



THE FRANKE INSTITUTE FOR THE HUMANITIES
PUBLIC EVENT RESERVATION FORM

Name of event:

Date(s) of event:

Official time(s) for event:

Total reservation time (including set-up/breakdown):

Contact name:

Department:

Phone No.

Email Address:

FacEx Address:

Approximately how many people will attend?

We have the following multi-media equipment available for your use.

Please mark the items you expect to use:

Overhead LCD projector

(laptop users must bring their own VGA or HDMI adapter, iPhone and iPad users can also connect through HDMI using their own 30-pin digital AV adapter)

BluRay/ DVD/CD Player with multi-zone (BluRay) multi-region (DVD) playback

Flash drive/USB hub (on top of A/V rack, operated through BlueRay Player)

VHS Player with multi-region playback

iPod/portable audio device jack

Note: The Franke Institute seminar room does not require microphone amplification, and we do not offer such rental equipment. If you are interested in amplifying or recording your event, please contact IT Services in the basement of Stuart Hall (Rm. 004). Call 834-4499 or email avs@lists.uchicago.edu.

**YOU MUST REVIEW THE INFORMATION ON THE FOLLOWING PAGES
AND SIGN THE LAST PAGE TO COMPLETE YOUR BOOKING.**

PLEASE READ: SPECIAL INFORMATION

(1) The following disability phrase must be included on all posters or material advertising your event: **PERSONS WITH A DISABILITY WHO BELIEVE THEY NEED ASSISTANCE ARE REQUESTED TO CALL 773-702-8274 IN ADVANCE.**

(2) After your event has been booked, The Franke Institute should receive several copies of event posters and other hardcopy publicity for our files. Your promptness is appreciated.

(3) If your event has received a Franke grant, you will be given special information concerning a summary report, to be sent to us after the completion of your event.

(4) Your event must be coordinated and staffed entirely by you and your associates. The Franke staff is here to assist you with basic needs during our business hours, though our priorities lie in our regular and on-going office duties. To familiarize yourself with our space, you are required to do a “walk-through” of the Institute before your event. Please contact Harriette Moody at hmoody@uchicago.edu or call (773) 702-8274 to arrange this, and also make sure that colleagues who will be assisting you introduce themselves to Ms. Moody on the day of your event.

(5) In addition to the seminar room S-118 and the lounge area (for receptions), the kitchen is also available upon request, including access to a sink, refrigerator, coffee and tea urns, and basic cutlery. To make coffee or tea with our appliances, please see instructions posted on the inside of the kitchen cabinet. However, catering and clean up (including wall and carpet spills) are entirely the responsibility of event organizers. Cleaning supplies can be found in the cabinet underneath the sink. *Please note: the sink does not have a garbage disposal, so all solid waste (including coffee grounds) must be thrown in the trash.* The Franke Institute recycles, so please take the time to find our labeled waste cans.

(6) The seminar room (and the glass-encased reading room) contain two long wooden tables, two round tables, a lectern, 8 upholstered chairs, 20 wooden chairs, and an additional 40 wooden chairs stored away on dollies. If you rearrange any of these items, they must be returned to their original location (see floor plan schematic posted on kitchen cabinet). When moving furniture, please take care that the furniture does not bump into walls or otherwise damage structures in the space.

(7) There is only ONE entrance/exit at the Franke Institute. However, there are two emergency doors (one by the front lobby, the other at the back end by the copy room); do not open these emergency doors because that will trigger a very loud, ongoing alarm which automatically calls the police! These doors are clearly marked, so please advise your participants not to open them.

(8) Security: Please keep in mind that the Franke Institute is located in a public building (Regenstein Library), and that thefts have taken place at the Franke Institute, especially during events (e.g., when a laptop and a wallet were stolen). Please make sure that you and/or your associate(s) keep your Franke keys in your possession at all times (i.e., do not put the keys down anywhere – someone could take them).

INSTRUCTIONS FOR CLOSING UP THE INSTITUTE (AFTER-HOUR EVENTS ONLY):

- **Doors:** Once your event is over, please make sure the following doors in the Franke main lobby are *closed and locked*: the front lobby door, the kitchen door, the conference room door and the hallway door to its left. You should stand in the lobby and physically check each of these four doors. See *additional information below*.
- **Lights:** The hallway and seminar room lights must be turned off before leaving.
- **Multi-media rack:** Please make sure that all of the computer cords and remotes are returned properly to their respective drawers in the media rack, the off switch on the top panel is selected, and the door to the rack is locked.
- **Franke Institute keys:** All keys must be returned in person and by the program coordinator, no later than two days after the event. If there are multiple events occurring during the week, the Franke Institute may ask for a 24-hour return. **DO NOT SLIDE KEYS UNDER DOOR OR PLACE ELSEWHERE.**
- **Personal items:** Please make sure to check for forgotten items such as scarves, notebooks and other belongings. The Franke Institute is not responsible for lost items. Please do not leave your extra flatware and food supplies in our cupboards, but rather discard them or take them with you after your event.
- Please complete all items on the blue Franke checklist, sign the form, and slip it under the Franke front lobby door, after you've checked to make sure that the front door is locked.

IMPORTANT: To lock the front door you need the hex key (Allen wrench), located on the top of the first book display in the lobby. When the crash bar is out, the door is locked. When the crash bar is in, the door is unlocked. Please return the hex key to its original location! For after-hour events, the Franke Institute doors must never be unlocked when unattended by event staff (e.g., outdoor lunch breaks). If, by chance, you lock yourself out and need assistance, the Regenstein Library front desk has extra keys to the Institute, which must be returned immediately. For all other emergencies, please call Associate Director Margot Browning at (773) 844-8301.

By signing this document, I accept the terms of this Franke Institute booking and understand my responsibilities as the coordinator of this event. I am also aware that a violation of these terms may result in my inability to place future bookings.

Note: Graduate students must also include the contact information of an affiliated staff or faculty member.

Name _____

Signature _____

Date _____