SPACE RENTAL GUIDE

MALCOLM X COLLEGE
CITY COLLEGES OF CHICAGO
1900 W Jackson Blvd, | Chicago, Illinois 60612 | www.ccc.edu/malcolmx | mxc-facilities@ccc.edu

MALCOLM X COLLEGE
CITY COLLEGES OF CHICAGO
West Side Learning Center

4624 W Madison St | Chicago, Illinois 60644 | www.ccc.edu/malcolmx | mxc-facilities@ccc.edu

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

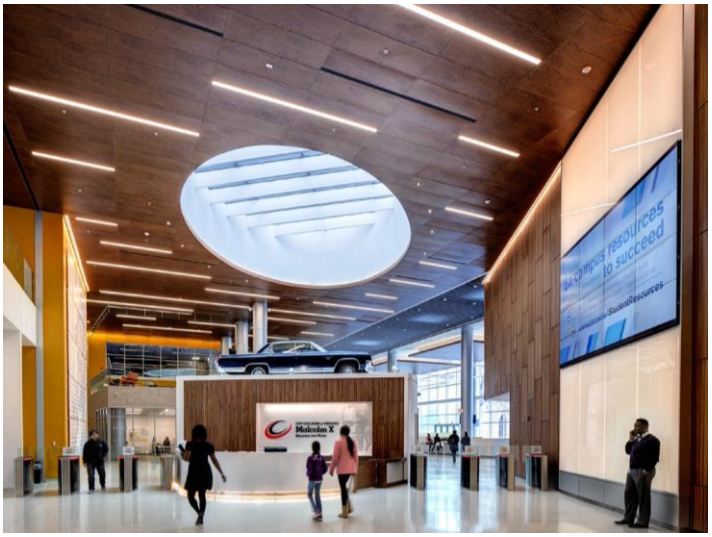
The President of the College is the chief executive, administrative, and education officer and derives authority from, and is responsible to the Chancellor of the City Colleges of Chicago and the Board of Trustees.

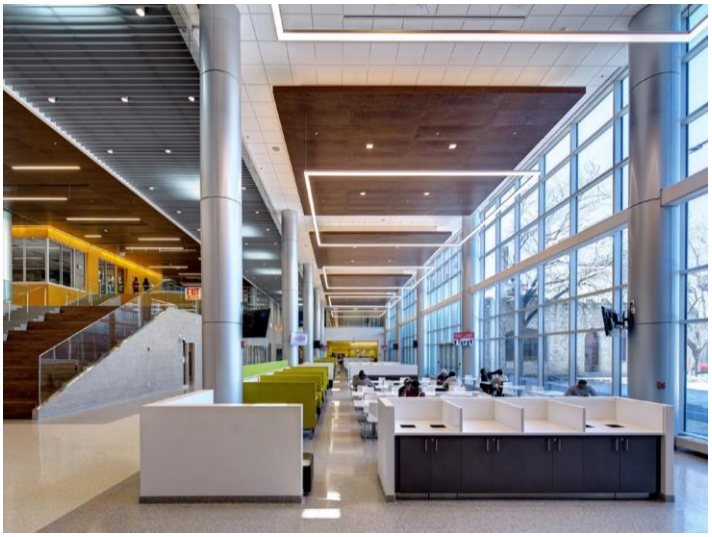
The President's primary responsibility is to provide vision for the College and continuous leadership and direction for the planning and operation of all aspects of the College's programs and services in conformity with City Colleges of Chicago Board policies, ICCB and IBHE rules and regulations, and 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.

MALCOLM X COLLEGE – 1900 West Jackson Blvd. | Chicago, IL 60612

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.



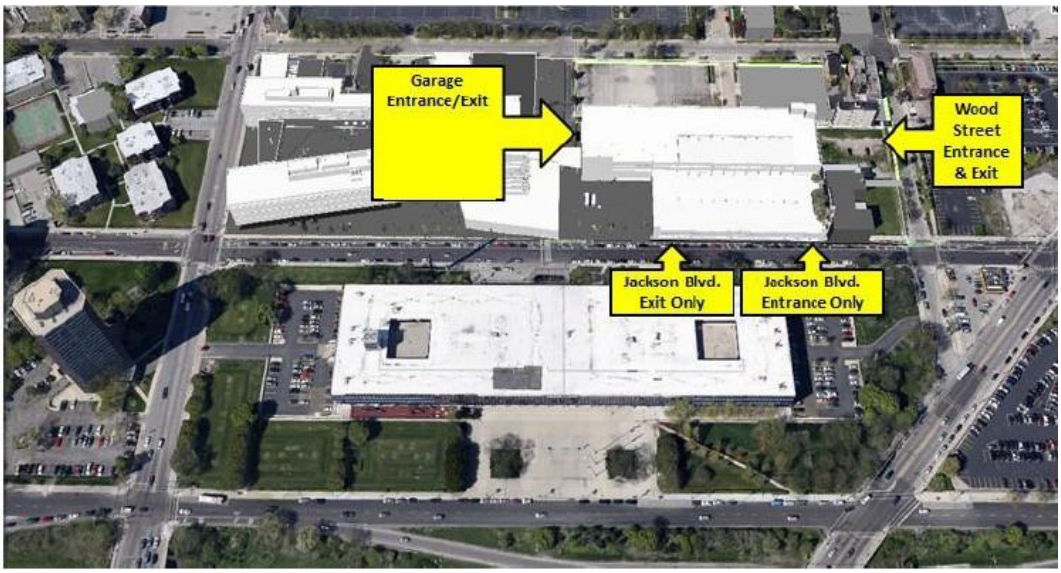


WEST SIDE LEARNING CENTER – 4624 West Madison Street | Chicago, IL 60644

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

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. 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 for buses and 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. Alert incidents directly to WSLC security for such reservations.

THE FACILITY

There are a number of interesting rooms and areas throughout Malcolm X College—a 544,000 square foot facility located between Jackson Boulevard, Adams Street, Damen Avenue, and Wood Street—such as:

- **Health Science Classrooms** that allow for combined didactic and skills training, including a virtual hospital that simulates the healthcare work environment. There are also General Education and Adult Education classrooms, student services spaces, athletics facilities, a conference center, auditorium and parking garage
- **Conference Center** (Main Campus 1100–1108) – State-of-the-art convention/meeting spaces
- **Monumental Stair** (Main Campus 2000) – A staircase affording relaxation, collaboration, and more
- **Sports Center** (Main Campus Aquatics Lab, Weight Room, Competition Gym, and Exercise Sports and Science Lab, 1200 area) – A cutting-edge kinesiology marvel
- **Outdoor Learning Garden** (Main Campus 3001)—This outdoor space includes WiFi connection, outlets for power, seating, and more. This is a great place to gaze at the clouds, have a snack, or simply take a break. Open weather permitting; two additional areas on floor one
- **Math Emporium** (Main Campus 3306–3308) – A state-of-the-art computer learning center designed to help students master math by interacting with a team of instructors, embedded tutors, and interactive math software
- **Virtual Hospital** (Main Campus 8th floor) – Simulated environments allow students to engage in "real life" patient scenarios where they test, diagnose, and develop a treatment plan to remediate a patient's condition. This functionality allows Malcolm X the unique ability to pressure-test student skills under workplace-like conditions, assess strengths and weaknesses, and develop a plan of action to improve students' hard and soft skills prior to clinical assignments, graduation, and entrance into the career of their choice
- **Studio Biology Labs and a renovated conference room** located at the West Side Learning Center
- **Tour requests** must be made in advance for the Main/Satellite campuses; mxc-president@ccc.edu.

