

# SPACE RENTAL GUIDE

## **MALCOLM X COLLEGE**

CITY COLLEGES OF CHICAGO

1900 W Jackson Blvd, | Chicago, Illinois 60612 | [www.ccc.edu/malcolmx](http://www.ccc.edu/malcolmx) | [mx-facilities@ccc.edu](mailto:mx-facilities@ccc.edu)

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**MALCOLM X COLLEGE**  
CITY COLLEGES OF CHICAGO

West Side  
Learning Center

4624 W Madison St | Chicago, Illinois 60644 | [www.ccc.edu/malcolmx](http://www.ccc.edu/malcolmx) | [mx-facilities@ccc.edu](mailto:mx-facilities@ccc.edu)

## RENTAL RATES

Complete online application. This will determine if space is available and contract processing if spaces are approved: (<https://apps.ccc.edu/externalevent/request.htm>).

FLAT FEE RATE (NOT HOURLY; PER RESERVATION REQUEST)					STAFFING/RESOURCE NOTES
Space	Days	Profit	NFP	City/State Agency	
1100 (Hallway)	M-F	\$300	\$180	\$120	<p>Staffing is per hour. Ensure your application reflects an hourly use increment.</p> <ul style="list-style-type: none"> <li>• Janitorial - \$37 per hour</li> <li>• AV (resource being asked to stay a certain hour at event) - \$55 per hour</li> <li>• Security - \$40 per hour</li> <li>• Engineering - \$98 per hour</li> </ul> <p>If government personnel are part of the event, please contact the Department of Safety and Security at (312) 850-7168</p> <p>If AV must remain at an event, e-mail <a href="mailto:mxchelpdesk@ccc.edu">mxchelpdesk@ccc.edu</a> for approval</p> <p>If items like a stage, special audio equipment, and special tables are requested (based off availability), each instance reflects a \$300 charge</p>
	Sat/Sun	\$350	\$210	\$140	
1101-03 (Meeting Rooms)	M-F	\$300	\$180	\$120	
	Sat/Sun	\$350	\$210	\$140	
1104 (Auditorium – presentation space)	M-F	\$500	\$300	\$200	
	Sat/Sun	\$600	\$360	\$240	
1105 (Warming Kitchen, please review guide for more information)	M-F	\$400	\$240	\$160	
	Sat/Sun	\$500	\$300	\$200	
1106-08 (Each hall)	M-F	\$500	\$300	\$200	
	Sat/Sun	\$600	\$360	\$240	
CPU Lab	M-F	\$400	\$240	\$160	
	Sat/Sun	\$500	\$300	\$200	
Gymnasium	M-F	\$1000	\$600	\$400	
	Sat/Sun	\$1250	\$750	\$500	
Smart Room	M-F	\$300	\$180	\$120	
	Sat/Sun	\$350	\$210	\$140	
Office	M-F	\$150	\$90	\$60	
	Sat/Sun	\$200	\$120	\$80	

### EVENT ESTIMATE

An estimate will be presented prior to processing the application. It will be important to reply back if the estimate is accepted so the application processing is not delayed. Also, you will need to report payment method (Purchase Order or online submission) as payment must be received 10 days prior to the event. Please review our payment portal - <https://magic.collectorsolutions.com/magic-ui/en-US/Login/il-ccc-facilities-portal>.

## External Renters Quick Reference Guide

### APPLICATION AND SPACE REQUESTS

To begin your application, visit the link below (payment link also provided after the application link).

<https://apps.ccc.edu/externalevent/request.htm>

<https://magic.collectorsolutions.com/magic-ui/en-US/Login/il-ccc-facilities-portal>

### FREQUENTLY ASKED QUESTIONS

#### A

##### ADVERTISING

Do not advertise without an executed contract

##### ALCOHOL DISTRIBUTION

Illinois and City of Chicago license/certification copies required (must be submitted a week prior to the event to the Auxiliary Services Director)

1. Bartender Service Provider must provide Dram Shop Insurance
2. TIP Certification of **each bartender** used
3. BASSETT Certification of **each bartender** use

##### APPLICATION PROCESS

Client completes an application. An invoice is dispatched. At that time a contract is requested. The client then receives an Exhibit A that reports the final application approval (at a later date). The contract is sent to the client (once signed from City Colleges of Chicago). Contract, COI (Certificate of Insurance), and pay receipt must be provided 10 days prior to the event (<https://magic.collectorsolutions.com/magic-ui/en-US/Login/il-ccc-facilities-portal>); if a Purchase Order will be used, it must be reported soon after the application activation. The event will be cancelled if terms not completed

##### AV SUPPORT

AV setup details must be confirmed a week prior to the event (preferably sooner); contact AV at 312/850-7153 or by [mxchelpdesk@ccc.edu](mailto:mxchelpdesk@ccc.edu).

