



OFFICE OF COMMUNITY COLLABORATION OPERATIONS MANUAL FOR UIC NEIGHBORHOOD CENTERS

The following includes policies and notions to keep in mind when utilizing the UIC Neighborhood Centers at both Lawndale and Auburn Gresham locations (or affiliates). Please ensure that you follow these guidelines closely so that the UIC Neighborhood Centers can continue to be operated efficiently for community needs. If there are questions about any policies or procedures, please contact one of the assigned contacts at the end of this guide.

Reservation Policies

All reservations for the UIC Neighborhood Centers must first fill out this form

<https://communitycollaboration.uic.edu/reservation-form/>

Reservations are sent to your Community Coordinator, and a calendar invitation will be sent to the email address on file. Your personal information is not shared with any third parties. The operations manager will reach out to confirm the booking and a preview of the space.

Drugs and weapons are ALWAYS prohibited on-site.

Occupancy

The UIC Lawndale Neighborhood Center's occupancy is 25 persons. It is ideal for small to medium sized programming and events.

Conference Room capacity, 8 persons

Supplies

Throughout this Operations Manual you will encounter supply lists for every area. If any supplies need to be replenished, please contact your community coordinator.

Housekeeping

Custodial staff do clean the UIC Lawndale Neighborhood Center throughout the week, we encourage those who use the space to clean up after themselves and reset the space to its neutral configuration. Please factor in additional time during your reservation to respect the space in this way.

Food/Drink Policy

The UIC Lawndale Neighborhood Center does not keep food overnight.

Please indicate on your reservation form in advance if food is being consumed on site.

Storage

The UIC Lawndale Neighborhood Center does not store any items. If items are left, they will be discarded by the end of the week.

In/Out Policies- North Lawndale Center

The UIC Neighborhood Centers are secure locations granted access by a door. When the doors is closed it is locked from the outside. Guests are advised to maintain the security of space by ensuring that access



is only allowed to those reserving the space at that given time. Doorstops are available. But OCC team advises that you maintain awareness of who always enters and exits the space as you are responsible for them. Press red button to leave the Lawndale Center. Backdoor also has a keypad that locks automatically.

Parking

Please read all parking-related signage, we are not responsible for any cars that are damaged, stolen, fined or towed. Free street parking is located along Hamlin Ave and 16th street.

Incident Reporting

All incidents occurring on-site, at either neighborhood centers, or related to should be reported to Senior Director, Keith Lewis. These incidents may be investigated further collaboratively with involved parties with discretion.

Liability Clause

We are not responsible for any of your belongings being stolen, damaged or left behind.

The OCC is not responsible for any injuries that may occur.

Fire/Emergency Safety Code

In the case of a fire or suspected, call the fire department. Consult the red folder for safety protocol and exit routes.

If in case of ALL emergencies, dial 9-1-1.

If your reservation is a party, include security on-site.

If mildly injured or hurt, there is a first-aid kit in the security closet

Please use best practices when sharing food and drink, please use proper serving utensils to prevent the spread of disease. If there are no sanitizing materials present, please contact the UIC Office of Community Collaboration Community Coordinator at their contact info below.

Please be considerate of yourself and the health of others.

Any programming with Minors

Please refer to the Protection of Minors Policy here: [Protection of Minors Policy | UIC Today](#)

Service providers must complete the **Protection of Minors Events Form for External Entities** at least 14-days prior to service beginning. Background checks requested are paid for by external third-party sources.

Protection of Minors form (**on campus programs and events**) - <https://uofi.app.box.com/s/s0uufwcat7bmlrz0ymhrIsac36tdy9lx>

For those who have entered a formal partner agreement with OCC and thereby have independent access to either center, please do not share access with any other parties, nor abuse access outside of reservation or scheduled times.

Climate Control

Adjusting the climate of the UIC Lawndale Neighborhood Center requires switching the bottom left switch from Heat to Cool and adjusting the arrows up or down to the desired temperature.