ATM – Main/Satellite

There are no ATMs available at campus sites. Food vending machines accept cash and debit/credit cards

NORTH DOCK – Main Campus

This is the location for our main deliveries. For events requiring pre-deliveries, this is the designated dock. It is located off of Adams Street, just east of Damen Avenue, on the south side of the street (across from the United Center). **For the WSLC, delivery trucks would need a lift gate**

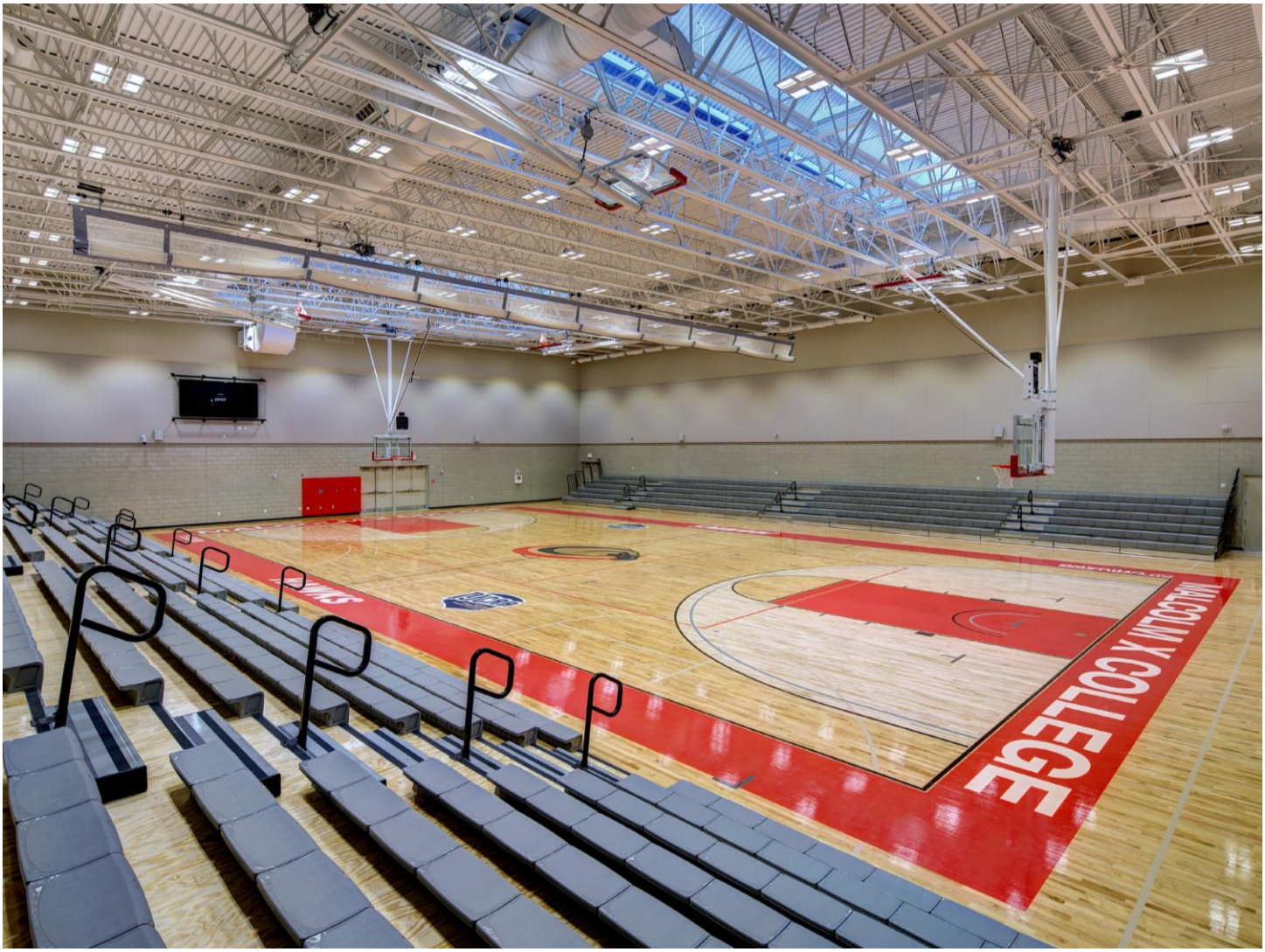
WOLCOTT DRIVEWAY – Main Campus

This location is for special deliveries related to the Conference Center (authorization required in advance). The area is off of Adams Street. Deliveries must be coordinated and must not obstruct traffic to our parking garage

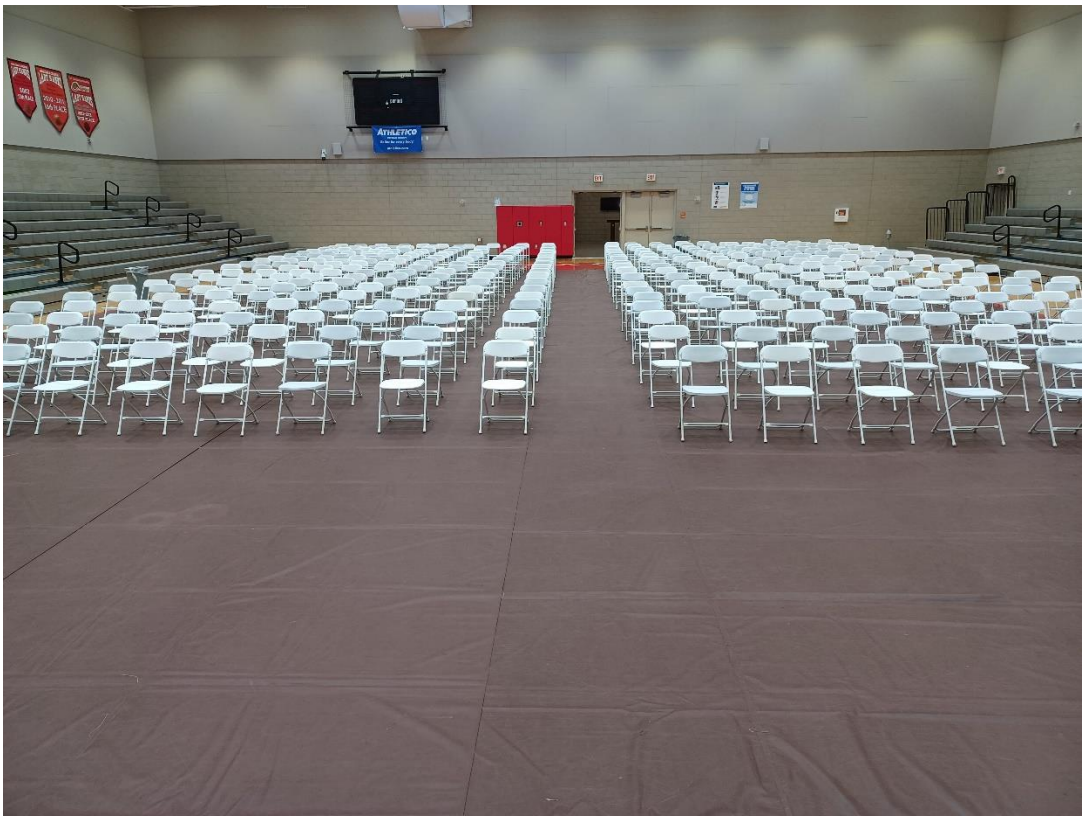
RENTAL SPACES

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.



