



THE STUDENT CENTERS AND GALLERIES OF COLUMBIA COLLEGE CHICAGO

Regulations and Guidelines for Use of Facilities

For Recognized Student Organizations (S.O.C.) And Individual Students

The [C]Spaces of Columbia College are your facilities – funded by student activity fees – and we want you to make the most of them. The Hokin Gallery, the Hokin Annex, C33 and the Conaway Center are available for a variety of programming needs. Feel free to tour all of our facilities and ask questions of our staff before deciding which venue is appropriate for your needs.

To insure that a wide variety of students and groups have access to the centers, and that events run smoothly, we compiled this set of regulations and guidelines to follow. Please read these before completing the Facility Request Form, so that you or your organization is prepared to fulfill our needs, and the information you give us is sufficient for us to fulfill yours.

Hours and Availability:

The Student Centers are only available for events open to Columbia College Chicago students, faculty, staff and the Chicago community. There are no private events scheduled during these times. Events must be open to all students. Your organization will be responsible for paying technicians from your budget for after hours events.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
C33	9am-7pm	9am-7pm	9am-7pm	9am-7pm	9am-5pm	by appointment
Conaway Center	9am-7pm	9am-7pm	9am-7pm	9am-7pm	9am-5pm	by appointment
Glass Curtain	10am-7pm	10am-5pm	10am-5pm	10am-7pm	10am-5pm	by appointment
Hokin Annex	9am-7pm	9am-7pm	9am-7pm	9am-7pm	9am-5pm	by appointment
Hokin Gallery	10am-7pm	10am-7pm	10am-7pm	10am-7pm	10am-5pm	by appointment

Schedule your event

- Contact the Tech/Program Manager in the Hokin Center Office for date availability.
 - We will temporarily reserve the date, pending the approval of the Hokin/Conaway Director or Coordinator and the Director of Student Organizations and Government.
 - If forms are not returned in a complete and timely manner, your reservation will not be honored.
- A tentative reservation does not guarantee an approval of your proposal.

Propose an event

- Proposals for all SOC are handled by the Director of Student Organizations and Government in the Department of Student Life. Individual student-run events are handled through the Hokin/Conaway Center tech program manager.
- A typical proposal includes a thorough description of the event, listings of all participants involved, promotional materials (subject to approval), and technical specifications.
- Proposal forms are available in the Office of Student Life, Hokin and Conaway Centers, or at www.colum.edu/hokin. Once your proposal is underway:

cspaces.colum.edu

1104 S. Wabash Ave
Chicago, IL 60614
312.344.6650

33 E. Congress Ave
Chicago, IL 60614
312.344.7188

623 S. Wabash Ave
Chicago, IL 60614
312.344.7188

1104 S. Wabash Ave
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(as of 10/25/04)



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Complete the Facility Request Form

- Please follow instructions on the form. Pay special attention to the checklist at the bottom – any missing signatures will delay your confirmation. It is imperative that the ‘event time line’ portion of the form is thorough.
- See the Facility Request Form for a listing of available technical equipment. Check with the Tech/Program Manager for more information on equipment and technical requests, and the availability of technical staff. Complete the Facility Request Form - continued
- For large, performance-based events, a detailed technical requirement list should be submitted with your proposal and the facility request form, or the equipment will not be provided. Please be specific when listing each item, describing why it is needed.
- Only our technicians are permitted to operate certain equipment. Your organization will be responsible for paying technicians for any after-hours or weekend events.
- If needed, you must schedule a production meeting with our Tech and/or stage manager at least one week prior to the event.

Get Approved

- SOC Representatives – Once the Hokin/Conaway Director or Hokin Coordinator receives your approved proposal from the Director of Student Organizations and Government, you will receive a written confirmation for facility use.
- Individual students – All materials (proposal and facility request form, as well as promotional materials) are submitted to the Tech/Program Manager. You will receive a direct confirmation from the Hokin/Conaway Director or Coordinator.

Important Regulations for Use of the Centers

- ONLY 2 EVENTS PER SEMESTER, per student organization.
- No alcohol or controlled substances allowed in facilities.
- Faculty advisor or college representative must be present for the **entire event**.
- You must receive written approval from the Dean of Students to charge admission to an event.
- Students may not perform security duties. SOC representatives must make security arrangements with the Director of Student Organizations and Government. Individual students should make arrangements with the Hokin/Conaway Coordinator or Director.
- All advertising, posters, flyers, announcements, etc. for SOC events must be approved by the Director of the Student Organizations and Government before posting. Individual students should submit their promotional materials to the Tech/Program Manager for approval before posting. Unapproved promotional material will be removed.
- SET-UP/CLEAN-UP: Your group is entirely responsible for the set-up and clean-up of your event. Tables and chairs must be restored to their original settings. Refer to the venue map (provided with your event confirmation form).

Failure to follow any of the above rules will result in suspension or loss of privileges for use of the Hokin and Conaway Centers.

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