

All of Calvin Durand	\$192.00	\$288.00	\$240.00
Buchanan Vail Commons	\$32.00	\$48.00	\$40.00
A Pierson Room	\$16.00	\$24.00	\$20.00
MSC Simpson Balcony	\$16.00	\$24.00	\$20.00
MSC Skybox	\$32.00	\$48.00	\$40.00
The Dining Hall, Per Section	\$96.00	\$144.00	\$120.00
Glen Rowen Library	\$8.00	\$12.00	\$10.00
Glen Rowen Sun Porch	\$8.00	\$12.00	\$10.00
Glen Rowen Dining Room	\$8.00	\$12.00	\$10.00
Glen Rowen Den	\$8.00	\$12.00	\$10.00
The Reid Chapel (Furniture must stay in Chapel)	\$128.00	\$192.00	\$160.00
Reid Hall Wood Lounge	\$32.00	\$48.00	\$40.00
CCP	\$32.00	\$48.00	\$40.00
Tarp Down Main Gym	\$224.00	\$336.00	\$280.00
Tarp Down Field House	\$160.00	\$240.00	\$200.00
Misc. Needs			
Grounds Labor/Staffing	\$16/hr	\$24/hr	
Electrical/Engineering Labor/Staffing	\$16/hr	\$24/hr	
Carpentry Labor/Staffing	\$16/hr	\$24/hr	
Custodial Labor/Staffing	\$16/hr	\$24/hr	
	Regular Cost	OT Cost 1.5	Mix of Both Reg and OT
ACP Custodial Staffing	\$192.00	\$288.00	\$240.00

Key Terms:

On Site = Already available in the building or room

Off Site = Needs to be brought in from outside the building

Chairs = Black Folding Chairs, Green Folding Chairs, Silver Chairs, Dining Hall Chairs, Rental Chairs

Tables = 8ft, 6ft, High tops, Low tops, Rental Tables

* = Items that need permission from other departments to use

** = Limited Items but more available with permission from other departments to use

To arrange for a set-up, please stop by the Facilities Management Building or call 847-735-5044. You may also fill out our online form by clicking this link {INSERT LINK}. Please e-mail the completed form to Schmitt@mx.lakeforest.edu. Your requests will be reviewed prior to a formal work order being submitted. You must provide an account number in order for the work order to be approved. Once approved, you will receive a work order confirmation by e-mail from Workorderama. To ensure proper planning and coordination please submit requests **at least two weeks** in advance.

Room Reservations need to be made with the Gates Center. When booking a space please keep in mind that there needs to be enough time to set-up, re-set, and clean from your event. If you're booking Calvin Durand Hall and you plan on altering the space please book a storage space as well.

Phone: 847-735-5210

Media equipment such as microphones, projectors, screens, PA systems, etc., should be requested through the Library and Information Technology, Media Services Department.

Phone: 847-735-5070 or online at <http://www.lakeforest.edu/offices/lit/media.php>

Catering for your event can be requested through ARAMARK Catering

Phone: 847-735-6227

E-mail: catering@mx.lakeforest.edu

Examples of Event Charges:

MSC Lower Level Lecture Set-up

Clear half the floor, Soft Furniture Section \$32

30 Chairs (On Site) \$33

Total Set-up Cost: \$65

MSC Lower Level Lecture Set-up using soft furniture

Half the floor, Soft Furniture \$32

Total Cost of Event \$32

Calvin Durand Hall Lecture Set-up Using One Section

50 Chairs (On Site) \$55

1/3 of Calvin Durand Hall \$64

Total Cost of Event \$119

All Campus Party

All of MSC Floor Cleared \$64

ACP Custodial Staffing \$288

Total Cost of Event \$352

Or

All of MSC Floor Cleared \$96

ACP Custodial Staffing \$288

Total Cost of Event \$384

Hotchkiss Hall Meyer Auditorium Lobby

2 8ft tables (Off Site) \$16

Total Cost of Event \$16

Or

2 8ft tables (Off Site) \$16

4 Chairs (On Site) \$4

Total Cost of Event \$20

Vail Commons Yoga

Clear Buchanan Vail Commons \$32

Total Cost of Event \$32

Vail Commons Lecture

Clear Buchanan Vail Commons \$32

20 Chairs facing the TV \$32

3 Tables for Food \$9

Total Cost of Event \$73

Vail Commons Lecture

Use existing furniture and set-up facing the TV, Use two existing tables end to end for food \$32

Total Cost of Event \$32