LADY HAWKS
2003
CHAMPION
LADY HAWKS
2010 - 2011
CHAMPIONS
HAWKS
LADY HAWKS
2011-2012
CHAMPIONS
HAWKS
LADY HAWKS
2012-2013
CHAMPIONS
HAWKS
LADY HAWKS
2014-2015
CHAMPIONS



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

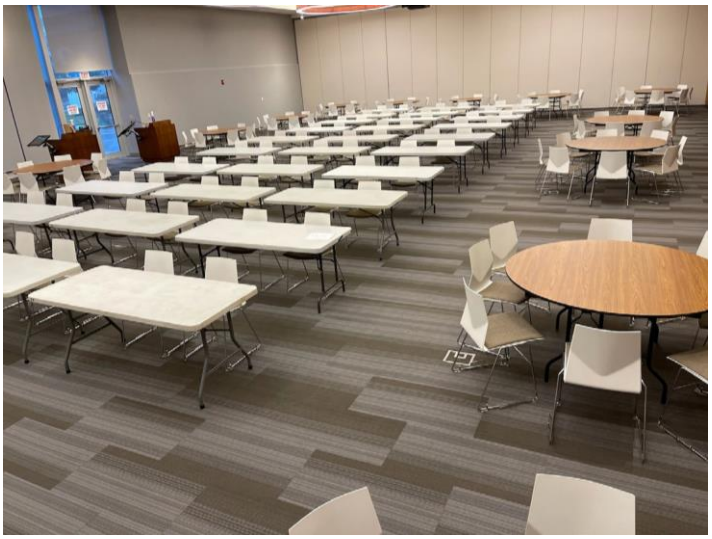
CONFERENCE HALL B – 1107 (middle hall)

- 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)

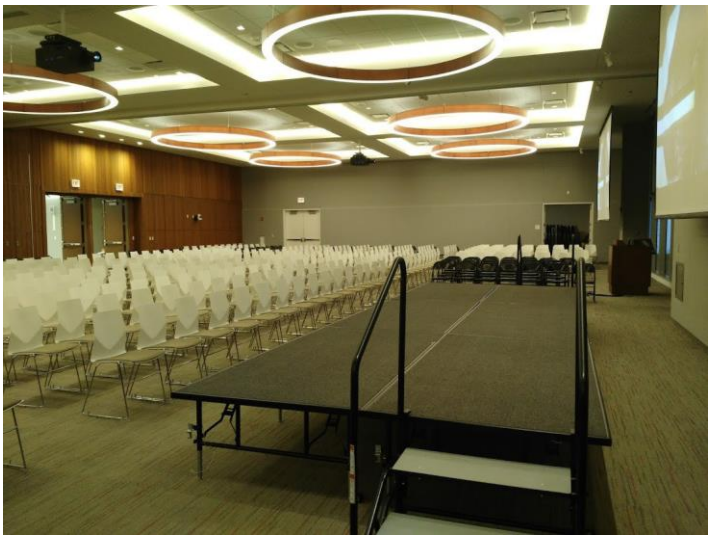
- Capacity: 128–160
- Dimensions: 44’ x 54’
- Amenities include:
  Smart Podium Screen
  Event Notice Panel
  Direct Kitchen Access
  Data Projector
  Blinds Control
  View of Patio

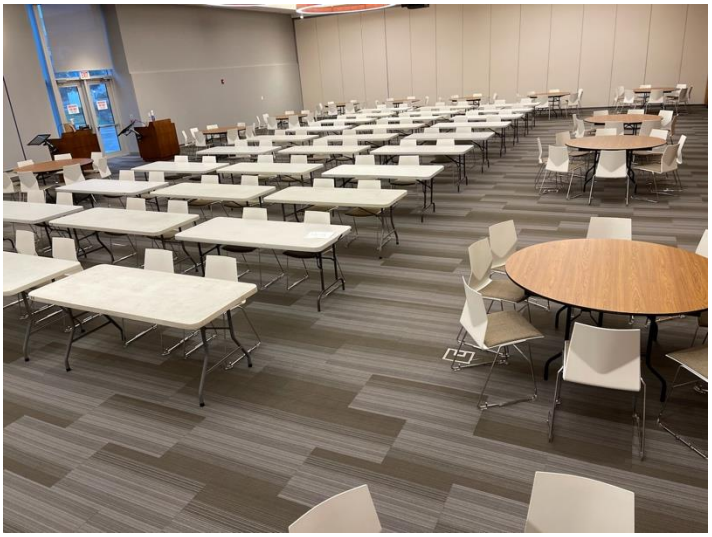
HALL SPACE SETUP SAMPLES (Main Campus) – Decorations provided by clients