#### C

##### OUTSIDE CATER USE (WARMING KITCHEN MUST BE RENTED – MAIN CAMPUS ONLY)

Illinois and City of Chicago license/certification copies required a week prior to the event

1. Report each cater and date of service for each
2. **City of Chicago** Food Certification for each cater
3. Insurance **naming the Board of Trustees of Community College District No. 508 as the certificate holder**

## CATERING

We have a contract with Fooda that provides catering services. You may seek an external cater, but our internal cater would facilitate on demand services. Please contact Erica Saponaro ([erica.saponaro@fooda.com](mailto:erica.saponaro@fooda.com)) for catering options

## CHOOSING NOT TO INCLUDE A PRE-SETUP DATE AS PART OF AN APPLICATION

If you require a pre-setup at a specific time the day before your event, it must be booked. It's a billable charge. If you desire to wait for a possible opening, you take the chance of not setting up until the day of your event

## CONFERENCE CENTER ROOM DIMENSIONS

More information may be retrieved from this rental guide

## D

### DIGNATARIES

Dignitary invitation report must be submitted a week prior to the event; sooner the better. It must be dispatched to Safety and Security

## I

### INSURANCE

COI must reflect space and date in the Description Area and shall be provided by Permittee naming (**in the Certificate Holder Section**): Board of Trustees of Community College District No. 508; 180 North Wabash; Chicago, IL 60601. The COI is due no later than ten days prior to the event or the event is subject to be cancelled

*Permittee shall provide evidence of appropriate insurance protection and indemnification in the amount of one million (\$1,000,000) dollars single limit (bodily injury and property damage, including auto liability), naming the College as additional insured with the Permittee for liability coverage for acts committed or suffered by Permittee's agents, employees and/or visitors in connection with the event. Permittee shall maintain and provide evidence of worker's compensation insurance in such amounts required by law. A Certificate of Insurance shall be provided by Permittee naming the Board of Trustees of Community College District No. 508 as the certificate holder reflecting the above referenced coverages. If Permittee requires its vendors to access the College in support of the event, those parties shall also provide same evidence of insurance naming the Board of Trustees of Community College District No. 508 as the certificate holder reflecting the above referenced coverages*

## P

### PARCEL DELIVERIES IN ADVANCE OF AN EVENT

Advance notice must be made to the Auxiliary Services Director. The items would be delivered to our dock entrance off Adams Street. The delivery person would ring a bell at the dock to drop off packages. The event coordinator would be responsible for retrieving their items from our Mail Room. The dock hours are Monday – Friday; 9:00 a.m. – 4:00 p.m. Shipping should be routed to the attention of:

**Malcolm X College**

C/O Facilities Management / Event Date and Title  
1900 West Jackson | Chicago, IL 60612  
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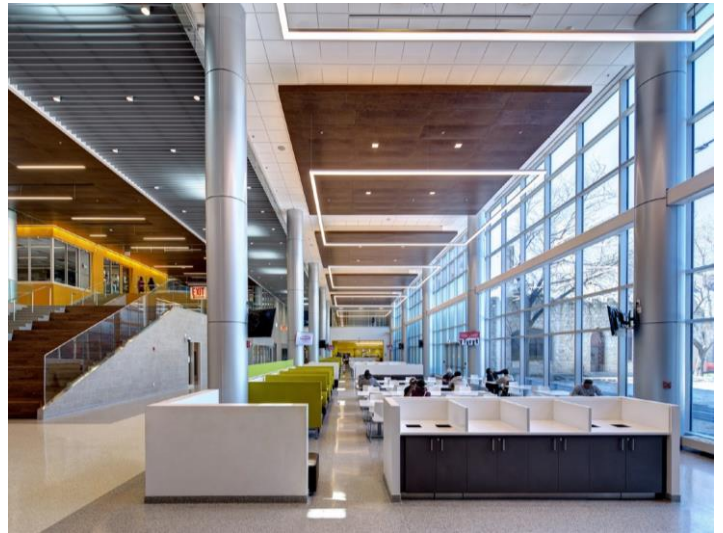
**West Side Learning Center**

