

Policy and Guidelines on the use of the Cudahy Library
Donovan Reading Room
12/3/2012

Requests to use the Reading Room should be directed to Jennifer Jacobs at jjacobs3@luc.edu or 773.508.3963. Please include:

- Event Name
- Event date
- Sponsoring department or organization
- Name of requestor or contact person
- Number of attendees expected
- Total number of chairs needed (including the 80 already in the room)

The Donovan Reading Room is available for Loyola-related special events such as receptions, lectures and author readings. The room may be requested throughout the year, with the exception of final examination periods and three weeks preceding exams. Use is not possible during extended periods when the library is closed, for example, during the Christmas holidays.

The rental rate will be \$3,200.00 for outside groups wanting to use the space for receptions and events and \$600.00 for internal LUC groups, payable through Conference Services. All events require a security guard (1 per 50) at a rate of \$25.00 per hour per guard.

Events are generally restricted to Friday and Saturday evenings after 5pm (except for exams as noted above), and an occasional weeknight, but normally, no more than one such Sunday to Thursday event per week. Exceptions to this policy, especially Sunday use, will be rare.

The Donovan Reading Room has table and chair seating for 80, with additional chairs available. The room can also be furnished with round dining tables for up to 200. Total occupancy for receptions and speaker events is limited to (ARAMARK and Conference Services to specify). Total occupancy for receptions and speaker events is limited to 325 for reception and 200 for sit-down reception.

Room Capacity:

3230 square feet

Stand-up Reception style: 300-325 people

Dinner in rounds: 200 people

Theater style: 300 people (200 chairs available in-house)

Additional Information:

- Access to the Reading Room is via the Klarchek Information Commons entrance.
- For events held when the library is closed, if guests will exit and re-enter, the sponsoring department or organization should arrange door staff to facilitate this; the IC doors will not be left unlocked when the library is closed or propped open at any time.
- For events held during hours that the library is open, registration should be located inside the Donovan Reading Room to minimize noise in the adjacent study areas.
- Loud music, deejays, and amplified live music are not permitted when the library is open. Music should be at a level that cannot be heard outside the room when the doors are closed.
- Doors to the Reading Room are to be kept closed during events.
- Please keep noise to a minimum when walking through the common space of the library.
- Candles are not permitted at any time.
- Food and beverages should be provided by ARAMARK Loyola Catering only. Outside catering is not permitted. The sponsoring department or organization should make requests directly to Catering or work through Conference Services if Conference Services is coordinating the event.
- Events at which alcohol will be served must follow the University's alcohol policy.
- Podium and sound system are available. In addition to the podium microphone, a hand-held portable microphone and a lavalier microphone are available. A CD player for ambient music is also available. Requestor should arrange with Information Technology Services' Media Services division to use the sound system. Computer set-up, projector and screen, and additional technology may be available from the Media Services department. Any fees associated with this service will be the responsibility of the requesting department or organization. The sponsoring department or organization should make requests directly to Media Services or work through Conference Services if Conference Services is coordinating the event.
- For events held when the library is closed, the sponsoring department or organization should retain a Campus Safety off-duty officer(s) at the ratio of one officer per 50 attendees. The rental rate is \$25.00 per hour, per officer with a minimum of four hours. It is the responsibility of the requesting organization to request that Campus Safety lock the building following the event if it ends after library hours. The sponsoring department or organization should make requests directly to Campus Safety at 773.508.6039 or work through Conference Services if Conference Services is coordinating the event.
- Furniture arrangement, including placing additional chairs, is the responsibility of the sponsoring organization in conjunction with Conference Services and/or Catering and Housekeeping/Millard

Custodial Services. The sponsoring organization or Conference Services and/or Catering and Housekeeping are also responsible for returning the room to its usual furniture layout following the event.

- Sponsoring organizations should assign greeters to meet event attendees at the entrance and escort or direct them into the Reading Room. Greeters should be aware of keeping the noise in the study areas low as guests arrive in the lobby when students are studying nearby.
- The event and its participants should be contained in the designated area, especially when the library is closed. This is for the safety of participants as well as library collections.