HALL SPACE SETUP SAMPLES

HALL SPACE SETUP SAMPLES

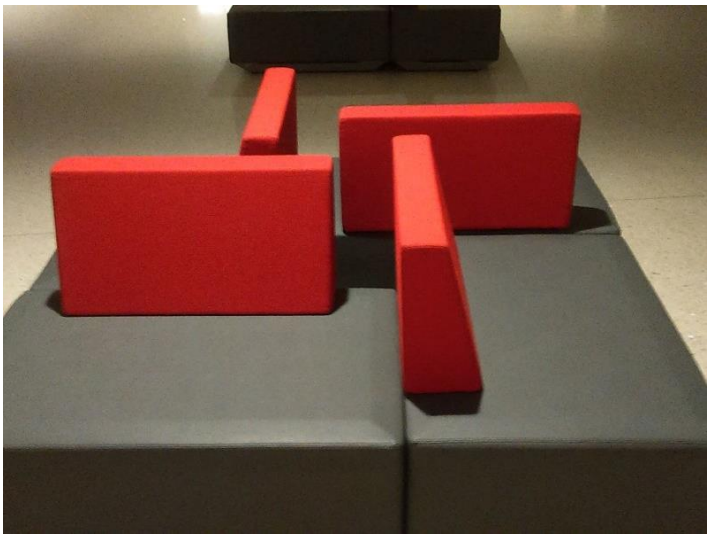




EXHIBITOR/RECEPTION HALLWAY 1100

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

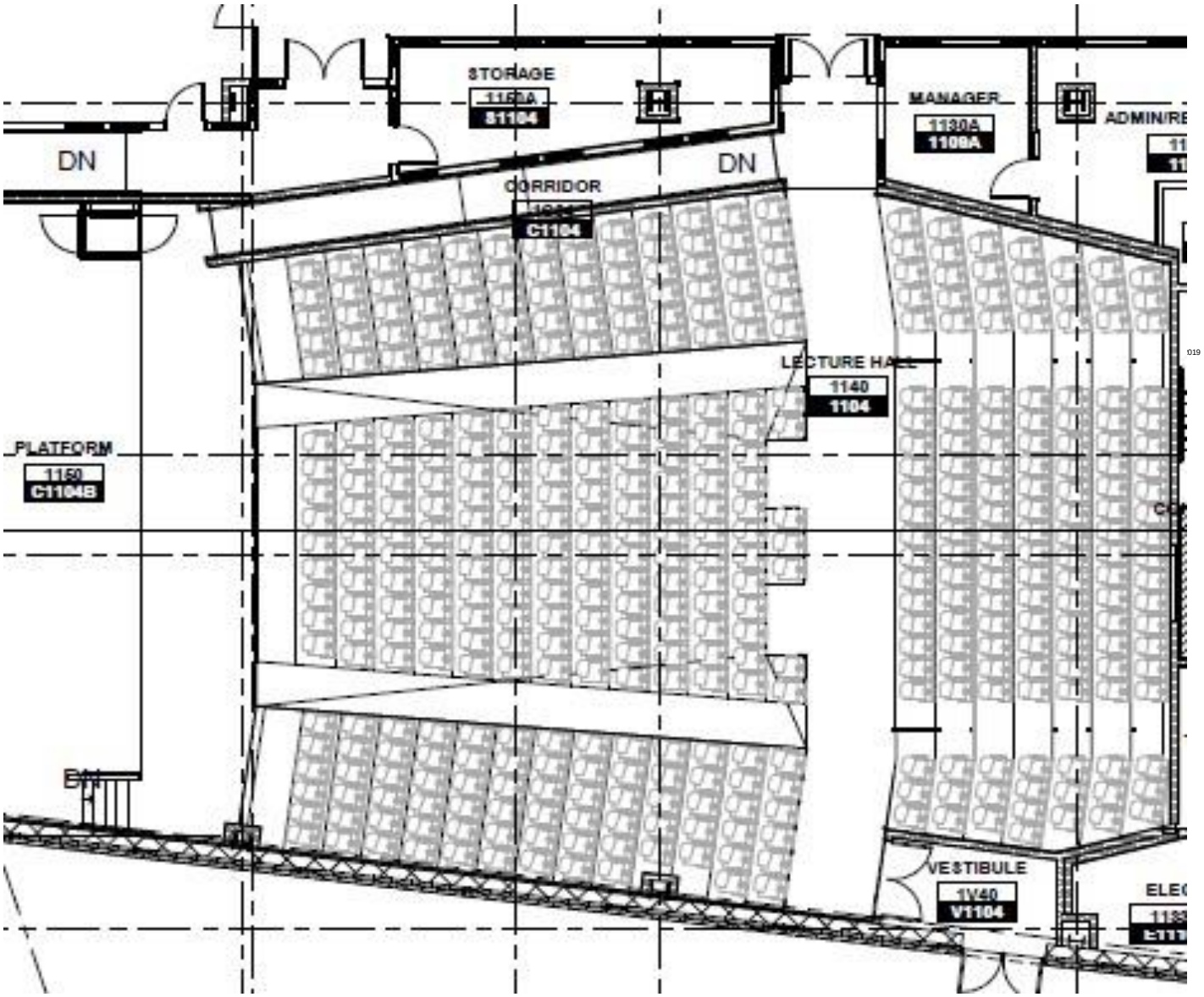
AUDITORIUM/PRESENTATION SPACE 1104

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

AUDITORIUM/PRESENTATION SPACE 1104

1104 Auditorium | Mounted Tablet Seating
Space Type : Presentation Box | *Rental Fee Category* : Conference Space with Technology
Seating Chart
469 Seats



AUDIO VISUAL SPECIFICATIONS

THE SPACES

- Each space assigned is presentation ready; equipped with smart technology; has the latest Microsoft applications
- In Halls 1106, 1107, and 1108, these spaces may be operated individually or synced together
- Auditorium 1104 has a wall-mounted, front-facing screen; this area is what you would think of as a presentation box; designed for a lecture
- Meeting spaces 1101, 1102, and 1103 are equipped with wall mounted LCDs

ABOUT OUR HIGH-PERFORMANCE SMART PODIUM

- HDMI Connector—audio/video interface for transmitting uncompressed video data and compressed or uncompressed digital audio data from an HDMI-compliant source device; needed if user chooses to bring personal laptop
- VGA connector—to connect an analog PC monitor to a PC or laptop. VGA cables utilize an HD15 connector (male or female depending on the equipment being attached) to connect the monitor and PC/ laptop; needed if user chooses to bring personal laptop
- Crestron touch panel enables you to monitor, manage, and control everything from one platform
- Smart podium 524 interactive pen display with an Ergotron adjusted side mount that adjusts the monitor
- Lift/lower switch that adjusts podium to varying heights
- Monitor with side data ports
- Wired keyboard and mouse
- Podium mic attachment
- Reading lamp attachment

WALL MOUNTED DEVICES/EQUIPMENT

- Ceiling-mounted projection screen
- Ceiling-mounted projector
- Wall-mounted curtain control
- Wall-mounted lighting control