C/O Facilities Management / Event Date and Title  
4624 West Madison Street | Chicago, IL 60644

## PRE-SETUP

Pre-setup date should be included in your application; if such is not part of application/contract, entering prior to the event date will not be granted without a fee/contract update

Malcolm X College (**Main Campus**) is a learning and assessment-centered community college that empowers students of diverse backgrounds and abilities to achieve academic, professional, and personal success. We are pleased that you want to host your event on our campus and look forward to sharing everything our state-of-the-art, LEED Gold certified facility has to offer.

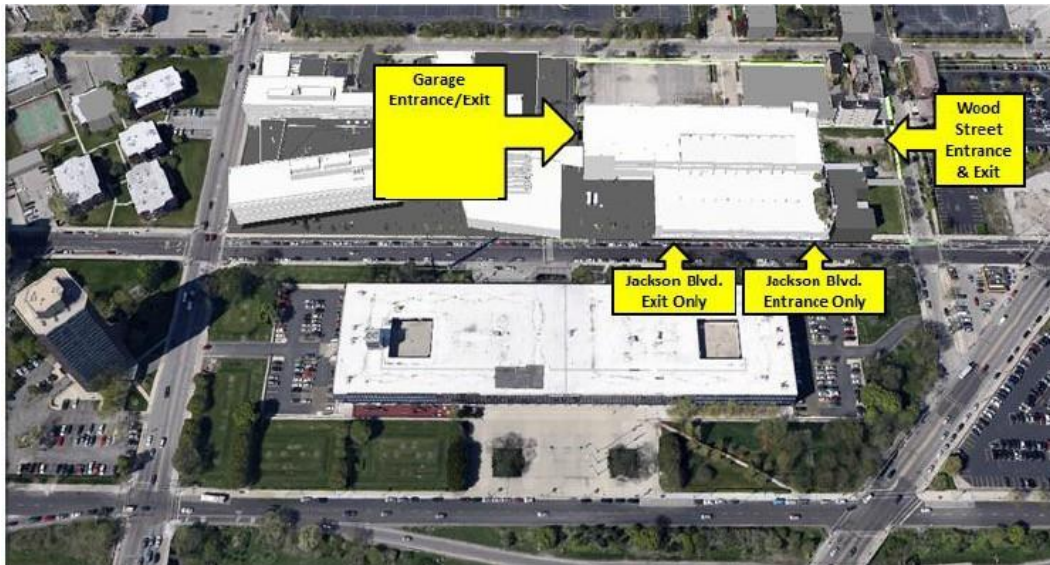


West Side Learning Center (**WSLC**) is Malcolm X College's satellite campus. WSLC is located in the Austin community. The faculty and staff are dedicated to helping the people who live and work in Austin succeed in education and in life. We hope you choose our available meeting space at WSLC to allow our community to host yours.



## DRIVING TO THE COLLEGE – Main Campus

Malcolm X College is located just off of the I-290 Damen exit. For driving directions, visit [maps.google.com](https://maps.google.com). For garage entry directions, review the image below. Vehicles can access the college's parking garage from Jackson Boulevard, Wolcott Street, or Wood Street. Take a parking ticket to enter, and use a validated ticket to exit. Tickets may be validated inside the building (first floor) at the main security post. Events with more than 100 guests must be coordinated in advance for security assistance and assignment detail; attendance sheet must be provided to the Safety and Security Department prior or the day of the event. No validation required at WSLC.



## TAKING PUBLIC TRANSIT TO THE MAIN CAMPUS (CHECK CTA WEBSITE ABOUT WSLC)

Malcolm X College is accessible via several transit routes that run adjacent to the college:

- CTA Blue Line, Illinois Medical District stop
- CTA Bus #157
- CTA Bus #126
- CTA Bus #50

For specific information regarding bus times, train stops, and arrivals, please visit [www.ctabustracker.com](http://www.ctabustracker.com) for buses and [www.transitchicago.com/traintracker](http://www.transitchicago.com/traintracker) for trains.

