

SPACE RENTAL GUIDE

KENNEDY-KING COLLEGE
CITY COLLEGES OF CHICAGO

6301 S Halsted St | Chicago, Illinois 60621 | www.ccc.edu/kennedyking | (773) 602-5000

INDEX

- INDEX2
- CAMPUS MAP4
- MISSION.....5
- SAFETY PROTOCOLS.....5
 - SECURITY5
 - CHECK-IN REQUIREMENTS5
 - Main Campus Entry.....5
 - MINORS ON CAMPUS5
 - Minors as event participants5
 - Minors as audience members5
- DIRECTIONS AND PARKING5
 - BY CAR:5
 - PUBLIC TRANSPORTATION:5
 - MICRO MOBILE VEHICLES: Bicycle, Scooter, skateboard, etc.6
- GETTING CONNECTED.....6
- FACILITIES MANAGEMENT.....6
 - AUXILIARY SERVICES CONTACTS6
 - FACILITIES RENTALS6
 - EVENT REQUEST LEAD TIMES6
 - EVENT REQUEST LINKS6
 - FACILITY USE THRESHOLDS REQUIREMENTS7
 - FACILITY USE AGREEMENT PROCESS.....7
 - Event Request Process (3-5 Business Days)7
 - Quote Process (3-5 Business Days).....7
 - Contract Process (5-10 Business Days).....7
 - Invoicing Process (5 Business Days)7
 - Post Event Process.....7
 - RATE SCHEDULE.....8
 - RENTAL PAYMENT8
- WCHI CATERING9
- FACILITIES INFORMATION9
 - U Building – 740 West 63rd Street9
 - Catering Office (U2X1).....9
 - CECA (Center of Equity for Creative Arts).....9
 - Great Hall (U105)..... 10

Black Box (U143).....	12
Sikia Restaurant (U129)	13
Catering Kitchen (U110)	Error! Bookmark not defined.
Classrooms (Varies)	14
Computer Lab (U251)	15
Sound Stage (U192)	16
V Building – 747 West 63 rd Street.....	17
Auxiliary Service.....	17
Receiving Dock.....	18
Classroom (Varies).....	19
W Building – 6343 South Halsted Street	20
Business Services	20
Green Mile Atrium.....	21
Willie Little Gymnasium (W170).....	22
Dance Studio.....	23
Y Building – 6401 South Halsted Street.....	24
Office of Instruction.....	24
Classroom (Varies).....	25
Computer Lab (Varies).....	26
Outdoor Spaces	27
North U – Building Parking Lot	27
W – Building Staff Parking Lot	27
Y – Building Staff Parking Lot.....	27
Z – Building Parking Lot	27
Student/Guest – Building Parking Lot	27
Special Request.....	28
Permit Agreements.....	28
Filming & Media Relations.....	28
Contact	28

CAMPUS MAP

KENNEDY-KING COLLEGE

CITY COLLEGES OF CHICAGO

U BUILDING

- BLACK BOX THEATER
- CENTER OF EQUITY FOR CREATIVE ARTS (CECA)
- GREAT HALL
- MEDIA COMMUNICATIONS
- SIKIA RESTAURANT
- SOUND STAGE
- THEATER
- WASHBURN CULINARY & HOSPITALITY INSTITUTE
- WKCC - FM 89.3

V BUILDING

- ADULT EDUCATION
- AUTOMOTIVE TECHNOLOGY
- CAMPUS SECURITY OFFICE
- FACILITIES
- HVAC
- NURSING
- OFFICE OF INFORMATION TECHNOLOGY
- REPROGRAPHICS
- SHIPPING & RECEIVING/MAILROOM
- VETERANS CENTER
- WELLNESS CENTER

W BUILDING

- ACCESS CENTER
- ADMINISTRATIVE OFFICES
- ADMISSIONS OFFICE / REGISTRAR
- ADVISING CENTER
- ATHLETICS DEPARTMENT
- BUSINESS OFFICE
- CAFETERIA
- CAREER AND TRANSFER CENTER
- CONTINUING EDUCATION
- DANCE STUDIO
- FINANCIAL AID
- FITNESS CENTER
- FOOD SERVICE SANITATION
- HEALTHY STUDENT MARKET
- HUMAN RESOURCES
- POOL
- STUDENT SUPPORT SERVICES
- TESTING LAB
- WILLIE LITTLE GYMNASIUM