[Daytime – Adults]

LOYOLA UNIVERSITY OF CHICAGO

CONFERENCE AGREEMENT

This agreement (the “Agreement”) is entered into as of _____ by and between Loyola University of Chicago, an Illinois not-for-profit corporation (“Loyola”), and _____ (“Organization”). In consideration of the mutual benefits to be derived hereunder, the parties agree to the following terms and conditions:

1. AGREEMENT FEES AND PAYMENT:

A. Loyola shall provide the Organization with use of its facilities and other services for the Organization’s function, event or conference (the “Conference”). The Organization shall pay all fees for the Conference, including meeting room charges, food and beverages, additional personnel and other services, and any applicable taxes, all of which are set forth in Exhibit A to this Agreement. A nonrefundable deposit, also set forth in Exhibit A, must be paid when the Organization returns a signed copy of this Agreement to Loyola. The nonrefundable deposit and other payments should be made payable to Loyola University of Chicago. Following the Conference, a written itemized statement will be sent to the Organization. The Organization must pay any remaining balance within thirty (30) calendar days of the end of the Conference. If the Organization fails to pay the remaining balance within thirty (30) calendar days of the end of the Conference, the Organization agrees that it will pay a late payment charge of 1.5% per month, accrued on a daily basis, but not in excess of the lawful maximum, on the past due balance. Any alleged error in the statement should be reported to Loyola’s Conference Services Department within fifteen (15) calendar days of the billing date.

B. The Organization must submit to Loyola within thirty (30) calendar days of the date of this Agreement if the Conference is scheduled more than thirty (30) calendar days in advance, or no later than 48 hours prior to the first day of the Conference in all other cases, the following documents: a signed copy of this Agreement, the non-refundable deposit, evidence of the Organization’s status as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, if applicable, a copy of its Illinois sales tax exemption letter, if applicable, and the certificates of insurance referred to in Paragraph 10 of this Agreement to Loyola.

2. CONFERENCE SCHEDULE:

To assure a well organized Conference, the Organization will send a tentative written schedule with a list of equipment requirements (e.g., room set-ups and audio visual needs) to Loyola at least thirty (30) calendar days prior to the Conference. A final written schedule must be submitted to Loyola at least twenty-one (21) calendar days prior to the Conference.

3. CONFERENCE RELOCATION:

Loyola reserves the right to relocate the Organization's Conference to other rooms. Loyola shall provide the Organization with written notice of the relocation.

4. CONFERENCE CONDUCT:

The Organization agrees to conduct the Conference in an orderly manner and agrees to fully comply with the policies of Loyola and any applicable governmental laws, ordinances, rules and regulations. Loyola reserves the right to inspect the Organization's Conference, to remove from Loyola's premises any persons violating Loyola policies or any applicable governmental laws, ordinances, rules and regulations and to discontinue any activities which violate such standards. The Organization represents and warrants that it has obtained and maintains all applicable permits, certifications and/or licenses necessary to operate the Conference. The Organization acknowledges that the Conference is for adult participants only. The Organization shall provide adequate, reasonable and appropriate supervision of all adult persons associated with the

Conference at all times while such adult persons are on Loyola's premises in accordance with all Loyola policies. Applicable Loyola policies are available from Loyola's Conference Services Department. In addition, if any adult Conference attendees or other adult persons associated with the Conference have any minor persons accompany them to the Conference (notwithstanding the fact that the Conference is for adult participants only), the Organization shall provide adequate, reasonable and appropriate supervision of any and all such minor persons associated with the Conference at all times while such minor persons are on Loyola's premises. The Organization represents and warrants that it maintains appropriate policies to reasonably ensure the safety and protection of minor persons associated with the Conference. The Organization is solely responsible for all Conference attendees and any other persons associated with the Conference.

5. FOOD AND BEVERAGE SELECTION:

All catered meals must be purchased by the Organization and arranged through Loyola's designated catering service, ARAMARK Educational Services, Inc. In no event shall changes to food and beverage selection be considered later than ten (10) business days (Monday through Friday, excluding holidays) before the Conference. Changes in food and beverage selections may result in adjustments to the fees required to be paid by the Organization. No food or beverage of any kind will be permitted to be brought in or taken out of Loyola by the Organization without written permission from Loyola's Conference

Services Department. No alcoholic beverages can be sold directly or indirectly (e.g., sale of tickets redeemable for alcoholic beverages) on Loyola's premises.

6. DISPLAYS AND DECORATIONS:

All displays or exhibits associated with the Organization or the Organization's Conference and the arrangement of such displays and exhibits must have prior written approval of Loyola. Displays and exhibits must comply with all applicable governmental laws, ordinances, rules and regulations. Banners or other displays which are to be hung at Loyola must be provided to Loyola two (2) business days prior to the Conference and such banners or similar materials may only be hung by Loyola personnel.

7. ADVERTISING AND THE USE OF LOYOLA'S NAME:

The Organization shall provide Loyola's Conference Services Department with an advance copy of its proposed advertising for the Conference for approval, in order to ensure that Loyola and its affiliates are properly represented. The Organization agrees not to use the name of Loyola, or any variation thereof now or hereafter used by Loyola, in conjunction with the Organization's Conference at Loyola without the prior written approval of Loyola (which approval may be withheld in Loyola's sole discretion) and in the event of such approval, only in the manner and at such times as shall be prescribed in such approval. Any such proposed advertising will clearly state that the Organization is not affiliated with Loyola, and Loyola is not a sponsor or co-sponsor of the Conference.

