

Department of English
The University of Chicago
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Rosenwald 405 Room Reservation Rules

ACCESS

- This room is locked when not in use. You will need to pick up a key from staff in Walker 413 prior to your event.
- Please lock the room and return the key after the event. If your event is in the evening, please return keys to Walker 413 by 10:00 AM the following morning unless otherwise instructed.
- If keys are lost, the contact person/department will be financially responsible for a replacement set of keys and may have to cover the cost of changing locks.

SET-UP/CLEAN-UP

- **You** are responsible for set-up and clean-up for your event. Janitorial staff does not maintain this room. The Department of English is not responsible for cleaning this room after non-departmental events.
- Please place any equipment, such as coffee containers, for catering pick-up, outside of the room.
- Trashcans with food and disposables should be emptied and bags should be placed outside of the room. Extra bags are located under the sink in the kitchen. Please make sure to replace liners in garbage cans as necessary.
- Do not leave windows open after events. There are no screens on the windows and rodents and insects can enter the building.
- Following your event, please wipe down all surfaces (tables, consoles, etc.). Cleaning supplies are located in the Rosenwald 4th floor kitchen. If materials are missing, please notify Department Staff following your event.
- If you need to change the layout of the room, please make sure to put all furniture back when your event is finished. After events, the room must always be set up with the table in the center of the room with matching chairs placed around, unless otherwise instructed. Do not move the long table off the carpet.
- If using the whiteboard, please make sure that all items are erased and the board is put back in its place when your class has finished.
- Please notify Department Staff if you plan to store rented equipment in the room after the event. The Department of English is not responsible for stored equipment.

KITCHEN

- **IMPORTANT:** If you need to use the Rosenwald kitchen, you must borrow the kitchen key from Walker 413.
- Label all food stored in the adjacent kitchen with name and date. Unlabeled food may be consumed or disposed of. The Department of English is not responsible for these items.
- Do not store leftover food after events in the kitchen. Department staff do not maintain the kitchen regularly.

MEDIA

- **IMPORTANT:** If you need to use the media equipment in the room, you must borrow the AV key from Walker 413.
- Please make sure to lock the A/V cabinet and put the projector screen back up once you finish using the equipment.

Contact Renaissance McIntyre immediately if you need to reschedule or cancel your reservation.

This room is in high demand.
Non-compliance with these rules will result in loss of access to English Department-controlled rooms.
No exceptions.