X BUILDING

- LIBRARY

Y BUILDING

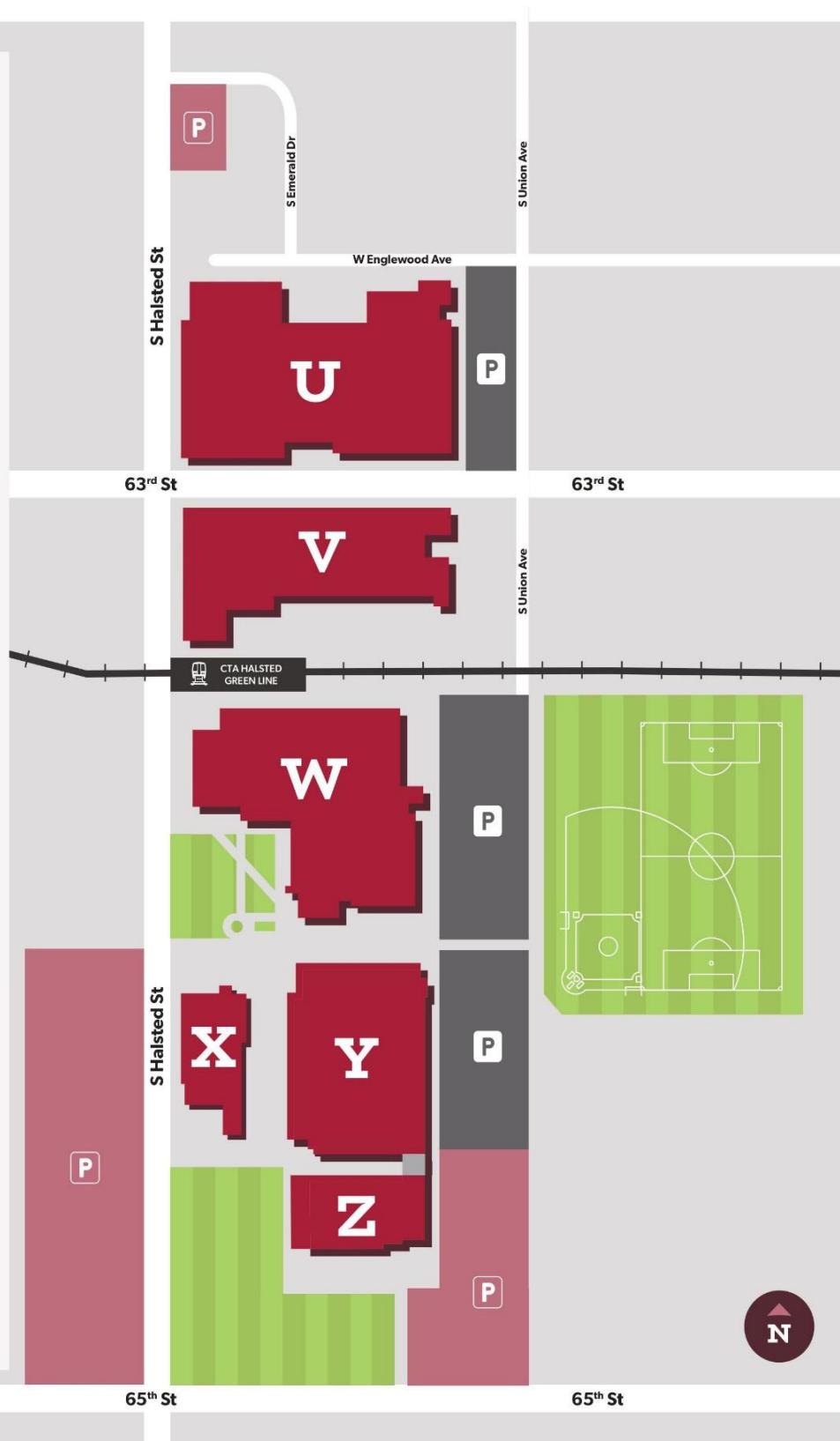
- ACADEMIC SUPPORT SERVICES
- INNOVATION ONE LAB
- TECH LAUNCHPAD
- TRIO

Z BUILDING

- CHILDCARE CENTER

P **PARKING**
FACULTY AND STAFF

P **PARKING**
STUDENT AND GENERAL



MISSION

Kennedy-King College transforms lives and communities through the power of education by providing accessible, culturally diverse, exceptional, and globally competitive programs that empower all learners to achieve their intellectual, social, and economic goals.

SAFETY PROTOCOLS

SECURITY

Security Officers are stationed at all building entrances and can answer general campus questions and give campus directions.

CHECK-IN REQUIREMENTS

Main Campus Entry

- All Staff, Faculty & Students entering any building must present to Security Officer a valid Kennedy-King or State ID card.
- Everyone will be required to sign-in/sign-out when entering buildings on campus. This will allow us to better track the number of individuals in campus buildings at all times.

MINORS ON CAMPUS

Minors as event participants

- Any event where minors (persons under 18 years old) are participating in event activities. **Per CCC policy, Waiver of Risk is required for all participants.**

Minors as audience members

- Any event where minors (persons under 18 years old) are attending an event with the sole purpose of observing, **NOT** participating.

DIRECTIONS AND PARKING

BY CAR:

Cars can access Kennedy-King College via South Halsted Street or West 63rd Street. Limited street parking is available at no charge on 63rd Street and Union Street.

Lot parking is available in our Student/Guest Lot. Enter **6419 S Green St, Chicago, IL 60621** into the GPS platform of your choice for accurate directions to the main campus.

PUBLIC TRANSPORTATION:

Several transit routes run adjacent to the college including:

- CTA **Green Line** Halsted stop.
- CTA Bus #8
- CTA Bus #59
- CTA Bus #63

MICRO MOBILE VEHICLES: Bicycle, Scooter, skateboard, etc.

Numerous bike racks are available throughout the college. Bikes cannot be chained to any gates, signs, or poles. Vehicles are not allowed inside of buildings.

GETTING CONNECTED

CCCWIFI allows high-speed wireless internet access throughout City Colleges of Chicago. No password is needed; however, you must agree to terms and conditions when prompted.

FACILITIES MANAGEMENT

The Facilities Management Department, under Auxiliary Services, handles requests for facility usage, room reservations, and custodial services for the college. City Colleges of Chicago (CCC) has spaces available for rent, subject to availability and approval. Not-for-profit, community, educational, civic, youth and social organizations may rent facilities at CCC. All organizations renting space within CCC will be charged for room rental, staffing fees and equipment fees.

AUXILIARY SERVICES CONTACTS

Phillip Booker, Director of Auxiliary Services, pbooker12@ccc.edu

Jamman Chalmers, Assistant Director of Auxiliary Services, jchalmers3@ccc.edu

Suzette Jasinski, Event Sales Manager, sjasinski4@ccc.edu

FACILITIES RENTALS

Clients seeking any usage of facility space are required to submit an online facility rental request form. All external events require an executed contract **15 days prior to event**. Requestors with past due balances for prior facilities rentals may be denied. All external events require a Certificate of Insurance to be submitted to the college at least 10 days prior to event. A list of all governmental guests is required when completing an event request form. The college may revoke the contract immediately for convenience or cause. Notice will be served in writing to the contract's signatory. **Please Note:** *Completing a rental request form does not guarantee a rental. Please refrain from advertising event location until a fully executed contract is received.*

EVENT REQUEST LEAD TIMES

Request Type	Minimum Lead Time
<i>External events</i>	45 days
<i>Internal with A/V</i>	15 days
<i>Internal without A/V</i>	5 days

EVENT REQUEST LINKS

Type	Link
<i>Internal Request</i>	<u>25Live – Kennedy–King</u>
<i>External Request</i>	<u>External Event Request</u>

FACILITY USE THRESHOLDS REQUIREMENTS

Duration	Agreement Type
<i>10 days and under</i>	Short-Term Facility Use Agreement
<i>More than 10 days; up to 1 year</i>	Long-Term Facility Use Agreement
<i>More than 1 year</i>	Board approval required

FACILITY USE AGREEMENT PROCESS

Event Request Process (3-5 Business Days)

Submit Request:

- Internal clients must submit the [Internal Event Request Form](#) and select their preferred location(s).
- External clients must submit the [External Event Request Form](#) and select “Kennedy-King College” or “Dawson Technical Institute” as their preferred location.