## BIKING TO THE COLLEGE

Bicycle racks are available inside of the parking garage (first floor) and near the south side (Jackson Boulevard) main entrances; NOT AVAILABLE AT WSLC.

## STAYING CONNECTED

Wireless, high-speed Internet access is available throughout the college. Charging stations are located on all floors throughout the Main Campus building. WSLC staff will alert charging locations.

## HAVE AN INCIDENT/EMERGENCY TO REPORT/LOST ITEMS

Visit the security office in room 1316 or call (312) 850-7167; 5-7167 if dialing in-house). To review publications and up-to-date security information, please visit the Safety and Security Department's webpage at [www.ccc.edu/colleges/malcolmx/departments/Pages/Safety-Security.aspx](http://www.ccc.edu/colleges/malcolmx/departments/Pages/Safety-Security.aspx). Alert incidents directly to WSLC security for such reservations.

## RENTAL SPACES

### CONFERENCE HALL SPACES – Hall A 1108, Hall B 1107, and Hall C 1106

Air walls installed to separate the three spaces or could be opened to join all three. Each are presentation ready and equipped with Creston Touch Panel technology.

#### CONFERENCE HALL A – 1108 (view of Jackson Street)

- Capacity: 128–160
- Dimensions: 44' x 54'
- Amenities include:
  - Smart Podium Screen
  - Event Notice Panel
  - Patio Access Door
  - Data Projector
  - Curtain Control
  - Credenza

#### CONFERENCE HALL B – 1107 (middle hall)

- Capacity: 128–160
- Dimensions: 42' x 54'
- Amenities include:
  - Smart Podium Screen
  - Event Notice Panel
  - Patio Access Door
  - Data Projector
  - Blinds Control
  - Private
  - Credenza

#### CONFERENCE HALL C – 1106 (next to Warming Kitchen)

- Capacity: 128–160
- Dimensions: 44' x 54'
- Amenities include:
  - Smart Podium Screen
  - Event Notice Panel
  - Direct Kitchen Access
  - Data Projector
  - Blinds Control
  - View of Patio

## EXHIBITOR/RECEPTION HALLWAY 1100

Tables and chairs can be added to this area to serve as an exhibitor showcase, dining space, or simply an open area for guests to socialize. Small sofas are part of this space and can be removed per client request, but cannot be moved by a client. Relocation of the sofas must be pre-arranged.

**Modular Seating:** In red and black

**Hallway 1100 N/S Area:** Dimensions: 66' x 18'

**Hallway 1100 E/W Area:** Dimensions: 70' x 24'





## MEETING SPACES (Main Campus)

These are presentation-ready spaces where no mic will be needed and will not be added. Event panels are present at each space so guests are able to review bookings at a touch of the panel at each space. Tables and rolling chairs are present in each space. If Meeting space 1103 is secured coupled with the auditorium, it serves as an immediate access space between each.

**1101:** Capacity 20–25

**1102:** Capacity 25–30

**1103:** Capacity 45–50

## AUDITORIUM/PRESENTATION SPACE 1104

Platform landing; not a full stage

- Presenter white board and prep behind auditorium available with dry erase. Dry erase markers not provided by the college
- No food or drink permitted in space
- No helium balloons or glitter permitted in the space
- Capacity: 450 mounted tablet type seating



## ADDITIONAL RENTAL SPACES

### OUTDOOR LEARNING GARDEN (Main Campus)

Located on the third floor, Malcolm X's **Outdoor Learning Garden** is a beautiful area that provides space for study, reflection, and celebrations. Complete with ample seating, a WIFI connection, power outlets, and a shaded area, this outdoor space is a great spot to take a break, have lunch, or just enjoy the Chicago sunshine. Open weather permitting; we have two other spaces on floor one for rental.



## CAFETERIA (Main Campus)

The **Cafeteria** is a rental option (two sections – East/West) at the Main and one section at WSLC, but NOT when a reservation conflicts with student activities/dining.