8. MAILING:

Loyola will not be responsible for any Conference materials mailed to any Loyola campus.

9. PARKING:

The Organization shall be responsible for all travel arrangements to and from Loyola. Conference attendees and other persons associated with the Conference may use visitor parking if available; however, they shall be responsible for paying any applicable fees for such parking.

10. INDEMNIFICATION AND INSURANCE:

The Organization agrees to indemnify and hold harmless Loyola, its affiliates, including Mundelein College and Loyola Management Company, and each of their respective agents, employees, officers and trustees from and against any and all claims, suits, demands, liabilities, obligations, damages, costs, expenses, fines, taxes, penalties, (including reasonable attorney's fees or upon the option of Loyola, the Organization shall

provide a defense to Loyola) and causes of action (collectively, the “Claims”) of every kind and character related to or arising out of (i) the Organization, (ii) the Organization’s use of Loyola’s facilities, (iii) the Organization’s performance of its obligations under this Agreement, including without limitation, any injuries caused by vehicles operated by the Organization or any persons associated with the Conference, or (iv) any alleged or actual negligent or willful acts or omissions of the Organization, its employees, officers, directors, Conference attendees, persons associated with the Conference, guests or third persons. Loyola agrees to provide the Organization with prompt notice of any Claim, and if Loyola elects to have the Organization provide a defense to Loyola, to tender control of the defense of the Claim to the Organization and to cooperate with the Organization in investigation, settlement or defense of the Claim. This section shall survive the termination of this Agreement. The Organization agrees to maintain, at its expense, for the period of the Conference the following

insurance: 1) workers’ compensation insurance with statutory limits and employer’s liability insurance with minimum limits of \$500,000 per accident, \$500,000 per disease and \$500,000 aggregate; 2) commercial general liability insurance with limits of at least \$1,000,000 for each person for each occurrence of bodily injury, property damage and personal injury and \$2,000,000 aggregate; 3) automobile liability insurance (including owned, non-owned and hired) with a combined single limit of \$2,000,000 for bodily injury including death and property damage liability; and 4) umbrella/excess liability insurance on a following form basis in an amount not less than \$3,000,000. The commercial general liability insurance shall include contractual liability coverage making specific reference to the indemnification obligations of the Organization as set forth in this Agreement. Misconduct coverage shall be included in the commercial general liability insurance or be separately provided with limits of no less than \$1,000,000 per occurrence and \$3,000,000 aggregate. The Organization will provide Loyola with certificates of insurance on the date it submits this signed Agreement to Loyola.

Certificates of insurance furnished by the Organization shall name Loyola University of Chicago and its affiliates, including Mundelein College and Loyola Management Company, as additional insureds and shall contain a clause stating that such insurance will not be modified or terminated without the insurer(s) providing Loyola with thirty (30) days’ prior written notice. All insurance shall be written by insurers licensed to do business in the State of Illinois and having a current minimum Best’s rating of A-VII.

11. MISCELLANEOUS:

- A. Should the Organization at any time be in breach in the performance of any of the provisions of this Agreement and should the Organization fail to cure the breach within a period of twenty-four (24) hours after receiving written notice from Loyola specifying the nature of the breach, Loyola may, at its option, elect to terminate this Agreement. Any such termination shall be effective upon the delivery of written notice from Loyola to the Organization.
- B. If Loyola should be unable to perform its obligations under this Agreement by reason of accident, strike, labor dispute, sickness, death of key personnel, energy shortage or

government directive or in the event the agreed upon premises are destroyed or rendered untenable by fire, storm, earthquake, other casualty or act of God, Loyola shall not be liable under this Agreement. The Organization's deposit will be returned, and the Organization shall have no further claim against Loyola.

- C. The failure of Loyola to exercise any right or remedy available to Loyola as a result of the Organization's breach of any of the terms or conditions of this Agreement shall not be deemed to be a waiver by Loyola of any such rights or remedies. The receipt of payment by Loyola shall not be deemed a waiver of any breach by the Organization of this Agreement. The specific remedies to which Loyola may resort under the terms of this Agreement are cumulative and are not exclusive of any breach or threatened breach by the Organization of any provision of this Agreement.
- D. All communications to Loyola should be directed to the following:

Loyola University Chicago
Conference Services Department
The Sullivan Center, Suite 232
6339 North Sheridan Road
Chicago, Illinois 60626

All communications to the Organization should be directed to the address in Exhibit A.

- E. This Agreement constitutes the entire agreement between both parties. It shall be governed by and construed in accordance with the laws of the State of Illinois. No terms or conditions of this Agreement shall be waived, altered or modified except by written agreement executed by both parties. This Agreement shall not be assigned without the prior written consent of Loyola. Any such attempted assignment shall be null and void.

