

IDA NOYES HALL

LOTTERY FORM ☿ FALL QUARTER 2017

Office of Events Services

Lottery Form Accepted:

May 16, 2017 8:30am – May 20, 2017 11pm

Please email to oessched@lists.uchicago.edu or return to Ida Noyes Hall, Room 106

The following spaces are available to be reserved in Ida Noyes Hall:

Cloister Club - Located on the 1st floor, Ida's "grand ballroom." Ideal for large gatherings or as rehearsal space; Holds up to 300 people. **(Only available M-F 6p-10p, Sat. 10a-10p, Sun. 1p-9p)**

Library/Lounge - Located on the 1st floor; (Library) partially furnished with a hardwood floor- holds up to 100ppl (Lounge) some furniture, carpeted. Good for meetings or practices – holds up to 80ppl. **(Only available M-F 6p-11p, Sat. 10a-11p, Sun. 1p-9p)**

East Lounge - Located on the 2nd floor; hardwood floor and no furniture. Ideal for meetings and practices; Holds up to 80 people. **(Only available Friday's 6p-11p, Sat. 10a-11p, Sun. 1p-9p)**

West Lounge - Located on the 2nd floor; hardwood floor and no furniture. Ideal for meetings and practices; Holds up to 100 people. **(Only available Friday's 6p-11p, Sat. 10a-11p, Sun. 1p-9p)**

Theater - Located on the 3rd floor; Ida's second-largest room; hardwood floor, stage, and kitchen access; Good for large gatherings or as dance or rehearsal space; Holds up to 150. **(Only available M-F 6p-10p, Sat. 10a-10p, Sun. 1p-9p)**

1st Floor Meeting Room – Located on the 1st floor; carpeted floor with a boardroom table; Good for small group meetings; Holds 10 people

All fields below are **required**. Please fill them out legibly and completely, or your form may not be processed.

Student Organization: _____

Contact Person: _____ Event Type (i.e. meeting, film screening): _____

Any Special Weekly Needs _____

Additional Comments _____

Email Address: _____ Telephone Number: _____

Secondary Contact Information:

Contact Person: _____ Telephone Number: _____

Email: _____

Expected Attendance: _____ Weekly/Biweekly/Monthly*: _____ Require AV? yes NO

On-site Contact Person (if different from above): _____

Please indicate which round of the lottery this form is for (maximum of 3 rounds, please submit 1 form for each round applying for):

(Please check one) 1st 2nd 3rd

Please indicate during which week of the Quarter your **first** meeting will be held (weekly meetings only):

(Please check one) 1st 2nd 3rd 4th

Please indicate during which week of the Quarter your **last** meeting will be held (weekly meetings only):

(Please check one) 8th 9th 10th

❖ **Please note: meeting frequency cannot exceed once per week per organization.**

FOR OFFICIAL USE ONLY:

Received by: _____ Date/Time: _____ RES# _____ Number _____ Round _____

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Please indicate which of the following aspects of your request is the **most important** to you:

(Please check one) Time of Day ____ Day of Week ____ Location ____

Please indicate a 1st, 2nd, and 3rd choice for **each** of the categories below. **If you do not list a second or third choice; you may not receive space.**

TIME OF DAY	Start Time	End Time
1 st Choice		
2 nd Choice		
3 rd Choice		

LOCATION	
1 st Choice	
2 nd Choice	
3 rd Choice	

DAY OF WEEK	
1 st Choice	
2 nd Choice	
3 rd Choice	

By signing below, I acknowledge the following:

- ✓ This request form is for **FALL Quarter only**.
- ✓ Reservation times per room as listed above during the hours of.
- ✓ I am only allowed one request in each round of the lottery, including the Dance Room, Reynolds Club/Bartlett, Stuart, Harper, and Ida Noyes lotteries, for a total of three requests.
- ✓ The person listed above is the primary contact for this lottery reservation and will be responsible for signing contract.
- ✓ Our group is NOT guaranteed a time or day for practice/meeting. WE are also not guaranteed to have a weekly space.
- ✓ Any requests turned in after 11PM on Saturday, May 20, 2017 will be processed as LATE LOTTERY, in the order that they are received.
- ✓ Lottery requests can be made during the fall academic quarter, Monday, September 25, 2017, through Friday, December 8, 2017.

Results will be sent out on Friday, **May 26, 2017**. Results will be emailed to the contact person listed above when the lottery is complete. All fields are required. Please fill them out **legibly** and completely. Failure to do so will result in the delay of your results.

Signature _____ RSO _____ Date _____

FOR OFFICIAL USE ONLY:

Received by: _____ Number _____
Date/Time: _____ RES# _____ Round _____