Initial Consultation:

- The Facilities Management Team will follow up within 3-5 business days to confirm specific space and resource needs.

Walkthrough:

- After confirming spaces and resources, a walkthrough of the space will be scheduled with the client.

Quote Process (3-5 Business Days)

Receive Quote:

- Within 5 business days of space/resource confirmation, the client will receive an initial quote from the Facilities Management Team for review.

Approval:

- Upon client review and approval, the Facilities Management Team will begin the contract creation process.

Contract Process (5-10 Business Days)

Contract Creation:

- The Facilities Management Team will forward the completed Short-Term Facility Use Agreement (Contract) to the client for signature.

Submission:

- The client must submit the signed contract and an up-to-date Certificate of Insurance (COI) before their event.

Additional Walkthroughs:

- Additional walkthroughs may be scheduled at the discretion of either the client or KKC.

Invoicing Process (5 Business Days)

Invoice Creation:

- Upon receipt of the signed contract and COI, an event invoice will be created. Payment is expected 10 business days prior to the start of the client's initial event.

Post Event Process

Event Debrief

- Immediately following your event, your consultant will follow up to discuss any success or opportunities. Event debriefs are optional and may not always be warranted.

Event Satisfaction Survey

- After your event start date, you will receive an automated email with an event survey. While not required, the feedback will allow us to continue to improve our processes and your experiences. The link to your KKC Facility Use Survey will be live for 30 days. <https://forms.office.com/r/Pb90gvjSrT>



Rate Schedule

For the most recently updated facility use rates, please follow this link:

https://www.ccc.edu/wp-content/uploads/Documents_Facility-Use-Rates-002.pdf

Rental Payment

To pay for a facility rental(s) please click on the link below to make an online payment via credit card (Visa, MC, Discover and Amex) or via e-check. Please note, you will be redirected to a secure webpage customized for City Colleges of Chicago but operated by the Illinois State Treasurer's Office. Once you enter the site, please go to the bottom of the page to start the payment process by clicking on the campus/location where the facility request was approved. Instructions will be provided in each box as you complete the form. After your payment is finalized, you will receive an automatic receipt via email. Any payment questions should be directed to the Business Services Office at the site where the event/meeting will be held. Thank you.

[Click here to make Facilities Rental Payment](#)

Payments are also accepted at Kennedy-King College Business Services:

Kennedy-King College
W Building, Suite 101
6343 South Halsted
Chicago, IL 60621

Please reach out to the Facilities Management Team at 773.602.5030 for any additional question you

may have pertaining to your rental submission.

WCHI CATERING

Washburne Culinary & Hospitality Institute retains first right of refusal for all catered events. For most up to date pricing and for all other catering inquiries, please email washburnecatering@ccc.edu.

FACILITIES INFORMATION

U Building – 740 West 63rd Street

Catering Office (U2X1)

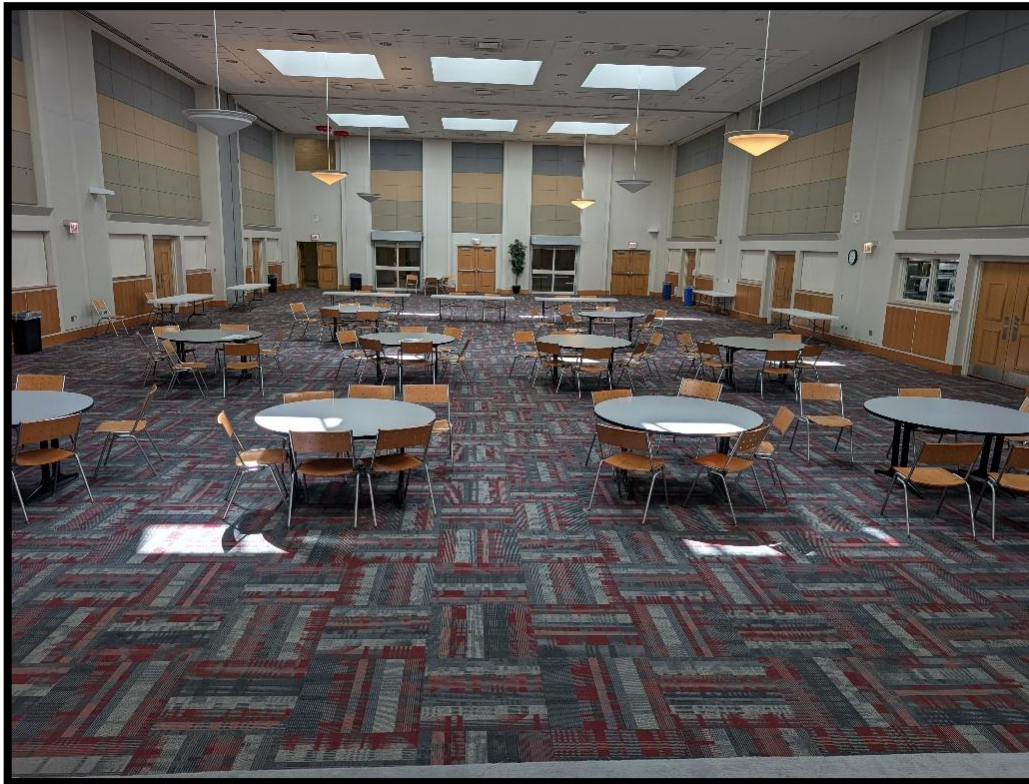
Send ALL catering inquiries to washburnecatering@ccc.edu, with a copy to Jewel Mideau, jmideau@ccc.edu

Center of Equity for Creative Arts - CECA (U210)

The CECA mission is to cultivate partnerships that will provide students with expanded experiential learning and employment opportunities in arts, media, music, film, theater, and visual communications. CECA is a thriving hub for the creative arts right here on the South Side. Please reach out to Executive Director, Alisa McLaughlin at ceca@ccc.edu.

