

# Rental Rates

## University Departments

(Beginning 7/2024)



**THE UNIVERSITY OF CHICAGO**  
**STUDENT CENTERS**

All room rates reflect a departmental discount of at least 50%

### Reynolds Club and Bartlett Hall Room Rates

Spaces	Half Day (up to 6 hours)	Full Day (over 6 hours)
Bartlett Arts Rehearsal Space (BARS)	\$220	\$330
Bartlett Lounge	\$200	\$300
FXK Theater	\$500	\$750
Hutchinson Commons	\$500	\$750
Marketplace Table (Including Registration tables)	1 <sup>st</sup> table free, \$25 each additional	
Entire Reynolds Marketplace	\$250	\$375
McCormick-Tribune Lounge	\$450	\$675
RC002a (Conference Room)	\$200	\$350
RC010 (Conference Room)	\$200	\$350
South Lounge	\$360	\$540

### Ida Noyes Hall Room Rates

Spaces	Half Day (up to 6 hours)	Full Day (over 6 hours)
Cloister Club (catering prep space included)	\$500	\$750
Dance Room	\$450	\$675
East Lounge	\$360	\$540
Library & Lounge (catering prep space included)	\$450	\$675
Max Palevsky Cinema	\$450	\$675
Room 117 Conference Room	\$200	\$300
Talbot Foyer (Main Lobby)	\$450	\$675
Third Floor Theater (catering prep space included)	\$450	\$675
West Lounge	\$360	\$540

### Mandel Hall

Spaces	Half Day (up to 6 hours)	Full Day (over 6 hours)
Rehearsal Days (No Audience) Monday-Thursday	\$400	\$600
Event Days (Audience) & Fri-Sun Rehearsals (No Audience)	\$1100	\$1650
Add Dressing Rooms to any rehearsal or event (includes daily custodial service)	\$200	
Unscheduled Extensions (not prorated)	\$300/hour	
Dark Days (maintain setup between)	\$150	

\*Dark days in all other event spaces are billed at 25% of the full day rate

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### Quads and Outdoor Spaces

Spaces	Half Day (up to 6 hours)	Full Day (over 6 hours)
Hutchinson Courtyard	\$450	\$675
Ida Noyes Courtyard	\$450	\$675
Quads	\$25	

### Coffee Shop Rentals

Hallowed Grounds and Cobb Coffee Shop may be reserved for private events during closed hours. A 2-hour minimum applies. All rentals include 2 baristas, who also manage the space and amenities. The cost of food, drinks, and gratuity are extra. Food items or drip coffee may be pre-ordered in bulk.

Spaces	
Coffee Shop Rental	\$250/hour +18% Gratuity
Standard Sales	Attendees pay for their drinks, standard pricing
Drink Tickets	Organizer pays retail cost of drinks
Open Drink Service	Organizer pays retail cost of drinks

### Equipment

Student Centers Equipment Rentals	Price
Dance Floor (Reynolds Club)	\$200
LCD Projector (Portable)	\$180
LCD Projector (Cloister Club, Mandel Hall)	\$200
LCD Projector (Ida Noyes – Max Palevsky Cinema)	\$325
Mic - Handheld Wired	\$20
Mic - Wireless Lavalier or Handheld (may require technician)	\$100
Screen (6' or 8')	\$25
2 Speaker Sound System (4 mics maximum, at additional cost)	\$95
Sound System – Portable Bluetooth	\$65.00
TV Cart (Reynolds Club only)	\$25.00
Vendor Equipment Rentals	Price
Furniture and Staging Rentals	Cost +20%
AV Equipment Rentals	Cost +20%
Retail/A La Carte Supplies	Price
Flip Chart Pad & Markers (includes 1 pad and 4 markers)	\$40
Gaffer's Tape (2" Black, 1 roll)	\$25
AAA or AA Batteries (Professional Grade, 4 Pack)	\$2
9V Batteries (each)	\$2
Mandel Hall Specific Equipment	Price
Concert Acoustic Shell	\$200
Choral Risers	\$200
Marley Dance Floor (Includes setup labor) – No charge for consecutive days	\$500
Additional Sound, Lighting, and Video Equipment	As Quoted

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### Building Services and Staffing

Staff/Service	Price
Building Manager	\$30.00/hour
Housekeeper (Duration of Event plus cleanup, 4 hr min outside of business hours)	\$47.00/hour
Post Event Catering Cleanup (Pre-scheduled, business hours only)	\$125
Post Event Catering Cleanup (Unscheduled or Unauthorized)	\$400
Catering Coordination Fee (for all events with catering onsite)	\$50
Piano Tuning (Includes holding room for tuning)	\$175
AV/Performance Student Technician (Student Centers Team, 2 hour minimum)	\$35/hour
AV/Performance Professional Technician (Student Centers Team, 4 hour minimum)	\$45/hour
Extension of Building Hours (Per Building, includes regular building staff)	\$200/hour

### Cancellation Policy

Reservations should be cancelled as soon as possible for the use of that space. Fees will apply for labor and rentals that have been ordered for your event and cannot be cancelled. Cancellation fees are scaled by the amount of days prior to the event that we receive cancellation:

Days Prior to Event	Cancellation Fee
31+ days	No Charge
30 to 15 Days	25% of estimated charges
14 to 3 days	50% of estimated charges + Full labor
2 days or less	100% of charges or \$250, whichever is greater
No Show (Day Of Event)	100% of charges or \$500, whichever is greater