement

Chicago State University 1) provides access to higher education for residents of the region, the state and beyond, at the undergraduate through doctoral levels; 2) produces graduates who are responsible, discerning, and informed global citizens with a commitment to lifelong learning and service; 3) facilitates partnerships with secondary and vocational schools, as well as community colleges to develop 2+2 program arrays; and 3) participates in multi-consortium research, grants, and programs.

University Library Mission Statement

Library space is dedicated to (1) furthering the mission of the university and, as a teaching library, (2) to the special functions of documentation and information acquisition, storage, retrieval, analysis and synthesis; and (3) to teaching information sciences, information literacy, documentation and use.

Library Space Reservations

Reservations for Library space are made by contacting:

Tarshel Beards, Public Relations and Development Coordinator (LISAS Dept., Room 438)

Phone: (773) 995-4414 **Fax:** (773) 995-3772 **Email:** tbeards@csu.edu

Principles Guiding Room Use & Reservation Policy

- 1) Library space is dedicated to furthering the mission of Chicago State University and the University Library in the areas of instruction and information technology.
- 2) Events may be booked by external users, from CSU, or outside the university, if appropriate. Library space use is scheduled internally by the Special Events Coordinator for Library & Instruction Services (LIS²). Special Events reserves the right to schedule all library space for external affairs, coordinate events in the library, to re-assign appropriate space in case of conflicts, and to deny use for events not compatible with the facility's purpose and capacity.
- 3) General classrooms are not located in the library. The library holds dedicated space for:
 - Studios and Laboratories
 - Assembly and Meeting Rooms
 - Seminars and Group Studies
 - Exhibit and Public Program areas
 - Instructional Technology
- 4) LIS operations and public programming have top priority for scheduling.

- 5) LIS co-sponsored events with other CSU departments and divisions have second priority. LIS supports the university with space as available for the conduct of university business. Seminar rooms (2) and computer labs (2) are booked by other LIS departments.
- 6) Priority Client's Include:
 - Offices of the President, Trustees, Provost and Vice-Presidents, Division of Academic Affairs, Office of Labor & Legal Affairs
- 7) External customers (non-CSU) should receive endorsement by LIS or an approved CSU organization or department to ensure that the space request conforms to CSU guidelines. Unaffiliated sponsors of events may rent space in accord with university policies on an availability basis.

Meeting, Presentation, and Conference Rooms

Blocks of time available Monday – Thursday:

- Morning** (8:30 a.m. – 12:00 p.m.) **Early Afternoon** (12:00 p.m. – 2:00 p.m.)
- Late Afternoon** (3:00 p.m. – 6:00 p.m.) **Evening** (5:00 p.m. – 9:00 p.m.)

Blocks of time available Friday – Sunday:

- Friday Evening** (3:00 p.m. – 9:00 p.m.) **Saturday** (9:00 a.m. – 5:00 p.m.)
- Sunday** (2:00 p.m. – 8:00 p.m.)

*Half-blocks may have to be arranged for set-ups when bookings for the A.M. space are back-to-back. Computer labs and seminar rooms may be booked when available. Rental quotes depend on requests. **Cancellations are required one (1) week before event is scheduled to avoid charges.***

TABLE 1				
Space	Purpose	Features	CSU Daily Rental	
			Internal	External
LEVEL 1				
Library Café	Receptions/Gatherings	Serving / sales areas; 8 tables, 32 seats; 1800 sf; adjacent to outdoor library plaza.	\$100	\$250
LEVEL 3				
300 Archival	Special Collections,	24 seat conference table, credenza, 1440	\$ 75	\$250

Area	Instruction, Labor & Legal Affairs, Academic Affairs and limited access	sf		
301 -302 Assembly Room	Limited availability	36-48 seat theatre style set-up; 24 seat 3-tier class set-up; credenza, exhibit, set-ups; 1920 sf	\$120	\$350
343 Lobby	Receptions and Exhibits	20 lounge seats, 5 4-seat reader tables, centerpiece, set-ups, 2880 sf	\$100	\$520
LEVEL 4				
410 Sunroom & Terrace	Receptions	80 seats theatre style; 62 seat desks in 3 tiers; set-ups; adjacent to terrace; 1922 sf	\$150 \$200 <i>Combination</i>	\$550 \$700 <i>Combination</i>
415 Auditorium	Presentations and Performances	136 seats theatre style; set-ups; stage; 3 screen projection; adjacent to Terrace & Café area; 2500 sf; 2 block minimum	\$150	\$700
420 Courtyard	Seminars and Receptions	14 4-seat café tables (56), serving bar and catering kitchen; adjacent to lobby & Terrace ; 1162 sf	\$150	\$475
445 Lobby Room	Receptions, Gatherings & Exhibits	18 lounge seats; 6 exhibit cases; centerpiece; set-ups; 2880 sf	\$100	\$300
443 LIS Conference Room	Limited Availability	26 seat conference table, speaker phones, server hutch, extra chairs, 960 sf	<i>Complimentary</i>	\$175

2. Service Charges

Space is available free of charge for events co-sponsored by LIS with acknowledgement. Events co-sponsored by a CSU department/division/formal organization are charged at internal rates. Basic set-up charges are outlined in Table 1.

Events not sponsored by a CSU department/division/formal organization must rent appropriate space in accord with CSU policies and fees. External charges are outlined in Table 2.

Set-ups, equipment rental, and special services such as extra clean-up are priced individually and arranged through LIS Special Events Coordinator. Charges cover unfunded direct operational and indirect costs. These costs are set by the current fiscal year’s LIS fee schedule. CSU does not subsidize non-CSU events. See Table 2.

A damage deposit to be determined by the Special Events Director is required for equipment required for Non-CSU events (CSU entities are billed for actual replacement costs.)

Final confirmations of reservations are made when payment is received, which must be at least **ten working days** prior to the event. Non-payment results in event cancellation.

TABLE 2

Service	Minimum	CSU Charges		Extra Per Hour /Person	
		Internal	External	Internal	External
Booking Fee	Reservation, Signage & Tour	\$ 25	\$ 50	\$ 25	\$ 50
Building Services/ Housekeeping	1 Room – 2 hours Multiple Rooms – 4+ hours	\$ 50+	\$ 150	\$ 25/pp	\$ 25/pp
Event Set-Up	Settings – 4 hours Customized – 5 hours	\$ 100+	\$ 100+	\$25/pp	\$25/pp
Event Take Down	1 Room – 2 hours Multiple Rooms – 4+hours	\$ 50+	\$ 100+	\$25/pp	\$25/pp
Deposit	Damage deposit for equipment required for non-CSU events. (CSU entities are billed for actual replacement costs.)	\$100+	\$ 200	N/A	\$200
Technical Assistant	1-4 hour blocks of time Extra Assistant for A.M.	\$ 40	\$ 40+	\$30/pp	\$30/pp
Media Set-Up	Alterations to installed systems and equipment (Waived for CSU campus)	\$ 20+	\$ 20+	\$20/pp	\$30/pp
Security	TBD by specific request through the CSU Chief of Police. Standard University Requirements for <i>all after-hours events</i> when the Library is normally closed.				
Parking	Groups: Determined by University Police Department. (773) 995-2111 or Individual daily parking rate per vehicle is \$4.00				
Catering	Please contact Thompson Hospitality at (773) 995-2264				