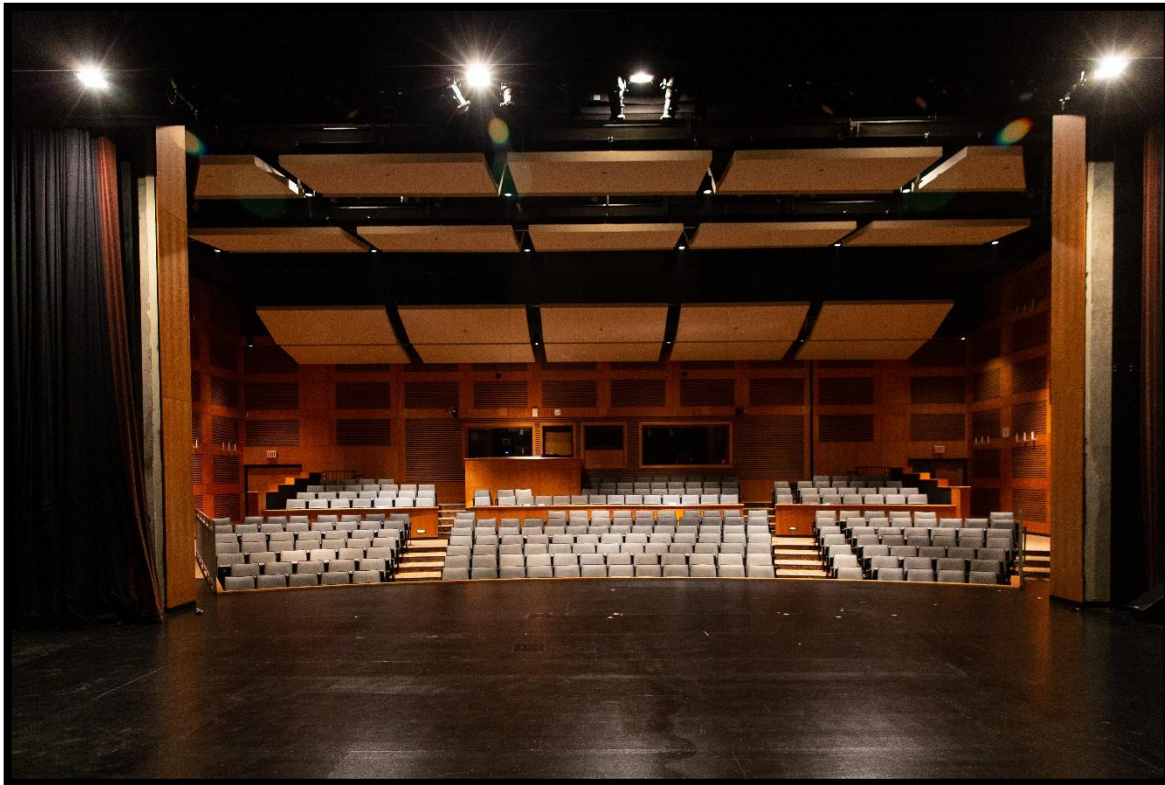
Great Hall (U105)

Space	Capacity	Included Technology	Notes
Great Hall (U105)	Up to 400	Projector; dropdown screen; podium; wireless microphone; audio ports	6800 ft. Multi-Function Hall; <i>(set up will determine capacity)</i> ; 12' x 24' Platform Stage