Space	Description	Dimensions
Meeting Space 1101	A	27X20
Meeting Space 1102	B	27X20
Meeting Space 1103	C	27X33
	1106 Hall C	42X54
	1107 Hall B	40X54
	1108 Hall A	40X54
Auditorium	1104	
	<i>Top Seating Area (Far East)</i>	48X19
	<i>Bottom Seating Area</i>	58X46
	<i>Platform</i>	48X10
Coat Check Room	1113	10X10
Warming Kitchen	1105	36X21
Exhibitor Hallway	1100	27X87
Gymnasium	1207	97X116
Cafeteria Dining Area		
	<i>East Side 1003</i>	30X50
	<i>West Side 1004</i>	30X80
Outdoor Learning Garden	3001	100X220
First Floor Outdoor Café Dining Area		28X120

**WEST SIDE LEARNING CENTER SPACE SAMPLES**



**TABLE AND CHAIRS (per availability)**

**410 Series Four Cast Line Stack Chairs**

- Inventory: 700



**Black/Beige Metal Folding Chairs**

- Inventory: 350 mixed (check color availability)



**Wooden Top Round**

- 60" diameter, 30" high
- 3/4" plywood core top
- Seats up to 8
- Inventory: 63



**Plastic Long ( you may need to rent such items outside our inventory)  
The longs must be covered by the client**

- 6' long, 30" wide
- 2" thick white plastic top
- Seats up to 8
- Inventory: 70



**COAT RACK and HIGH BOYS – Rental items - \$300 (per set as available)**



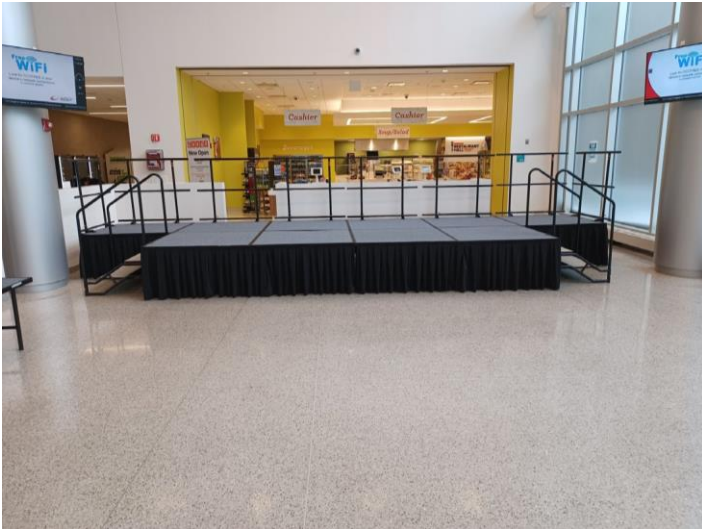
No hangers required  
Use hooks



Round Wood Highboy  
Table - 30"D x 30"W x  
42"H

**STAGE AND PODIUM – Stage is a rental item (\$300) as available**

Platform comes in '4 x 4' sections; eight (8) parts currently in inventory, including up to two (2) steps with rails. One platform does not come with railings; skirting is not provided by the college for another. This is not always available due to maintenance and must be requested in advance to determine availability.



**COMPETITION GYMNASIUM** *Space 1207, First Floor, Main Campus (not available at WSLC)*

If this space is desired for use, the playing surface must be covered. Four (4) janitors are required for 4 hours to complete the task of laying the tarp. NO exceptions. 100' x 50' tarp is required; this is a labor-intensive area to setup. There are **962 bleacher seats** (597 east and 365 west), five (5) basketball rims, and a curtain divider. AV rentals outside campus resources are a norm for this area – thus, AV must be outsourced.





**President - Malcolm X College  
David A. Sanders, Doctoral Candidate AB**



The President of the College is the chief executive, administrative, and education officer and derives authority from, and is responsible to the Chancellor of the City Colleges of Chicago and the Board of Trustees.

The President's primary responsibility is to provide vision for the College and continuous leadership and direction for the planning and operation of all aspects of the College's programs and services in conformity with City Colleges of Chicago Board policies, ICCB and IBHE rules and regulations, and State law. The Office of the President is also responsible for developing, maintaining, and evaluating the academic programs and student services of the College and creating a climate which enhances student learning, stimulates creative approaches to teaching and learning, and motivates both staff and students to optimum achievement through reinvention.

Should you like President Sanders to conduct a welcome at your event, please email your speaking request to the Office of the President at [mxc-president@ccc.edu](mailto:mxc-president@ccc.edu).