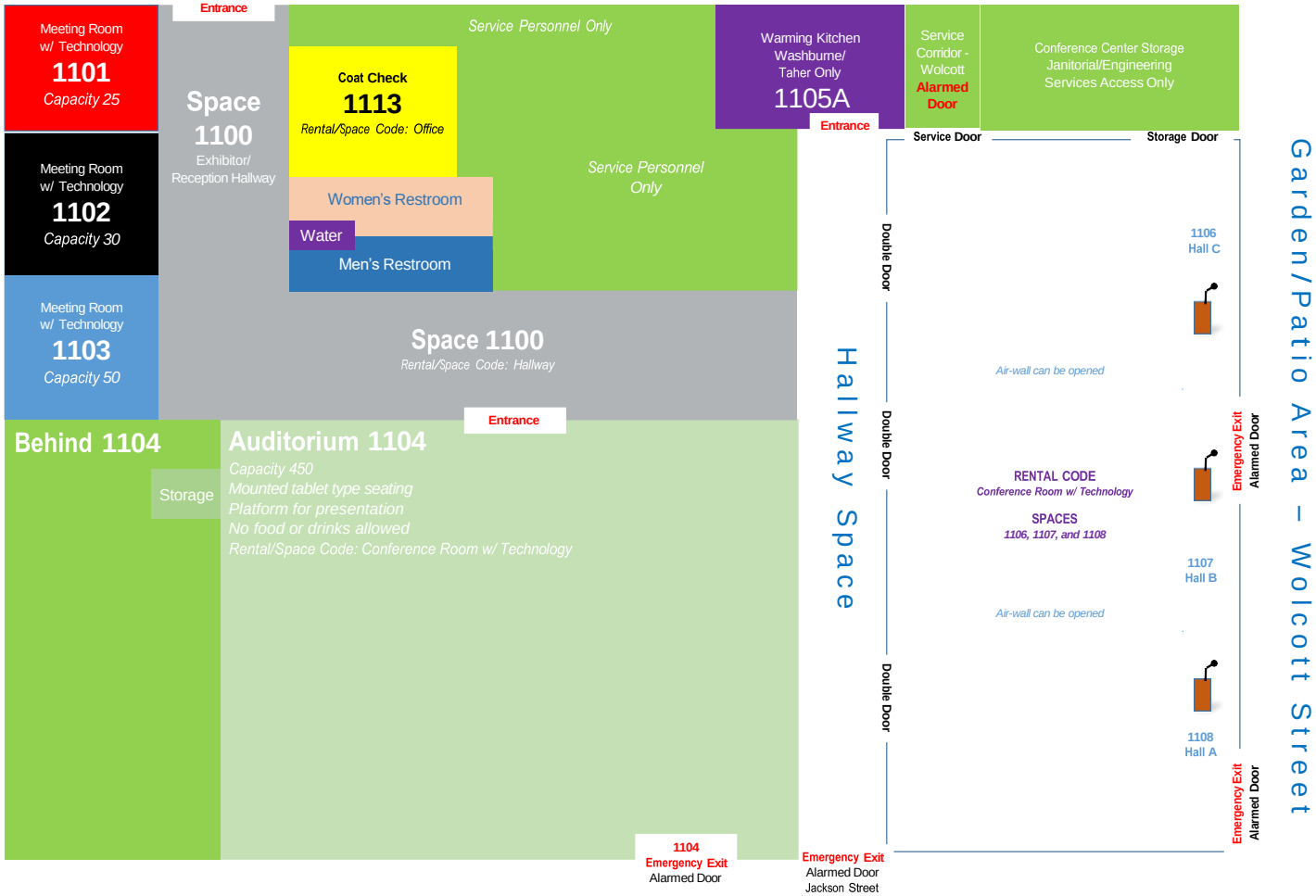
ADDITIONAL RENTAL SPACES

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.

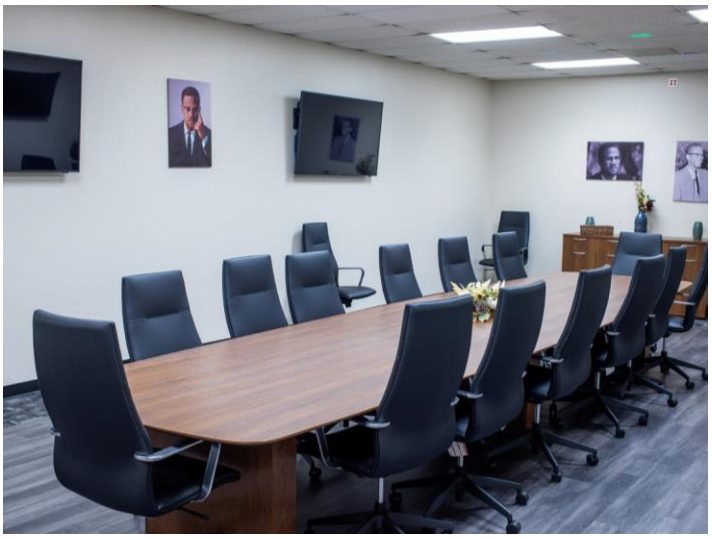
CAFETERIA (Main Campus)

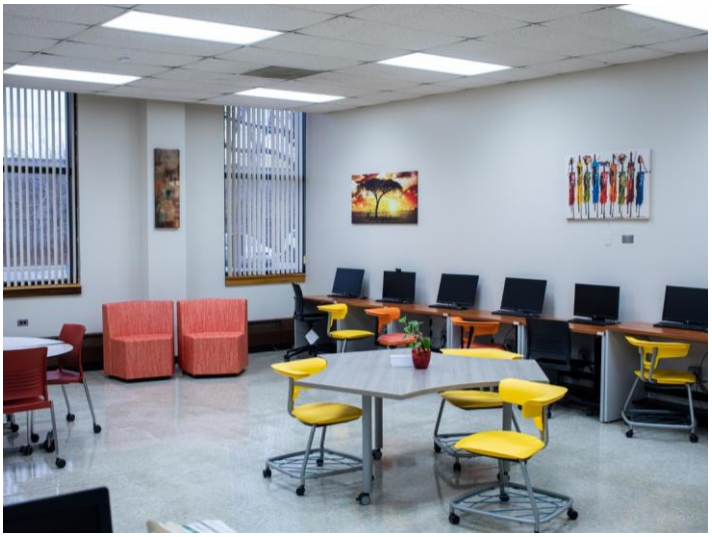
The cafeteria is a rental option (two sections – East/West), but NOT when a reservation conflicts with student activities/dining.


Meeting Room w/ Technology
1101
Capacity 25
Meeting Room w/ Technology
1102
Capacity 30
Meeting Room w/ Technology
1103
Capacity 50
Entrance
Space 1100
Exhibitor/ Reception Hallway
Service Personnel Only
Coat Check
1113
Rental/Space Code: Office
Women's Restroom
Water
Men's Restroom
Service Personnel Only
Space 1100
Rental/Space Code: Hallway
Warming Kitchen Washburne/ Taher Only
1105A
Service Corridor - Wolcott
Alarmed Door
Conference Center Storage Janitorial/Engineering Services Access Only
Entrance
Service Door
Storage Door
Double Door
Double Door
Double Door
Hallway Space
1106
Hall C
Air-wall can be opened
RENTAL CODE
Conference Room w/ Technology
SPACES
1106, 1107, and 1108
1107
Hall B
Air-wall can be opened
1108
Hall A
Emergency Exit
Alarmed Door
Emergency Exit
Alarmed Door
Garden/Patio Area – Wolcott Street
Behind 1104
Storage
Auditorium 1104
Capacity 450
Mounted tablet type seating
Platform for presentation
No food or drinks allowed
Rental/Space Code: Conference Room w/ Technology
Entrance
1104
Emergency Exit
Alarmed Door
Emergency Exit
Alarmed Door
Jackson Street

Space	Description	Dimensions
Meeting Space 1101	A	27X20
Meeting Space 1102	B	27X20
Meeting Space 1103	C	27X33
1106	Hall C	42X57
1107	Hall B	40X57
1108	Hall A	40X57
Auditorium	1104	
	Top Seating Area (Far East)	48X19
	Bottom Seating Area	58X46
	Platform	48X10
Coat Check Room	1113	10X10
Warming Kitchen	1105	36X21
Exhibitor Hallway	1100	27X87
Gymnasium	1207	97X116
Cafeteria Dining Area		
	East Side 1003	30X50
	West Side 1004	30X80
Outdoor Learning Garden	3001	100X220
First Floor Outdoor Café Dining Area		28X120