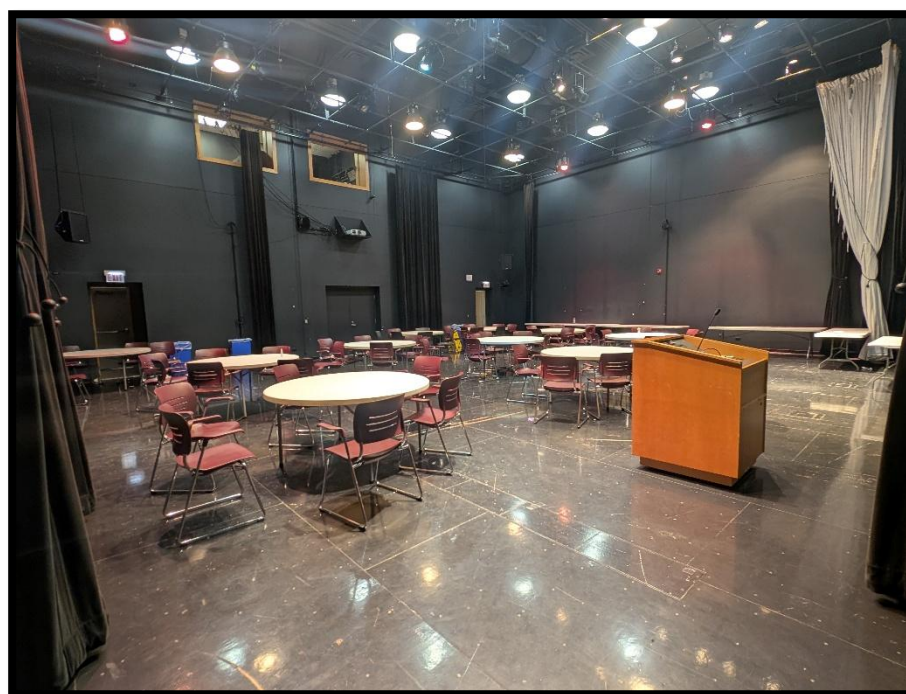
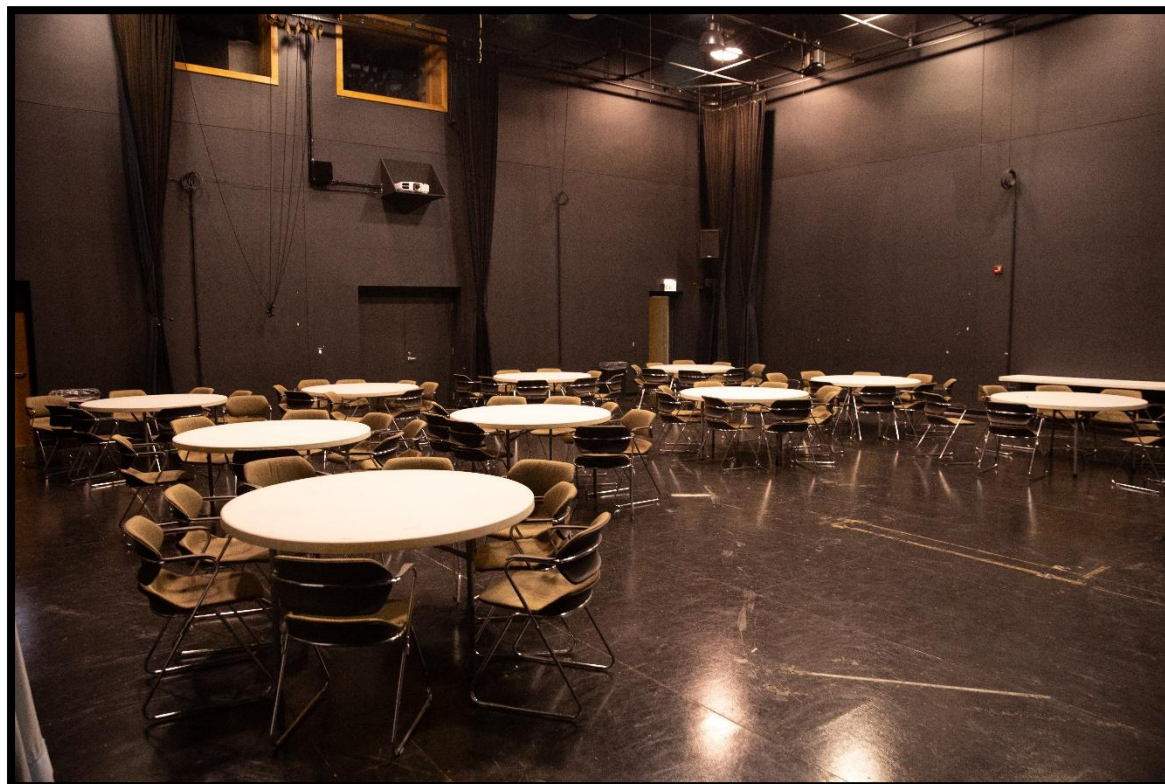
Theater (U133)

Space	Capacity	Included Technology	Notes
Theater (U133)	Up to 290 seats	Projector; dropdown screen; podium; wireless microphone; audio ports	Two A/V technicians required; Scene Shop, Green Room, Dressing Rooms by separate request; walkthrough required



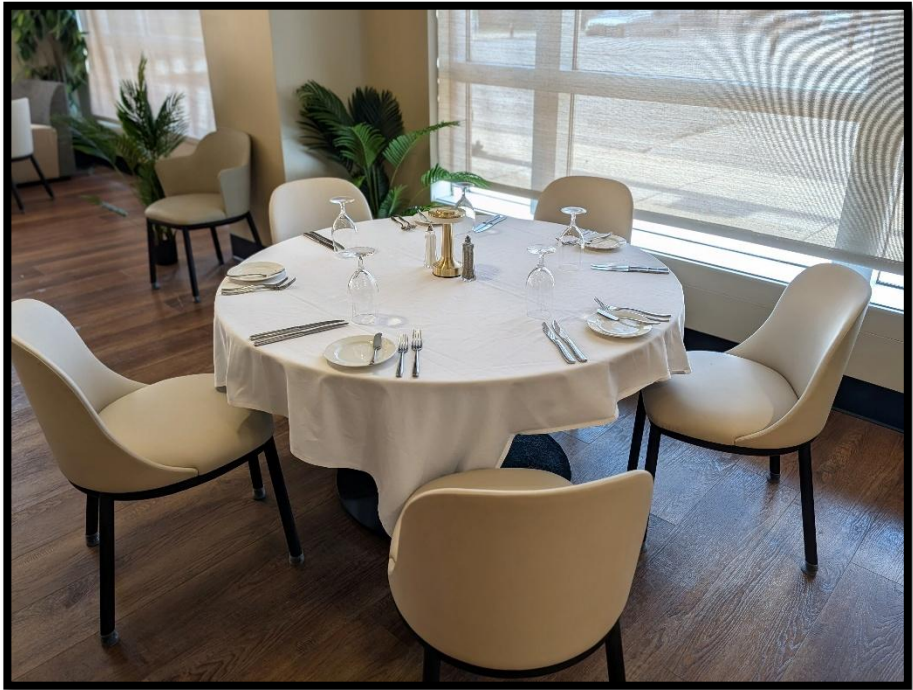
Black Box (U143)

Space	Capacity	Included Technology	Notes
Black Box (U143)	Up to 100	Projector; dropdown screen; podium; wireless microphone; audio ports	Walkthrough required; support rooms by request; special parking by request



Sikia Restaurant (U129)

Space	Capacity	Included Technology	Notes
Sikia (U129)	Up to 60	TV Cart	Walkthrough required; WCHI approval required



