

2007 Campus & Conference Centers Policies

Thank you for choosing Illinois Institute of Technology's Campus and Conference Center's (CCC) to service your event. We want you to have a successful event our policies and time frames for reserving rooms, canceling rooms, reserving A/V equipment, and outside rental equipment. Failing to adhere to these policies could affect your reservation and any applicable cost. We may not be able to accommodate request if not given adequate notice.

Campus & Conference Center Room Use Policies

All CCC controlled rooms require a confirmed reservation from the CCC reservations department to utilize the room. The administration of CCC reserves the right to decline a reservation if it conflicts in any way with the general policy of the University regarding meetings and events on campus. The administration also reserves the right to change the location to other spaces on campus with the understanding that adequate facilities will be provided if a change is necessary. Changes will be made in consultation with the client.

Payment

Payment can be made by debit card, credit card, cash, money order, cashier's check, business check, purchase order, and campus IDR/Account Number. (No personal checks)

External Clients will need to put a 50% deposit down at the time of signing of contract or acknowledgement of the quote. The balance of all charges is due 1 week prior to the event. If payment is not received prior to the event, space is not guaranteed. Additional charges incurred during event will be billed following the event.

There is no charge for use of CCC space for internal use by IIT University departments and recognized student organizations, however, whenever food, staffing, audio/visual services, or equipment is requested an IDR/Account Number needs to be submitted at the time of request. The balance of all charges will be charged to this IDR/Account Number immediately following the event. Events that are scheduled that do not have an IDR/Account Number on file 3 days prior to the event will be cancelled.

Event Sponsorship by IIT Department / Student Organization

A department or a recognized student organization that is sponsoring a non-University event will still need to submit an IDR/Account Number. The event will not be sponsored until an IDR/Account Number is received. The IDR/Account Number will only be used in the event that the Sponsored organization does not pay for their event.

Audio/Visual Equipment

All A/V Equipment should be requested at time of reservation. Note that there will be extra charges for all A/V equipment. Please call our A/V Tech at 312 567 7041.

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Set-Ups

All set-up requirements and any subsequent changes must be made 48 hours prior to the event. Please contact Matt Herek at 312 567 7044. Any electronic requests that do not include set-up instructions will be arranged to their default set up.

Insurance

Ten business days before the event the client must provide CCC Event Planner with a Certificate of Insurance that meets the following requirements:

At its sole cost and at all times during the Term of this Agreement, Company shall procure and maintain in full force and effect commercial general liability insurance with limits not less than \$2,000,000 combined single limit for personal injury, sickness or death or for damage to or destruction of property for any one occurrence. The coverage shall be primary and not contributory. The form of all such policies and deductibles there under shall be issued by insurers with an A.M. Best rating of "A- VIII". In addition, the policies shall name Illinois Institute of Technology and any other parties reasonably designated by IIT as an additional named insured and shall require at least 30 days' prior written notice to the additional insured(s) of termination or modification. Upon execution of this Agreement and within 10 days before the expiration of each such policy, IIT shall deliver to the other party certificates evidencing the foregoing insurance or renewal thereof, as the case may be.

Food Service

Please call Sodexho at 312 567 5251 or email at catering@iit.edu for all your catering needs. Sodexho 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 Sodexho Catering Services 3 working days prior to event date. Changes made after 3 working days may incur late charges. For catered events, any delay of serving time over 10 minutes caused by client will result in additional labor charges.

Alcoholic Beverage

Any client planning to serve alcoholic beverage at an on-campus event must submit a completed Alcohol Approval Form to the CCC Office at least 48 hours prior to their event. Forms are available at CCC Offices. Alcoholic beverages served in the CCC facilities, either from open or cash bar must be handled and managed by Sodexho Catering Services. Alcoholic beverages may not be served to anyone under the legal drinking age of 21. Any group serving alcohol must have IIT approved Public Safety Officers in attendance. Number of officers will be determined by IIT.

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Parking

All events with parking inquires should contact the Parking Services Office at 312 567 8969. If you are an External Client please talk with your Event Planner about your parking needs and he or she will be happy to help you.

Decorations

All decorations must be flame retardant. No open flames may be used. No decorations may be fastened to the walls, glass or ceiling. **GLITTER, CONFETTI, AND HELIUM BALLOONS MAY NOT BE USED.** The CCC staff reserves the right to remove decorations that violate the aforementioned stipulations.

Exits

All exit doors/ and aisle ways must be kept clear and unobstructed during the event.

Custodial

Rooms left in poor condition will be assessed a cleaning fee as determined by CCC Staff. Some events may require additional custodial staffing at the clients expense.

Security

Depending on the size and nature of the event, CCC Staff may require the Department of Public Safety to provide security for your event. There is an additional charge for this service that the client will be charged for.

Cancellations

Cancellations should be made at least 2 business days in advance for weekday events, and 3 business days in advance for weekend events. Failure to notify CCC Reservationist of cancellations may result in suspension, or loss privileges of use of the CCC.

Cancellations for External Clients

All cancellations must be made in writing prior to event failure to do so will result in deposit loss.

More than 30 days prior to event: Full deposit returned

20 to 15 days prior to event: 50% of deposit returned

10 days or less prior to event: 0% of deposit returned

No Shows

In order to accommodate as many requests for events as possible, we must ask all organizations and departments to honor their reservations. Organizations or departments which fail to use reserved space (without prior notification) three times within a school year will be unable to meet in the CCC.