

## Policies

### Payment

Payment can be made by cashier's check, money order, credit card, or in cash. A credit card payment can be made using our secure online system. Personal checks are not accepted.

External Clients need to put a 50 percent deposit down at the time of signing of contract or acknowledgement of the quote. The balance of all charges is due one week prior to the event. If payment is not received prior to the event, the space is not guaranteed. Additional charges incurred during the event will be billed following the event.

### Catering

Please call Sodexo at 312.567.5251 or email catering@iit.edu for all your catering needs. Sodexo Catering Services must serve all food in the CCC. No outside food can be served or brought into CCC facilities. The final guarantee of people attending the event must be provided to Sodexo Catering Services four working days prior to the event date. Changes made after four working days may incur late charges. For catered events, any delay of serving time over 10 minutes caused by the client will result in additional labor charges.

### Additional Policies

For additional policy information please refer to our website, [www.ccc.iit.edu](http://www.ccc.iit.edu).

## Additional Services

### Add an Architectural Tour to Your Event!

Ludwig Mies van der Rohe inspired the most prominent architects of our time, and his work continues to influence today's designs. Nothing better expresses his philosophy than the campus of Illinois Institute of Technology, which contains his masterpiece, S. R. Crown Hall. A modern icon and National Historic Landmark, *Time* magazine called Crown Hall "one of the world's most influential, inspiring, and astonishing structures." IIT's newest campus buildings, by new architectural stars Rem Koolhaas and Helmut Jahn, as well as a renewed interest in Modernism, have led thousands of visitors to campus each year to experience this living museum of modern architecture, a recent addition to the National Register of Historic Places. IIT's Mies van der Rohe Society offers architectural tours that tell the story of Mies and IIT. Join us for a docent-led or self-guided audio tour.

### IIT Mail and Copy Center

The can meet all of your copying needs in a convenient onsite location. See your event coordinator for more details and pricing.

### Record Your Event

For a reasonable price, we can provide well-shot, expertly edited DVDs of everything from panel discussions to three-act plays, processed as you like and filled with special features.

### Giveaways

Need an event T-shirt or swag? Speak to your event coordinator for a quote.

## Parking

IIT offers metered, guest, and permit parking at its Main Campus location. For more information, visit [www.iit.edu/~parking](http://www.iit.edu/~parking). Parking must be requested for all events through your event coordinator.

## Event Production Costs

### Built-in Systems

#### Hermann Hall

<b>McCormick Auditorium</b>	
Auditorium Sound System	\$150
<i>Wireless microphone and CD player</i>	
Stage Lights	\$90
Hanging Stage Microphones	\$60
<i>Two (2) hanging microphones</i>	
Projection Screen	\$25

#### McCormick Ballroom

Ballroom Sound System	\$150
<i>Wireless microphone and CD player</i>	
LCD Projector	\$180
<i>Projects on built-in screen</i>	
Projection Screen	\$25
<i>Available on west and south walls</i>	

#### Alumni Lounge

LCD Projector	\$180
<i>Projects on built-in screen</i>	

#### The McCormick Tribune Campus Center

<b>McCormick Auditorium</b>	
Auditorium Sound System	\$150
<i>Microphone built into lectern and CD player</i>	
LCD Projector	\$180
<i>Projects on white wall</i>	

#### McCloska Ballroom

Ballroom Sound System	\$150
<i>Includes wired microphone</i>	
LCD Projector	\$180
<i>Projects on white wall</i>	

#### LaSalle Bank Executive Conference Room

LCD Projector	\$180
<i>Projects on white wall</i>	

### Portable Systems

TV	\$60
DVD, VCR, CD Player	\$30
35mm Slide Projector	\$25
Overhead Projector	\$25
Portable Video Projection Screen	\$25
Portable Sound System Package 1	\$180
<i>CD player, wireless microphone, 2 speakers, 2 speaker stands</i>	

Portable Sound System Package 2	\$120
<i>Wired microphone, 2 speakers, 2 speaker stands</i>	
Powered Speaker	\$90
<i>Wireless microphone, 1 speaker, 1 speaker stand</i>	
Audio Mixer	\$60
Speaker/Monitor Wedge	\$30

### Additional Microphones

Fixed Lectern Microphone	\$25
Handheld Wired Microphone	\$25
Wireless Handheld Microphone	\$90
Wireless Lavalier Microphone	\$90

### Telecommunications and Computer Technology

Telephone	\$25
Conference Phone	\$120
Laptop	\$120
Internet Connection	\$120
LCD Projector	\$180

### Stock Equipment\*

Black Tripod Easel	\$10
Dry Erase Board A-Frame and Markers	\$20
Flip Chart Pad and Markers	\$20
Staging (6 ft by 8 ft) price/unit	\$50
Stanchions (price/pillar)	\$5
Lectern	\$20
Table Linen (price/table)	\$6
Table Skirting (price/table)	\$10
Coat Rack	\$20
High Boy Tables	\$10
Grand Piano—Hermann Hall	\$125
Upright Piano	\$125

\*The use of stock equipment is included in the rental of space and is subject to availability. Costs are applied when additional equipment is rented to meet event needs.

### Staffing

A/V Technician (price/hour) ††	\$15
Building Staff (price/hour)	\$30
Public Safety (price/hour) ††	\$35
Custodial Staff (price/hour) ††	\$35

†† Estimated rate

Staffing costs are included in the rental of space; however, additional staffing costs may apply at the discretion of the event coordinator.

### Event Fees

Late Notice Rush Charge	\$50
Early/Late Opening	\$120
Post-event Clean-up Fee	\$200
Room Reset Fee	\$200

All events will be assessed a 10 percent Event Service charge on room and audio visual charges.

### Parking

<b>External Clients</b>	
Main Campus	\$8/vehicle
<i>Mon–Fri 7 a.m.–3 p.m.</i>	
Main Campus	\$4/vehicle
<i>Mon–Fri 3 p.m.–7 p.m., Sat 7 a.m.–7 p.m.</i>	
US Cellular	\$5/vehicle
<i>Mon–Fri 7 a.m.–6 p.m.</i>	
Sundays—Complimentary	

### Reserved Parking

Designated reserved parking spaces will be authorized at the discretion of Parking Service. \$15/space

Parking must be requested for all events through your event coordinator.