WEST SIDE LEARNING CENTER SPACE SAMPLES





MOBILITY SCOOTER – Rental item

- Advance request required
- Waiver form must be completed
- Rental item - $300

TABLE AND CHAIRS (per availability)

410 Series Four Cast Line Stack Chairs

- Inventory: 700

Black/Beige Metal Folding Chairs

- Inventory: 450 mixed (check color availability)

Wooden Top Round

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

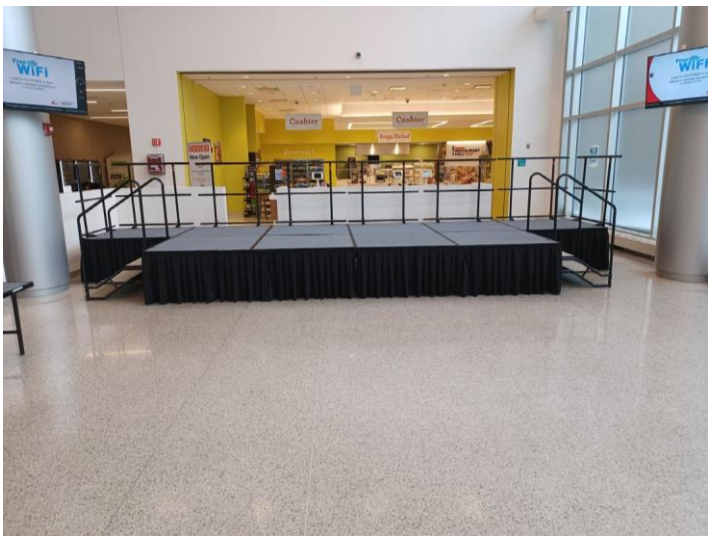
Plastic Long (you may need to rent such items outside our inventory)
The longs must be covered by the client

- 6’ long, 30” wide
- 2” thick white plastic top
- Seats up to 8
- Inventory: 80

COAT RACK and HIGH BOYS – Rental items - $300 per item

STAGE AND PODIUM – Stage is a rental item ($300)

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



APPLICATION AND SPACE REQUESTS

START APPLICATION

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

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

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

EXTERNAL SPACE REQUESTS *(Main Campus and West Side Learning Center)*

External events are planned and carried out by an external organization. Malcolm X College staff may be there to support the event, but not to facilitate it. Individuals, not-for-profit community, educational, civic, youth, and social organizations that request to use space at Malcolm X College are considered external requesters.

- Payment in full and COI must be submitted to Malcolm X College at least 10 days prior to event
- An Executed Contract must be submitted to Malcolm X College at least 10 days prior to event; an executed contract is the document that would allow for advertising and event planning; communication is key
- Malcolm X College has the right to cancel a reservation. It's important to stay in communication regarding status updates sent to your organizations' attention
- A guest invitation report must be submitted at time of application if you're inviting governmental guests
- Walk-throughs will in no way guarantee an event
- Never advertise without an executed contract
- Applications should be submitted at least 45 days prior to the requested event date
- All external applications will be reviewed and responded to within approximately 14 business days
- If an invoice is dispatched, a contract is automatically requested unless it's noted in the initial invoice dispatch

INSURANCE

It must reflect space and date 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.

WALK-THROUGH REQUESTS

Available Tuesday–Friday, 10:00AM to 4:00PM

APPLICATION AND EXTERNAL FACILITIES PROCESS OVERVIEW

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

LIVE BOOKING CONSULTATIONS

Available Monday–Friday, 9:00AM to 5:00PM

FREQUENTLY ASKED QUESTIONS

FACILITIES MANAGEMENT - Q&A RENTAL SPACE RESPONSES

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

If you're seeking to rent space, its required to submit a schedule by using the facility rental web-based support application. Space requested by outside organizations may include Malcolm X College employees or students, but are not required to do so. College staff may be present to support the event, but not to facilitate it. All external organizations/individuals must ensure their event coincides with the mission of the City Colleges of Chicago.

A

ADVERTISING

Do not advertise without an executed contract

ALCOHOL DISTRIBUTION *(if requested)*

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 bartende**r 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

APPLICATIONS IN GENERAL

If you're seeking to rent space, its required to submit a schedule request by using the facility rental web-based support application. Space requested by outside organizations may include Malcolm X College employees or students, but are not required to do so. College staff may be present to support the event, but not to facilitate it. All external organizations/individuals must ensure their event coincides with the mission of the City Colleges of Chicago. Its strongly recommended that applications be submitted at least 45 days prior to the requested event date

ATM/VENDING MACHINES

For the Main campus, there are no ATMs available on campus. Food vending machines accept cash and debit/ credit cards. Vending machines are located in the Northwest region of the 1st floor near the college cafeteria, in the Sports Area, and the conference center. For the WSLC, there are no ATMs available on campus. Food vending machines accept cash and debit/credit cards. Vending machines are located on the lower level

AV CONNECTION (MAIN CAMPUS CONFERENCE CENTER)

A telephone is available in the conference center to connect with the AV Department at the Coat Check Room

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. Please copy the Auxiliary Services Director

AV Processes and Procedures:

- **Contacting your Media Specialist:**
  - Upon booking your event, to be paired with a Media Specialist please send an email to mxchelpdesk@ccc.edu our technicians are assigned based on the time and day of your event. Upon sending an email, a ticket will be generated and assigned to a Media Specialist that will handle your event. Please allow 24 business hours for the Media Specialist to contact you.
  - Our I.T. Department includes three Media Specialist who are assigned to assist with technical needs. Our technicians will assist with the space as well as the equipment. A Media Specialist will setup your event, ensure that you are up and running, and be available should an issue occur. They will not be stationed there through the duration of your event. Should you need assistance, please use the phone located in the coat room of the conference center and press the button labeled "MX IT/AV", if you are located outside of the conference center, please have security give us a call.
- **Notice of changes to events:**
  - Please be advised that should any last-minute changes occur with your event (less than one week prior to), we cannot guarantee the availability of equipment.
- **AV equipment:**
  - MXC offers a variety of classrooms, labs and conference rooms that are available for use by faculty, staff and the general public.
    - **Classrooms**
      - Projector or Large display monitor (depending on the room)
      - Computer w/monitor, internet and audio
      - Blu-ray Player
      - HDMI Input for external laptop
      - Lavalier microphone
    - **Conference Rooms**
      - Large display monitor
      - Computer w/monitor, internet and audio
      - HDMI Input for external laptop
    - **Conference Center small conference rooms (Breakout rooms: 1101, 1102 & 1103)**
      - Large display monitor
      - Computer w/monitor, internet and audio
      - Blu-ray Player
      - HDMI Input for external laptop
    - **Conference Halls (1106, 1107 & 1108)**
      - Projector
      - Computer w/monitor, internet and audio
      - Blu-ray Player
      - HDMI Input for external laptop

