

# IDA NOYES HALL

## LOTTERY FORM ⌘ SUMMER 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](mailto: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 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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)**

**1<sup>st</sup> Floor Meeting Room** – Located on the 1<sup>st</sup> 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)  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

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

(Please check one)  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>

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

(Please check one)  8<sup>th</sup>  9<sup>th</sup>  10<sup>th</sup>

❖ **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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## LOTTERY FORM ⌘ SUMMER QUARTER 2017

### Office of Events Services

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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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 <sup>st</sup> Choice		
2 <sup>nd</sup> Choice		
3 <sup>rd</sup> Choice		

LOCATION	
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
3 <sup>rd</sup> Choice	

DAY OF WEEK	
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	
3 <sup>rd</sup> Choice	

**By signing below, I acknowledge the following:**

- ✓ This request form is for **SUMMER 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 summer academic quarter, Monday, June 12, 2017, through Friday, August 25, 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 \_\_\_\_\_