



GLOBAL VOICES COMMUNITY CO-SPONSORSHIP APPLICATION

EVENT INFORMATION

Event:

Day/ Date of Event	Event Begins / Event Ends	Access Time for Set-up/ Breakdown	Room	Attendance

ORGANIZATION INFORMATION

Organization:

Post as: _____ Function: _____

Contact Name: _____ Title: _____

E-Mail: _____ Telephone: _____ Fax: _____

Billing Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Telephone: _____ Fax: _____

FACILITY INFORMATION

Room/s Requested	Date	Configuration of Room Set-up	No. of Tables	No. of Chairs

AUDIO / VISUAL NEEDS & OTHER SERVICES

Date	Equipment / Service	Time

Catering arranged with: _____ Telephone: _____

TERMS AND CONDITIONS OF GLOBAL VOICES CO-SPONSORSHIP

- International House suggests that applications for co-sponsorship of events be submitted at least one month in advance of the event. Payment in full is required to secure a reservation.
- As part of our co-sponsorship program, International House asks that a first draft of all promotional materials be sent to our office one month in advance of the event so that they may be reviewed before they are printed. Materials should be in .ai, .psd, or some equivalent editable image format and must include: (1) "International House Global Voices Program" listed as a co-sponsor of the event (2) International House's address and website (do not abbreviate International House as I-House in the address) (3) International House's logo (our logo can be found at <http://ihouse.uchicago.edu/identity>; use only images that include "Logo & Type") (4) The University disability statement exactly as follows: "Persons with disabilities that may need assistance should contact the Office of Programs & External Relations in advance of the program at 773-753-2274." (5) The event dates and times listed in a large, visible font (6) The cost of the event (or listed as "free") and it must state that the event is "Open to the Public". Additionally, please send hard and electronic copies of all final materials for our promotional efforts.
- The co-sponsoring organization accepts responsibility for payment of all expenses incurred by International House on behalf of the organization. Payment Options include MasterCard, Visa, Cashier's Check, cash, or University of Chicago Form 62. International House may require two credit references before renting its facilities.
- International House and the University of Chicago expressly reserve the right to limit use of their name, logo, and or affiliation by groups renting the facilities. Groups must submit any and all materials that use International House or the University of Chicago's name no later than 3 weeks prior to the event.
- The curfew for events is 11:00 p.m. Sunday through Thursday and 12:00 midnight Friday and Saturday nights.
- Guests will confine themselves to the rented area and restrooms and will not interfere in any way with the events of other clients or residents of International House. No solicitation of International House residents or the general public is permitted inside or on the exterior premises of International House.
- Taping, tacking, nailing, etc. of objects to the walls, fixtures, etc., is prohibited at International House. An easel or sign standard may be requested to accommodate this need. Groups causing damage to International House, its fixtures or furnishings will be billed accordingly. In addition, International House banners and flags may not be removed from rooms or podiums during the event.
- All events held at International House must conform to the University of Chicago alcohol policy, (beer and wine only/no hard alcohol/no smoking). Groups must abide by all applicable laws, regulations and rules, including state and local liquor laws.
- International House may refuse future rentals to individuals or groups who caused a disturbance or failed to adhere to the terms of a contract with International House.
- Groups without University affiliation hereby agree to indemnify and hold harmless the University of Chicago and International House from and against any and all claims, liabilities or costs (including reasonable attorney's fees and whether by reason of personal injury or death or property or otherwise) arising out of or connection with the event or this agreement caused or contributed to by the negligence of the Group, its guests, invitees, or agents or independent contractors hired by the Group. Such Groups shall provide a certificate of insurance evidencing \$1,000,000 of general liability insurance naming the International House and the University of Chicago as an additional insured. Any caterer must also provide a certificate of insurance evidencing workers' compensation insurance and \$1,000,000 of general liability (including liquor liability if alcoholic beverages will be served) insurance naming the International House and the University of Chicago as an additional insured. International House will not assume any responsibility for the damage or loss of articles or merchandise left on the premises prior to, during or after the event.

AUDIO/VISUAL AND PROJECTION EQUIPMENT

Available upon request for a fee to be determined. A Technician is required when using International House equipment. Technician: rates vary

SPECIAL REQUIREMENTS

A Function Housekeeper and overseeing House Manager is required on early mornings, evenings and weekends. Function Housekeeper: 4 hour min. @ \$32/hr House Manager: 2 hour min. @ \$16/hr

LODGING

Single rooms with common bathroom facilities and a few guest suites are available. For reservations, call 773-753-2270 or 773-753-2280.

FOOD SERVICE

We are pleased to provide you with a list of recommended caterers.

Snacks and light meals are available in the Tiffin Café. Hours vary.

CANCELLATIONS

In the unlikely event that you should decide to cancel this meeting any time after the confirmation of this contract, the following charges will be incurred:

DAYS PRIOR TO EVENT CANCELLATION FEE

60 – 30 days	50% of total charges
29 – 15 days	75% of total charges
14 days or less	100% of total charges

CONTACT US

International House Office of Programs and External Relations
1414 East 59th Street Chicago, Illinois 60637 USA
Phone 773-753-2274 Fax 773-753-1227
<http://ihouse.uchicago.edu> | i-house-programs@uchicago.edu

Please read the Terms and Conditions of Global Voices co-sponsorship, then complete and sign this form and return it immediately to the Office of Programs and External Relations. Reservations will be made after a final contract is issued and signed by the Organization's authorized representative, and when payment in full is received by International House.

Signature of Authorized Representative

Position

Date