

# IDA NOYES HALL

## LOTTERY FORM ⌘ SRING QUARTER 2017

### Office of Events Services

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**Lottery Form Accepted:**

Feb. 20, 2017 – Feb. 24, 2017 5pm

Spring Quarter lottery: Monday, March 27, 2017, through Sunday, June 4, 2017

Lottery forms turned in after Friday, Feb. 24, 2017 will be processed as late and after regular lottery is complete.

Please Read this form carefully; adjustments were made to the availability of spaces. Please email completed forms to [oessched@lists.uchicago.edu](mailto:oessched@lists.uchicago.edu) Or return to Ida Noyes Hall, Room 106

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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." Holds up to 300 people. The room can be reserved between 5pm-10pm Monday-Friday, 10am-10pm on Saturdays and 1p-9pm Sundays.

**Library/Lounge** - Connecting rooms are located on the 1<sup>st</sup> floor; (Library) has a hardwood floor- holds up to 100 ppl, (Lounge) is carpeted and holds up to 100 ppl. The room can be reserved between 5pm-10pm Monday- Friday, 10am-11pm on Saturdays and 1p-9pm Sundays.

**East Lounge** - Located on the 2<sup>nd</sup> floor; hardwood floor. Holds up to 80 people. The room can be reserved between 5pm-10pm Friday, 10am-11pm on Saturdays and 1p-9pm Sundays.

**West Lounge** - Located on the 2<sup>nd</sup> floor; hardwood floor. Holds up to 100 people. The room can be reserved between 5pm-10pm Friday, 10am-11pm on Saturdays and 1p-9pm Sundays.

**Theater** - Located on the 3<sup>rd</sup> floor; Ida's second-largest room; has a hardwood floor, stage. Holds up to 200 ppl. The room can be reserved between 5pm-10pm Friday, 10am-10pm on Saturdays and 1p-9pm Sundays.

**1<sup>st</sup> Floor Meeting Room** - Located on the 1<sup>st</sup> floor; set-up includes a boardroom table; Holds 10 people

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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): \_\_\_\_\_

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**FOR OFFICIAL USE ONLY:**

Received by: \_\_\_\_\_ Number \_\_\_\_\_  
Date/Time: \_\_\_\_\_ RES# \_\_\_\_\_ Round \_\_\_\_\_

# IDA NOYES HALL

## LOTTERY FORM ⌘ SRING QUARTER 2017

### Office of Events Services

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>

**Meeting frequency cannot exceed once per week per organization.**

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.

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:**

- ✓ 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 is responsible for communicating this agreement to all members of our group.
- ✓ It is possible that I will not get my first choice, or that I will not get a room every week.
- ✓ Our group inherits the room "as is". We are responsible for breaking down any furniture we do not need.
- ✓ Our room assignment may be moved to another room in Ida Noyes Hall. This may happen with or without advance notice. If switch was made urgently; we will be notified day of; by the building manager.
- ✓ Our reservation cannot be swapped with another group without approval of OES.

Room assignments will be emailed to the contact person listed above when the lottery is complete.

Signature \_\_\_\_\_ RSO \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Received by: \_\_\_\_\_ Number \_\_\_\_\_  
Date/Time: \_\_\_\_\_ RES# \_\_\_\_\_ Round \_\_\_\_\_