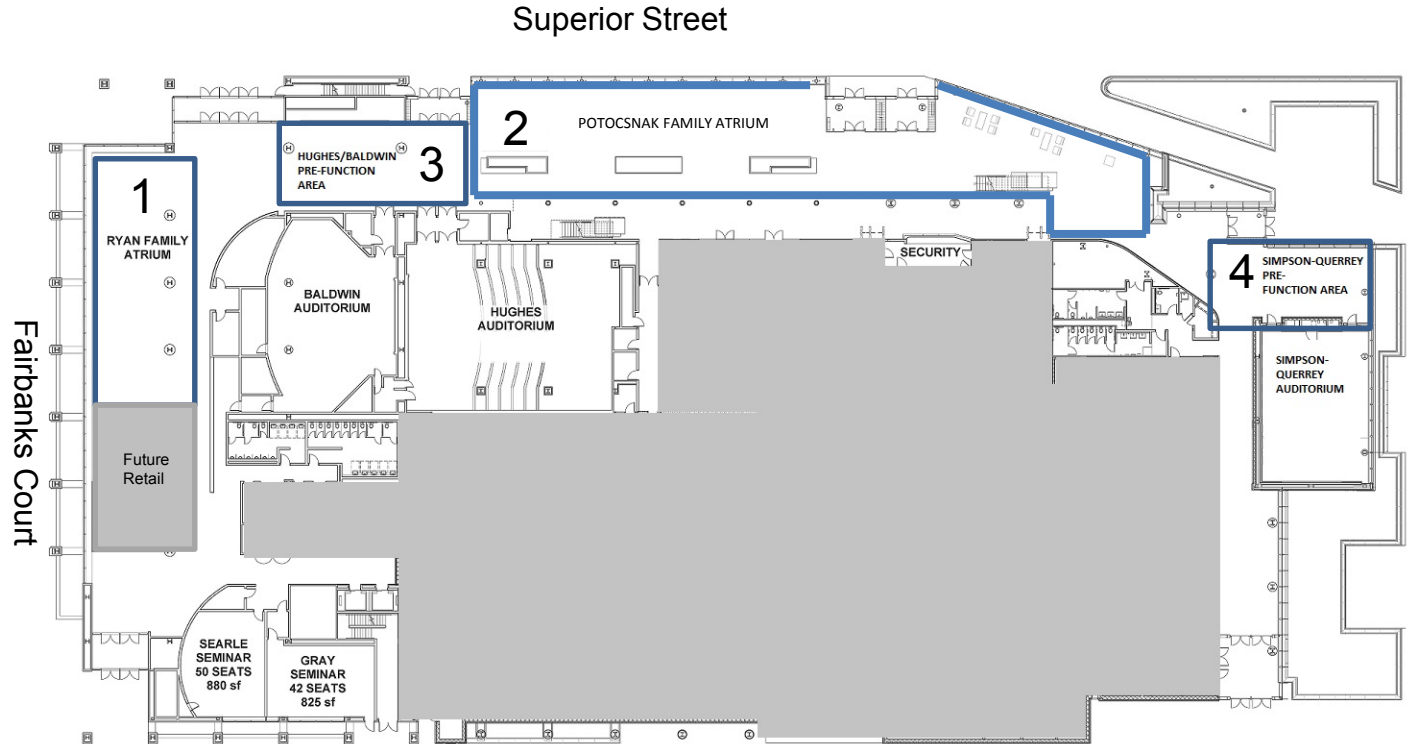


Feinberg Atriums and Event Spaces Guidelines

Feinberg Event space consists of four potential event areas:

1. Ryan Family Atrium
2. Potocsnak Family Atrium
3. Hughes/Baldwin Pre-function area
4. Simpson-Querrey Pre-function area

All spaces must be reserved as outlined in subsequent pages. Sharing of space is not allowed within the same event area.