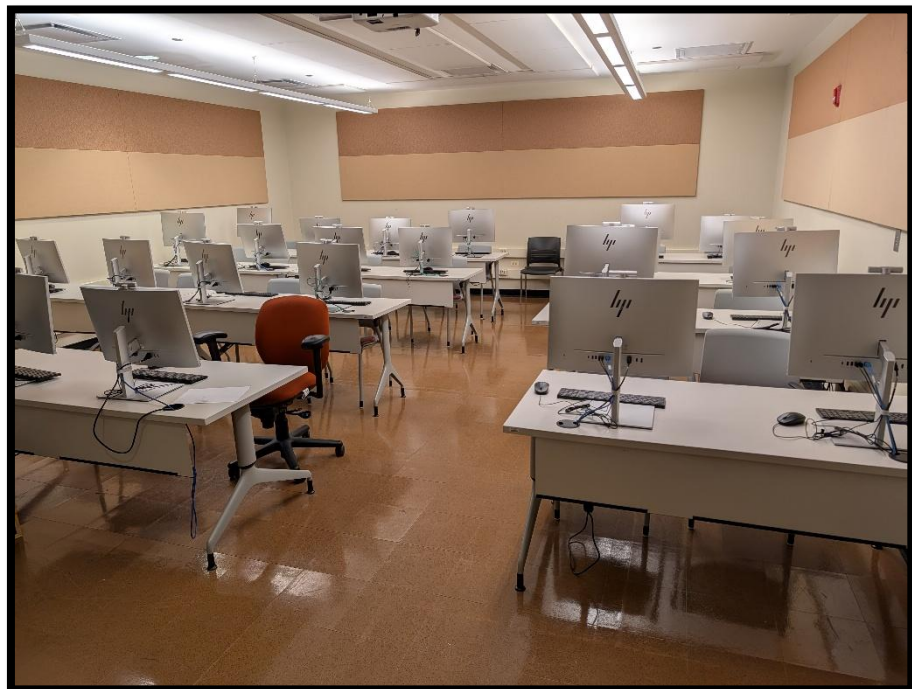
Classrooms (Varies)

Space	Capacity	Included Technology	Notes
Classrooms	Up to 40	Desktop, Available laptop connection, Large screen monitor for projection	Cannot be approved more than 30 days prior to the beginning of the academic year. Academic requests for classrooms will have priority.



Computer Lab (U251)

Space	Capacity	Included Technology	Notes
Computer Lab (U251)	Up to 24	24 AiO Desktop PCs	Academic spaces cannot be approved more than 30 days prior to the beginning of the academic year. Academic requests for classrooms will have priority.



Sound Stage (U192)

Space	Capacity	Included Technology	Notes
Sound Stage (U192)	Up to 100	Projector; dropdown screen; podium; wireless microphone; audio ports	Walkthrough required; support rooms by request; special parking by request



V Building – 747 West 63rd Street

Auxiliary Services

The Department of Auxiliary Services oversees day-to-day operations across multiple functional areas at both the Kennedy-King College main campus and Dawson Technical Institute, including Facilities Management, Janitorial Services, Groundskeeping, Reprographics, Central Store, Department Package Receiving, and Mailroom.

Receiving Dock

Space	Capacity	Included Technology	Notes
Receiving Dock	0	None	All deliveries must be approved by Facilities Management



Classroom (Varies)

Space	Capacity	Included Technology	Notes
Classrooms	Up to 40	Desktop, Available Laptop Connection, Large screen monitor for projection	Cannot be approved more than 30 days prior to the beginning of the academic year. Academic requests for classrooms will have priority.



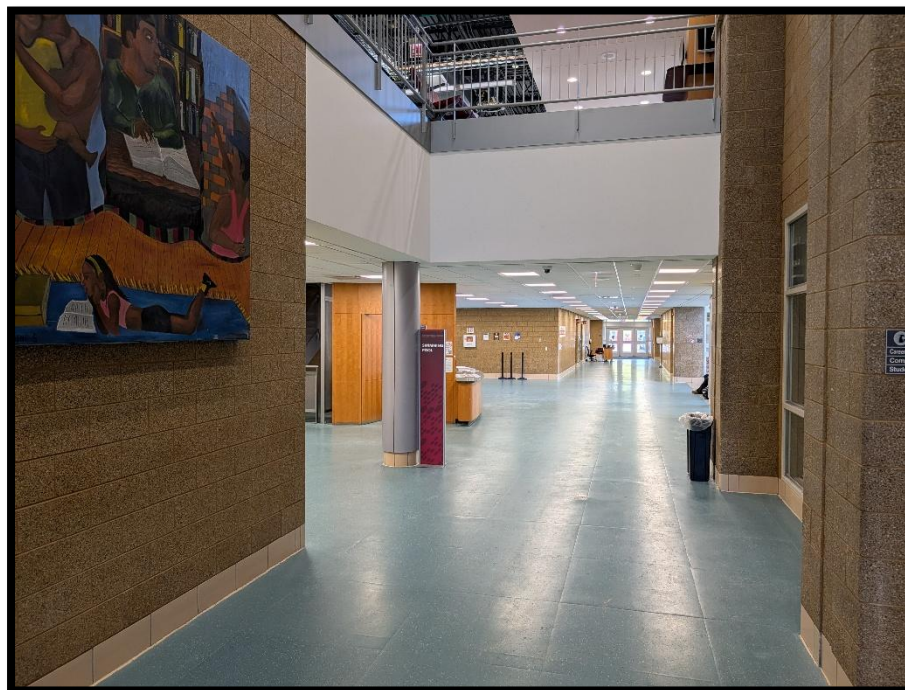
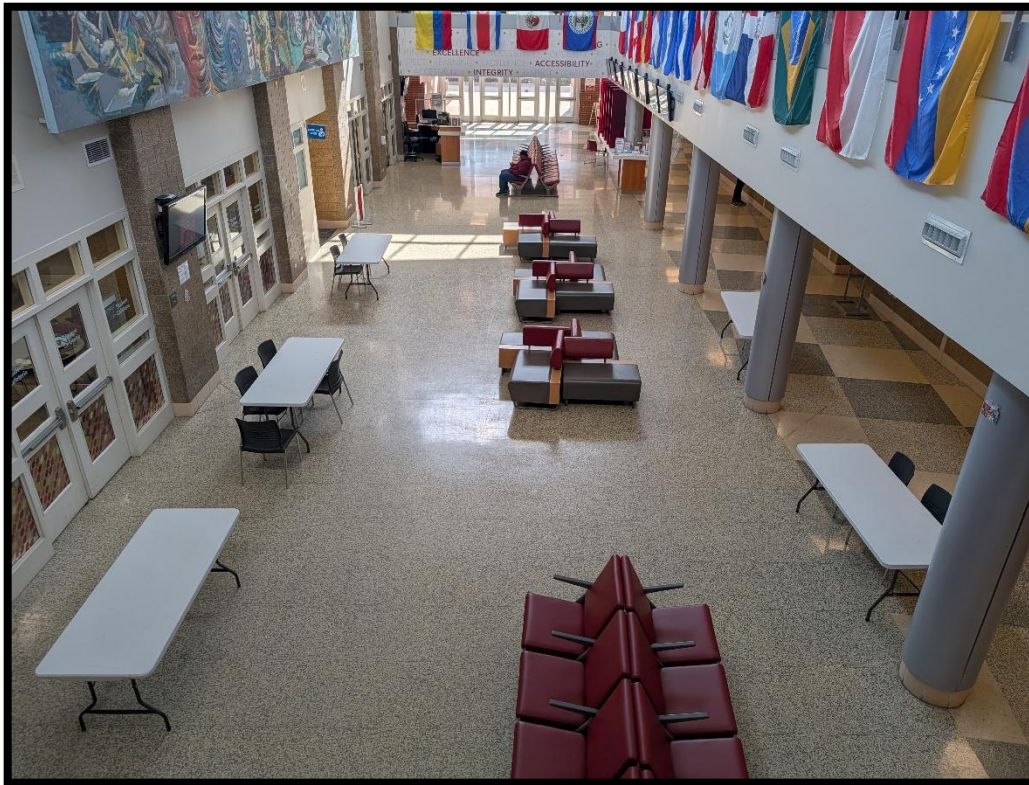
W Building – 6343 South Halsted Street