        - Lavalier microphone or Hand-held microphone (1)
        - Podium microphone (1)
    - **Auditorium (1104)**
        - Projector
        - Computer w/monitor, internet and audio
        - Blu-ray Player
        - Lavalier microphone or Hand-held microphone (1)
        - Podium microphone (1)
    - **Auditorium (1104)**
        - Projector
        - Computer w/monitor, internet and audio
        - Blu-ray Player
        - HDMI Input for external laptop
        - Four Lavalier microphone or Hand-held microphone (4 total)
        - Podium microphone (1)
- **Conference Center Digital Signage:**
    - To have images displayed on our digital signage during your event, the image or presentation must be approved by the President and District Marketing and Communication. The information must be composed already and either in the format of a PowerPoint presentation, JPEG or PNG file. We do not create signage, please refrain from sending general information to be composed for display.
    - Once you have the appropriate approval please email the approval email to mxchelpdesk@ccc.edu with the attachment.
- **Live Streaming:**
    - Live streaming services are currently not supported.
- **Internet Access:**
    - Our campus provides free Wi-Fi internet access via our CCCWiFi network only.
- **Audio/Visual Plug-Ins:**
    - We currently do not have the ability to offer audio or visual line out connections.

Client Login Information

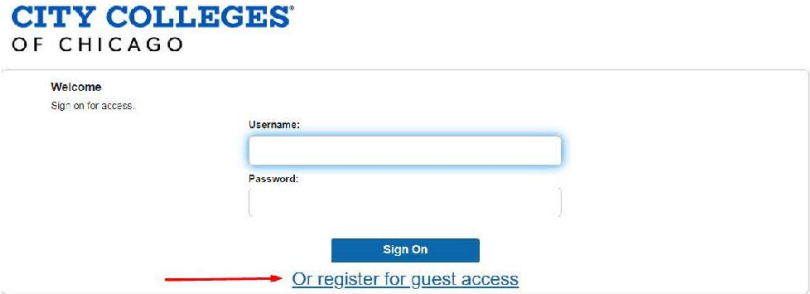
Username: Mxconference

Password: To be provided to client

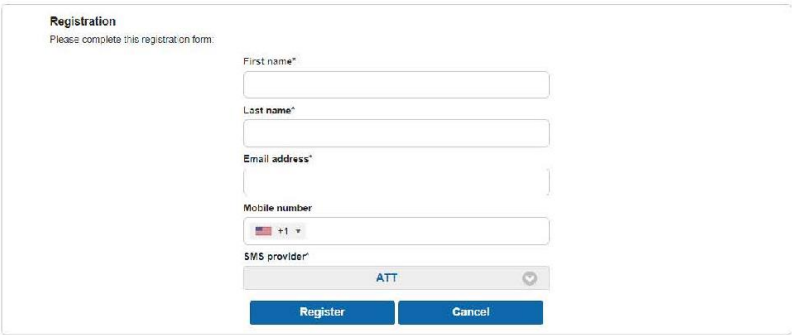
HOW TO ACCESS CCCWIFI NETWORK

On the day of the event, on your device, go to your Wi-Fi settings and choose to connect to the "CCCWIFI" network. It will open up a webpage that will prompt you to register as a guest. Then, follow steps 1-5 for registration.

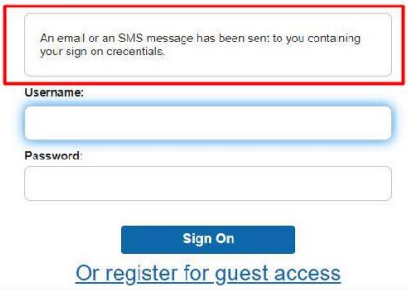
STEP 1: Register for guest access.



STEP 2: Fill out registration form.

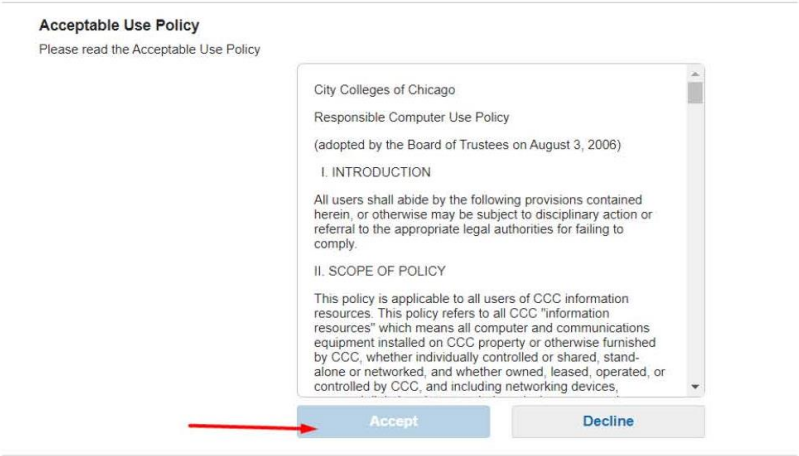


STEP 3: check your email for login information



STEP 4: Log back in using the account details (username & password) CCC has provided via email. The email should come from Guest-Notify@ccc.edu.

STEP 5: Scroll through the Policy & Accept the terms to be connected.



C

CAMPUS RECRUITMENT TABLES

The campus may add an information table at the client's event for recruitment/campus information distribution at will

CAMPUS TOUR

Should you like your event to include a campus tour, please contact the Office of the President by e-mail: mxc-president@ccc.edu

CATER (IF WARMING KITCHEN IS 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) for catering options

CONFERENCE CENTER ROOM PODIUM PASSWORD (MAIN CAMPUS)
Contact mxchelpdesk@ccc.edu for more information

CHAIRS AND TABLES
This is included as part of your rental and based off availability

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

DIGNATARIES

D

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

DOOR ENTRY ISSUES/DOOR ALARMS
Visit the security main desk and communicate your issue

E

ENGINEERING
Based off your application, an Engineering fee will apply. This is a case where your event spans past standard Engineering hours

EVENT RENTALS
You may rent the following items: stage, space dividers, extra sound equipment (outside the presentation ready spaces), and high boys. Each item is $300 and based off availability. More information may be retrieved from the rental guide

F

FACILITIES PERSONNEL
Based off your application, a facility staffing fee will apply. This would be a case where you specifically ask for a representative to be present at your event

G

GYMNASIUM RESERVATIONS

If a gym reservation is approved for an athletic event, the client is responsible for scoreboard, referee hiring, and/or equipment. No balls or water coolers provided by the College. The Main Campus is the site for the gymnasium. If the space is needed for a dining/special gathering, additional rental items may be needed at the client's expense (tables, chairs, tarp, and etc.)