Ryan Family Atrium & Hughes/Baldwin Pre-function

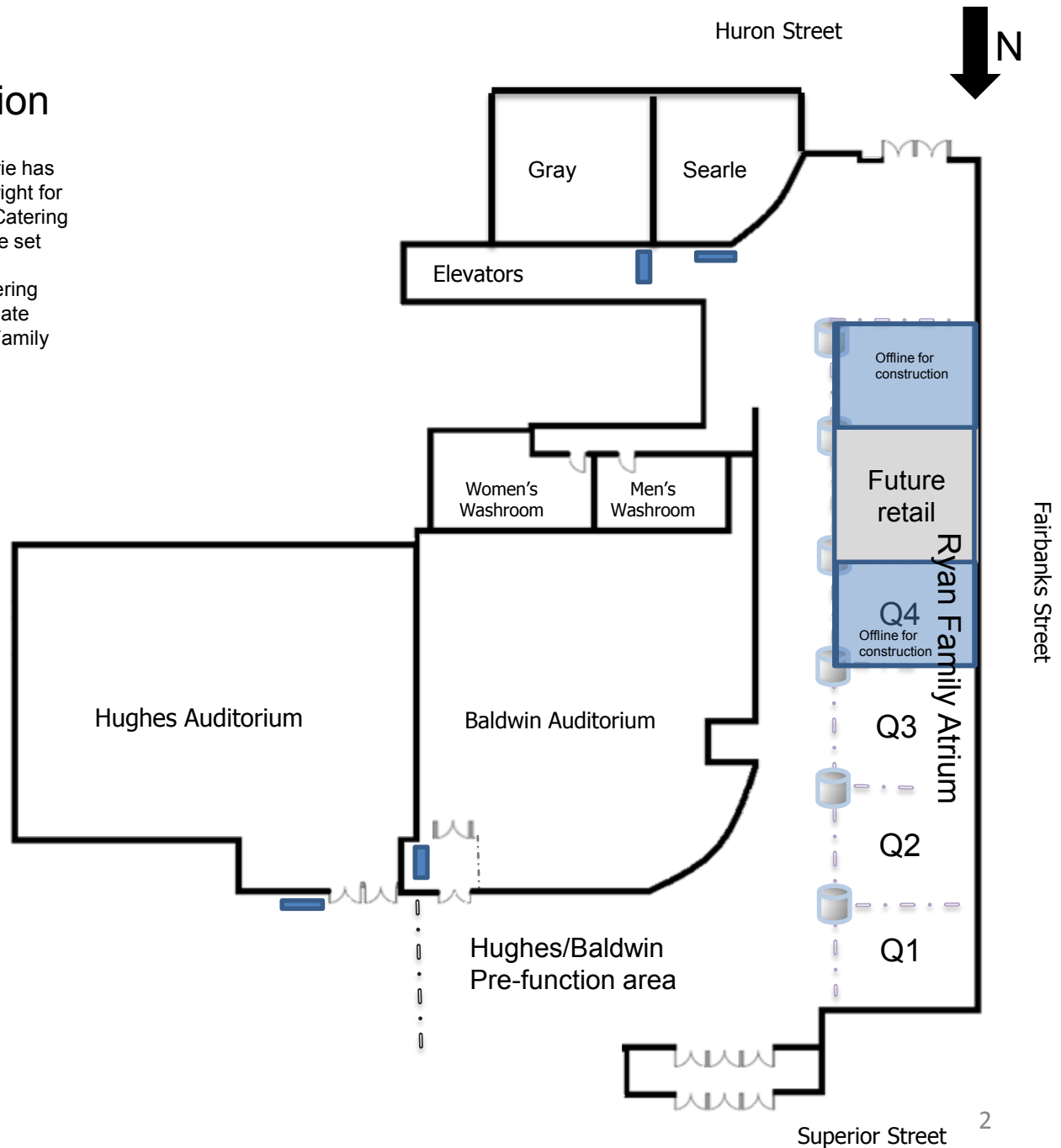
CATERING TABLE SET-UP: Each classroom in Lurie has a designated “catering set-up location.” See map to right for locations for table set up (marked with blue boxes). Catering tables are NOT provided by FSM. If the catering table set up is the only space required for event catering, no additional reservation and/or space is needed. If catering will extend beyond a single table set up, the appropriate event space (i.e. Ryan Family Atrium or Potocsnak Family Atrium) should also be reserved.

RYAN FAMILY ATRIUM: The Ryan Family Atrium consists of the west lobby area of the Lurie Research Building.