Business Services

The office performs fiduciary responsibilities of the college that include contract compliance, procurement matters, student organization financial transactions, conference travel and grants management.

Green Mile Atrium

Space	Capacity	Included Technology	Notes
Green Mile Atrium	Up to 100	No included technology	Open seating; typically used as tabling location



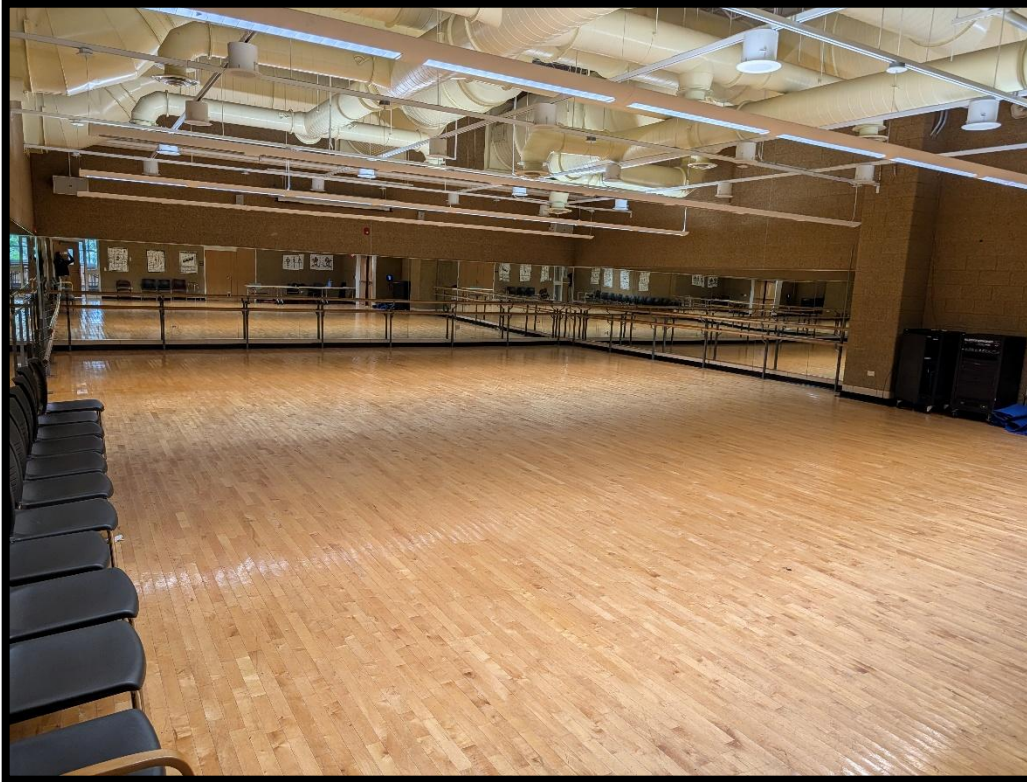
Willie Little Gymnasium (W170)

Space	Capacity	Included Technology	Notes
Gym (W170)	Up to 100	None	Walkthrough required; support rooms by request; special parking by request



Dance Studio

Space	Capacity	Included Technology	Notes
Dance Studio (W278)	Up to 100	Projector; dropdown screen; podium; wireless microphone; audio ports	Walkthrough required; support rooms by request; special parking by request



Y Building – 6401 South Halsted Street

Office of Instruction

The mission of the Office of Instruction is to provide a quality education, commensurate in academic rigor to that of the first two years of a four-year college or university. We strive to ensure that the knowledge and experiences gained at Kennedy-King College adequately prepare students for transfer to baccalaureate institutions and/or employment. Each discipline conducts course and program assessments and participates in institution-wide assessment. Assessment outcomes are used to update and improve our curriculum. We continuously offer innovative programs which address the needs of local, national, and global communities.