I

INFORMATION TECHNOLOGY

Based off your application, an AV fee will apply

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

J

JANITORIAL

Based off your application, a Janitorial fee will apply

L

LIFELINE

Contact Jessica Holloway by e-mail (jholloway@ccc.edu) or telephone (773-709-7094) to discuss your event or to resolve an event issue; always copy mxc-facilities@ccc.edu – information subject to change

M

MASKS (MAIN AND WSLC)

All guests entering the building must adhere to our City's High – Medium – Low reports (posted at each entrance). Organizers must supply masks for their guests if deemed necessary

O

OUTDOOR SPACES

In addition to our Conference Center at the Main Campus, we have three outdoor spaces for rental. It's based- on availability and weather. Floors: Chancellor Garden outside the Conference Center, a small outdoor dining space near our cafeteria, and a marvel Outdoor Learning Garden on the third floor. For the WSLC, parking lot may be rented

P

PARKING FOR EVENTS

For clients renting spaces, the parking spaces are complimentary (information subject to change). Review the rental guide for more parking information

PARKING RENTAL

We offer parking rentals at $50 per spot

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

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

PARKING/TICKET VALIDATION

Malcolm X College (Main Campus) is located just off of the I-290 Damen exit. For driving directions, visit maps. google.com. For garage entry directions, review the Rental Guide. 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. If your event is located inside the Conference Center, the event organizer must coordinate validation inside the center. The validator is located in front of the Coat Check space

POOL RESERVATIONS

If a pool reservation is approved (Main Campus only), the client is responsible for lifeguard hiring and pertinent equipment associated with the event

PRESIDENT INVITE

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

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

R

RENTAL RATES

Located at the Facilities webpage and below.

CITY COLLEGES OF CHICAGO- FACILITY RENTAL RATES AND STAFFING FEES

Click here for more information

ALL COLLEGE AND SATELLITE FACILITIES		RENTAL RATES			STAFFING FEES/HOURLY					AUDIO-VISUAL/IT
CAMPUS SPACE	Reservation Days	For-Profit	Not-for-Profit	Sister Agency	Engineering	Janitorial Services	Safety and Security	Facilities Mgr	AV or IT Technician	Media Cart/PA System/Flat Screen TV/DVD & Monitor
Conference room w/technology	Mon. - Fri.	$500.00	$300.00	$200.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$600.00	$360.00	$240.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Conference room w/o technology	Mon. - Fri.	$400.00	$240.00	$160.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$500.00	$300.00	$200.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
										$480.00
Meeting room w/technology	Mon. - Fri.	$300.00	$180.00	$120.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$350.00	$210.00	$140.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Meeting room w/o technology	Mon. - Fri.	$250.00	$150.00	$100.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$300.00	$180.00	$120.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Classroom	Mon. - Fri.	$125.00	$75.00	$50.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$150.00	$90.00	$60.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Computer Lab	Mon. - Fri.	$400.00	$240.00	$160.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$500.00	$300.00	$200.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Smart Classroom	Mon. - Fri.	$300.00	$180.00	$120.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$350.00	$210.00	$140.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Gymnasium	Mon. - Fri.	$1,000.00	$600.00	$400.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$1,250.00	$750.00	$500.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Hallway/Lobby	Mon. - Fri.	$300.00	$180.00	$120.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$350.00	$210.00	$140.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Theater	Mon. - Fri.	$400.00	$240.00	$160.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$500.00	$300.00	$200.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Lecture Hall	Mon. - Fri.	$300.00	$180.00	$120.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$350.00	$210.00	$140.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Cafeteria	Mon. - Fri.	$400.00	$240.00	$160.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$500.00	$300.00	$200.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Office	Mon. - Fri.	$150.00	$90.00	$60.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	$200.00	$120.00	$80.00	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
Athletics Gyms/Fields	Mon. - Fri.	CALL	CALL	CALL	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00
	Saturday	CALL	CALL	CALL	$98.00	$37.00	$40.00	$75.00	$55.00	$300.00

College and Satellite addresses and phone numbers can be obtained at www.ccc.edu/pages/directories.aspx
Please contact the Events Coordinator at the College for further information regarding facility rental and scheduling

S

SECURITY

A security fee is applied to all events. If you desire for a specific officer to be present during the

event, a message for approval would be sent to the Office of Safety and Security for approval. The service fee applied to the event is for surveillance service, incident reporting, and door entry; as well as what they coordinate for staffing based off your guest count

SERVICE ENTRY (MAIN CAMPUS)

All conference center deliveries (Main Campus) should report to the Wolcott driveway off Adams Street. The delivery must be coordinated in advance. The delivery person would enter a service door that will lead them to the Warming Kitchen or Hall 1106

SPACE HOLDS

If a reservation hold is requested and approved, its only valid for 7 business days

STAYING CONNECTED

Wireless, high-speed Internet access is available throughout the college. Check with mxchelpdesk@ccc.edu for the latest network connection, but you must agree to terms and conditions when prompted to accept. Charging stations are located on all floors throughout the Main Campus; check with WSLC for availability

T

TECH NEED FOR THE ENTIRE/PORTION OF AN EVENT

This must be included in the application AV details or reported electronically. This is also based on availability. If it is discovered that a tech is needed in entire/portion and approved, it's a billable staffing fee. Contact mxchelpdesk@ccc.edu to request the service

TEMPERATURE ISSUES

Please visit the main security desk and ask them to page engineering

W

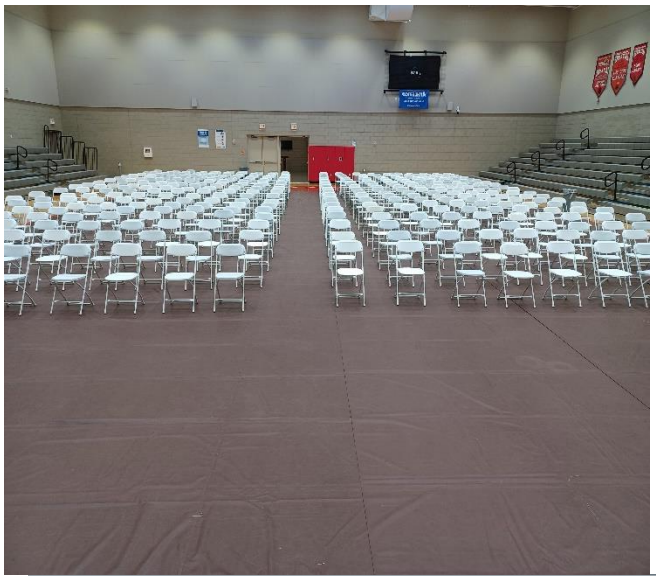
WEST SIDE LEARNING CENTER

Spaces are available for rent; contact Facilities Management for more information. It is located at 4624 West Madison Street; Chicago, IL 60644; space coordination would involve a WSLC Dean and Chief Engineer

MORE SETUP SAMPLES (Main Campus depicted)

MORE SETUP SAMPLES (WSLC Satellite Campus depicted - first floor lobby)

MORE SETUP SAMPLES (WSLC Satellite Campus depicted – outside grounds)

MORE SETUP SAMPLES (WSLC Satellite Campus depicted – lower level)

Main Campus Event Samples