LOYOLA UNIVERSITY OF CHICAGO

By:
Its: Conference Services Manager
Name: Loyola University Chicago

By:
Its:
Name:

EXHIBIT A

ORGANIZATION NAME: _____

ADDRESS: _____

CITY, STATE and ZIP: _____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

TYPE OF EVENT/FUNCTION: _____

SERVICES TO BE PROVIDED: Meeting Room Rental, Catering, Audio-visual

DATE/DATES OF EVENT: _____

CAMPUS: _____

NON-REFUNDABLE DEPOSIT: \$ (20% of total rental rate, \$

The Organization shall pay for services and facilities as follows:

Meeting Rooms:

-

Food and Beverages:

The Organization must arrange for any food and beverage service with Loyola's designated caterer, ARAMARK Educational Services, Inc. The Organization will be billed for food and beverages and may also be billed for any applicable sales tax on food and beverages. A menu is available at www.loyoladining.com.

Audio Visual and Other Services:

The above fees do not include audio visual services and fees for other services. Fees for all such services will be included in the bill.

Please Note: Until we receive your signed contract with the appropriate non-refundable deposit, your reservation will be held as a prospective booking. If we do receive an inquiry for the space you are holding, you will be contacted and given 24 hours to respond with your contract.

Room Set-up Information Form

Event Date: _____ **Event**

Title: _____ **Reservation Number** _____

Room: _____ **Expected number of attendees:** _____

Number to set the room for: _____

Classroom Setup Options

Please choose the meeting room setup style that would be most effective for your event. Loyola Conference Services will accommodate your classroom needs as best as possible.

Theater

Classroom

Chevron

Modified Chevron

Hollow Square/Block

U-Shape

Conference

Spoke

Audiovisual (Please check all that is needed)

35mm Slide Projector

Document Camera

DVD Player

Flipchart

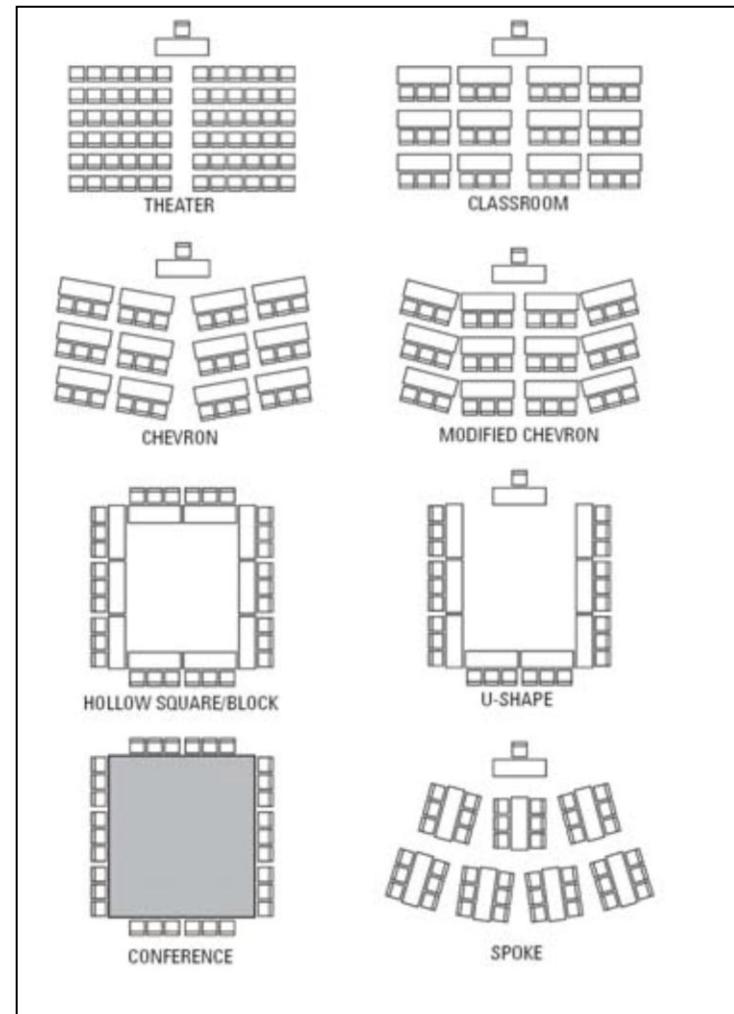
Laptop (We recommend you bring your own if possible to prevent issues with transferring course materials)

Materials Table

Overhead Projector **Podium with Microphone**

Projection for computer images

Sound required for presentation



Switchbox (for multiple computers)

TV Monitor

VCR

Whiteboard

Wireless Microphone(s)

Handheld Lavalier

Other

Please list any other needs you may have.

Thank you for your response, we use this information to ensure that all of your room needs are accommodated properly. We do not want to assume anything as you may make changes to your course and the format. Thanks Again!