



5710

Office of Multicultural Student Affairs
LGBTQ Programming Office
Amandla Lounge

5710 S. Woodlawn
Chicago, Illinois, 60637
P: 773.702.5710
F; 773.702.3048

5710: OMSA | Amandla | LGBTQ Space Usage Guidelines *(an excerpt of the Building User Handbook)*

Section 1: Overview

5710 = OMSA, LGBTQ and Amandla

5710 S. Woodlawn is the home of the Office of Multicultural Student Affairs (OMSA), the Amandla Lounge and the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Programming Office.

5710 Values

5710 is a student-centered space that is designed to enhance the overall campus experience for members of the students of color and the LGBTQ communities. In Spring 2007, members of the 5710 student advisory committee identified core values which are shared by the staff and are used to make decisions, guide programs and activities conducted within 5710. The core values include the following:

Community	Integrity
Innovation	Respect
Advocacy	Truth
Empowerment	Freedom

Section 2: Procedures

Space Request

5710 has various study, programmable and meeting spaces that can be reserved. The usage must be consistent with the mission and the values of 5710. All University of Chicago students, staff, faculty, and affiliates may use the facility. All usage must abide by University policies and regulations as stated in the Student Manual, along with the policies of 5710.

Currently, space is available for reservation Monday – Friday from 9:00am – 11:00pm. Requests for reservations outside of these hours will be reviewed by the Student Center Manager (SCM) and will require user to a weekend fee. Scheduled events should end no later than 10:45pm (15 minutes before closing) to allow adequate time for the building to be cleared, cleaned and locked.

Users can make reservations up to a quarter in advance, and reservations must be made at least 24 hours prior to the request on a business day. The first two weeks of the quarter are reserved Registered Student Organizations (RSO) reservations. After the 2nd week, other departments and units are open to reserving space for the rest of the quarter.

Space request can be made online at the OMSA website. Requests are approved on a first come, first serve bases. A request submitted online does not guarantee reservation. Within 48 business hours, a confirmation will be sent regarding the status of the request. Please do not publicize a event at 5710 until you receive a space confirmation.

Fees & Rates

There is no charge to RSOs and VPDOS units to use 5710 during normal business hours. Request to use 5710 during the weekend must be made 6-8 weeks in advance and requires a weekend fee. For more information, please contact the Student Center Manager.

Room Reservation Cancellation and No Show Policy

All events should be canceled within one week prior to the date of the event. This will allow users to be notified that space is available in a timely fashion. Please assist us in allowing as many groups as possible access to space for their events by letting us know as soon as possible if you need to cancel a reservation.



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There is a 15 minute grace period for a group that schedules a meeting or event lasting 1 hour or less and a 30 minute grace period for a meeting or event lasting 1 hour or longer. If a group does not show for its reservation and the grace period has expired, then the room in question is open to any person or group needing the space.

Capacity

Estimated attendance should not exceed room capacities:

- RSO Meeting Room with furniture: 21 people
- Shared Resource Room (1st Floor) with furniture: 14 people
- Shared Conference Room (1st Floor) with furniture: 16 people
- Community Lounge (1st Floor) with furniture: 45 people / standing room 155 *
- Conference Room (2nd Floor) with furniture: 14 people
- LGBTQ Lounge (3rd Floor) with furniture: 20 people
- Amanda Lounge (3rd Floor) with furniture: 29 people

* special arrangements must be made to remove the furniture and the user is responsible for costs related to removing and re-setting the furniture

Equipment Reservation

5710 has audio and visual equipment that users can reserve in advance and check out for use in the facility. Available equipment includes a laptop, projector, projector screen, and tape/CD player. Equipment checkout will require a valid University of Chicago ID and all checked out equipment must be returned on the same day. Reservations can be made at the time of your space reservation

Section 3: Policies

Using 5710

Reservation privileges for meetings, events and programming are contingent on the user's ability to comply with the policies and procedures. This includes thoroughly cleaning the meeting/event space after use, taking the trash out, and returning the furniture to its original arrangement and condition. 5710 staff members will be available to provide assistance as needed. Failure to clean up will result in a re-evaluation of the user's reservation privileges and could lead to loss of privileges or charges for cleaning. Please keep in mind that 5710 reserves space throughout the day for different organizations, and users should always leave the space as clean as or cleaner than before.

Decorations/Signage

Users are not allowed to use tape, nails, or poster putty on the walls or suspend items from the ceiling. Easels along with a white dry erase board are available for use with advance reservation.

Food and Catering

All food brought into 5710 must be provided by a licensed and insured supplier/cater. A list of approved caterers can be found on the 5710 website. If the caterer is not on the list, please schedule a meeting with the Student Center Manager. Users are responsible for making arrangements with the caterer including deliveries, picking up catering equipment after the program and providing supplies of plates, napkins, utensils and cups. 5710 can not be responsible for the return or storage of equipment.

Kitchen Usage

Available space in the refrigerator may be used during the day of the event. All items must be labeled and removed at the end of the event. Any items belonging to the 5710 must remain on the premises. 5710 is not responsible for item storage (before or after the event) and has the right to dispose any leftover items.



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Furniture, Supplies and Equipment

All property of 5710 must remain on the premises. Property includes furniture, office supplies, and building equipment. For example, if you or your group does not own the particular item in question, then it cannot be removed from the building. Furniture such as tables and chairs may be used and rearranged for meetings and events but the furniture must be returned to its original location immediately following the meeting or event.

Smoking and Fire Policy

University policy states smoking are prohibited inside all university facilities and within 15 feet of all University building entrances. This policy applies to the front porch, side porch, lawn space, and back windows. Candles and open flames are not allowed inside 5710.

Conduct and Responsibilities

Groups reserving space are accountable for the behavior of their guests and members. Any damages or personal injuries are the responsibility of the sponsoring organization. All members of the community should demonstrate the commitment stated in the University's Diversity Statements and Policies.

Liability

Users are responsible for any and all damage to the building as a result of their event, including but not limited to spillage, moisture or water damage, carpet and furniture stains, damage from moving furniture, etc. 5710 reserves the right to assess a fee following the event to cover any costs associated with damages. Space request form along with details of financial remuneration for damage or cleaning expenses will be forwarded to the Office of Registered Student Organization (ORCSA) to hold the reserving organization encumbered. A re-evaluation of the user's reservation privileges will be made if repeated damages occur and/or if the user repeatedly leaves the space without properly re-setting furniture, cleaning or abiding by 5710 policies.

Film Screenings

Public film screenings requires the purchased of the film's copyright. If you are interested in showing a film, please speak to the Student Center Manager.

Section 5: Cleaning Guidelines

5710 is used by both students and administrative staff; as such, cleanliness must be maintained so they are able to accommodate the variety of activities and occupants. This standard requires that all users must comply with the cleaning guidelines.

- No garbage is left behind and the trash is taken out, especially when there is food in the trash.
- There are no remnants of food or drink in the room on the floor (request a vacuum from the 5710 staff)
- All tables and working surfaces must be wiped down with a damp cloth or towel, available in the kitchen.
- All dishes or food utensils are washed and returned.
- All furniture has been returned to its original location and state.
- All resources (magazines, DVD, and brochures) are returned to its original location and state.