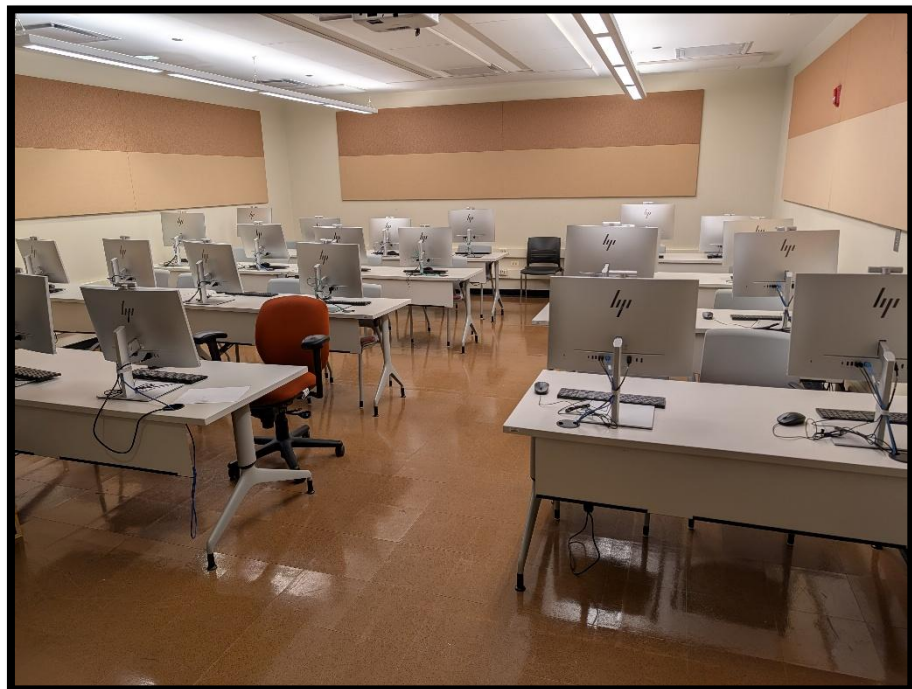
Classroom (Varies)

Space	Capacity	Included Technology	Notes
Classrooms	Up to 40	Desktop, Available Laptop Connection, Large screen monitor for projection	Cannot be approved more than 30 days prior to the beginning of the academic year. Academic requests for classrooms will have priority.



Computer Lab (Varies)

Space	Capacity	Included Technology	Notes
Computer Lab (Varies)	Up to 24	24 AiO Desktop PCs	Academic spaces cannot be approved more than 30 days prior to the beginning of the academic year. Academic requests for classrooms will have priority.



Outdoor Spaces

North U – Building Parking Lot

Key Features: 58 Available Spots (including 10 handicap)

Special Booking Notes: None

W – Building Staff Parking Lot

Key Features: 146 Available Spots (including 8 handicap)

Special Booking Notes: Liftgate access required.

Y – Building Staff Parking Lot

Key Features: 58 Available Spots (including 10 handicap)

Special Booking Notes: Liftgate access required.

Z – Building Parking Lot

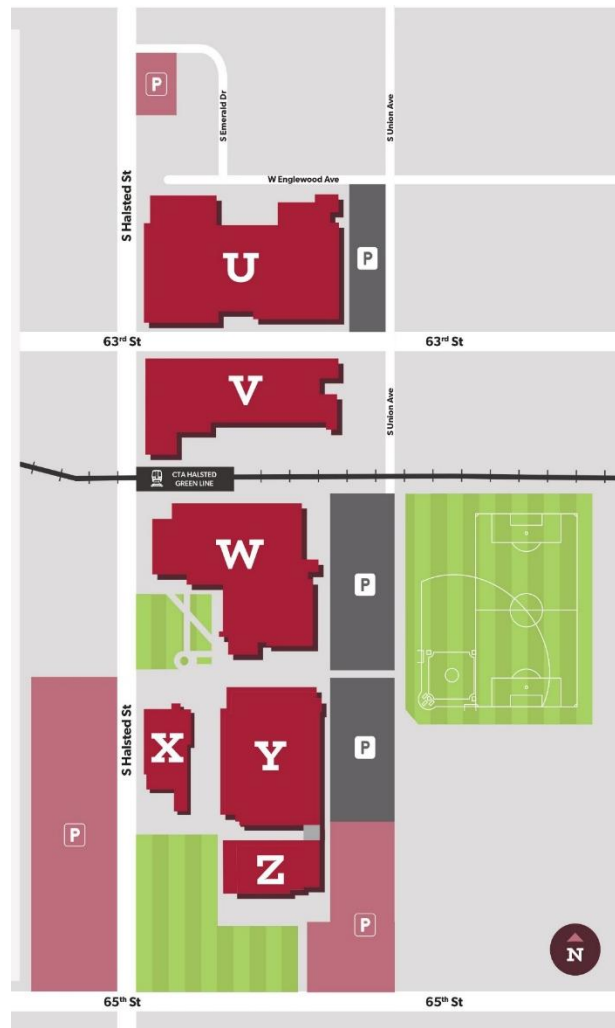
Key Features: 140 Available Spots (including 5 handicap)

Special Booking Notes: None

Student/Guest – Building Parking Lot

Key Features: 270 Available Spots (including 8 handicap)

Special Booking Notes: None



Special Request

Permit Agreements

Intermittent Vendors:

- Food Trucks
- Independent Vendor Tables
- Coffee & Food Service: *Non CCC or CCC contracted entities.*

Tabling Activities

- Employment & Career Fairs
- College & University Recruitment and Transfer Events
- Military Recruitment
- Voter Registration
- Social Services and Community Resources

Filming & Media Relations

Contact

All request for filming and photography must be approved by CCC Media Relations Director, Veronica Resa, yresa1@ccc.edu