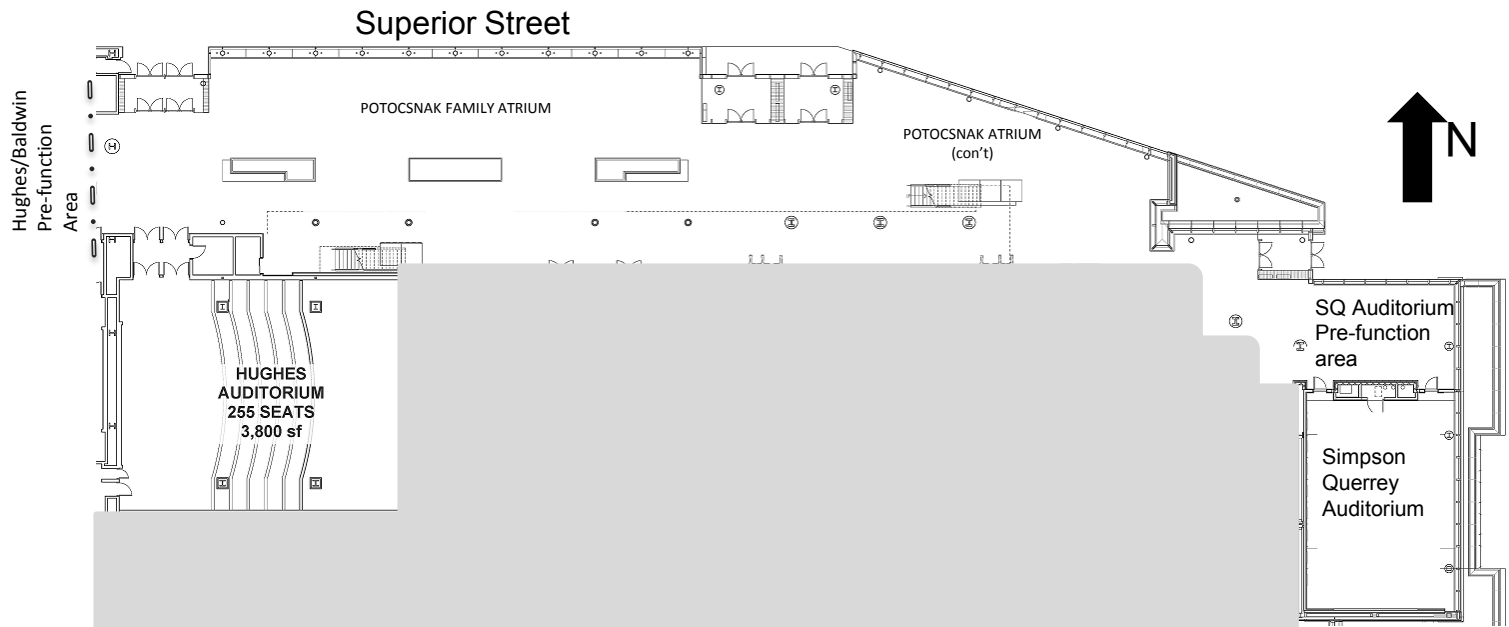
In 2019, only Q1 through Q3 will be available for events during retail construction; following the opening of the retail in fall 2019, Q1 through Q4 will be available for events.

The retail kiosk is permanent, and hours of operation cannot be adjusted for any event in the Ryan Family Atrium.

HUGHES/BALDWIN PRE-FUNCTION AREA: The Hughes/Baldwin Pre-function area is the space between the northeast and northwest doors in the Lurie Research Building. It must be reserved through the Facilities Coordinator, and may only be reserved if Hughes and/or Baldwin is reserved for a corresponding event.



Potocsnak Family Atrium & Simpson Querrey Auditorium Pre-function



POTOCNAK FAMILY ATRIUM: The Potocsnak Family Atrium consists of the north lobby area of the Simpson Querrey Biomedical Research Building, including the area immediately east of the main entry doors.

SIMPSON QUERREY AUDITORIUM PRE-FUNCTION:

The SQ Auditorium Pre-function area is the space immediately outside the SQ Auditorium. The pre-function space is automatically included with reservation of the Auditorium, and no additional reservation is required.

If only the SQ Auditorium pre-function space is needed, the Auditorium must be requested as well. Pre-function space cannot be used if another event is already scheduled in the SQ auditorium.

Feinberg Furniture Rental Process

Furniture Type	Quantity Available
Chairs – Folding, white, wooden	100
Chairs – Conference room extras	5
Chairs – Highboy	10
Tables - 72” round	10
Tables – Highboy, round	7
Tables – 60” rectangular	6
Easels – Metal “A-frame”	200
Easels - Easels - Double-sided Corkboards on wheels * Accommodates 60 posters (no poster board required)	30
Poster boards – 3’ x 5’, white	168

PROCESS:

- All furniture must be reserved through the Facilities Coordinator and a reservation ID must be provided.
- Rental furniture will be added to existing reservations, and a Furniture Confirmation will be sent to users.
- Users are responsible for submitting a [move request](#) with Reebie, and uploading the Furniture Confirmation to the move request form. Reebie will not confirm and/or move rental furniture without the Furniture Confirmation. Move requests should include set up **AND** breakdown of the rental furniture, and corresponding reservation bookings should match the set up and breakdown times submitted in the move request.

ADDITIONAL INFORMATION:

- Furniture only may be used in the Potocsnak Family Atrium, Ryan Family Atrium and/or Method Atrium. Furniture may not be relocated elsewhere on campus, unless approved in advance by the Facilities Coordinator.
- Rental furniture is available on a first come, first served basis.
- There is no charge for reserving the rental furniture, but users are responsible for all moving related costs.
- Linens are not provided for any furniture.