Layout

Receiving Area

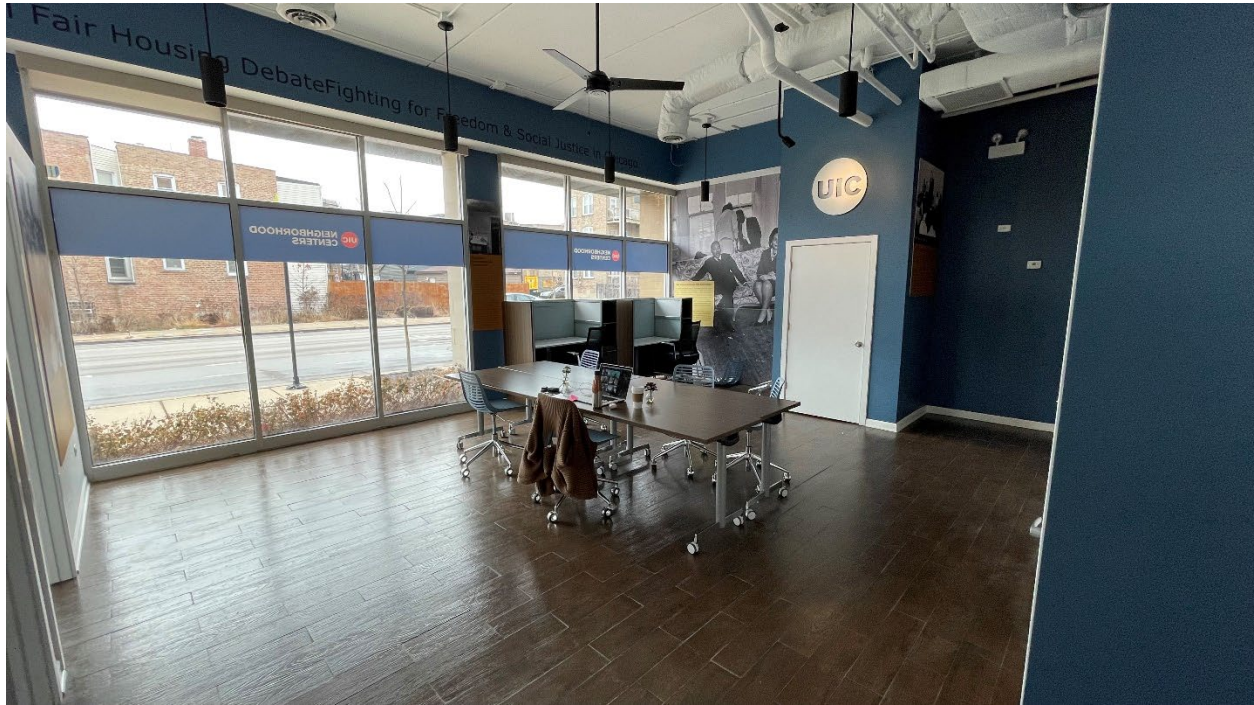


The Entry Way/ Receiving Area is where you'll find infographics of MLK, The Contract Buyers League, flyers of latest community collaborative efforts and resources. Within the cadenza are:

- Spare batteries
- Labeler
- Pens/pencils
- Highlighters
- Hole puncher
- Binders
- Markers for dry eraser board

Please let your community coordinator know if using these supplies are apart of your reservation.

Common Area



The Common Area is the largest capacity area, where people can gather safely.

There are 5 tables on wheels surrounded by blue wheeled chairs that can be reconfigured into a variety of formations. There is a standing desk that can be raised or lowered on it are everyday supply needs such as

- Pens
- Notepads
- Sticky notes
- Highlighters
- Permanent markers
- Staplers
- Tape
- Hand Sanitizer
- Lyson Wipes

Please return the supplies after you use them.

Motorized Blinds

The Motorized Blinds located in this area, and the conference room, can be raised and lowered using the battery powered remote, or by pulling the chain GENTLY

- Pulling the chain once raises the blinds
- While raising upward, pulling the chain again stops the blinds from raising
- Pulling the chain a third time, lowers the shades
- While lowering pulling the chain again stops the blinds

Conference Room



The Conference Room chairs can be removed to accommodate catering

The Conference Room is susceptible to noise pollution from inside and outside the center.

White Noise makers can be provided if necessary.

A monitor, and a white board can be provided.

Kitchenette



Everything in the Kitchenette is for community use unless otherwise demarcated. Please ask the Community Coordinator if you require access to the kitchenette during your reservation. Please clean up after yourself.

In the Kitchenette you will find:

Dishware

Snacks

Trash Bags for large and small cans

Dish soap

Tea and Coffee

Microwave

Hot Water maker

Non Gender Bathrooms



Inside the restrooms you will find

Paper Towels

Toilet Paper

Feminine Products

Mints

Soap

Deodorizers

Sample Configurations

The UIC Lawdale Neighborhood Center co-working area can be configured to accommodate a variety of events.

Please let your Community Coordinator know 2 weeks in advance if you require any special configuration.



Amenities

WiFi - UIC Guest, UICNL1558

Monitor

Please contact your Community Coordinator if the multi-media monitor use is required

The Multi-Media Monitor can accommodate machines with HDMI, and USB-C inputs.



Contact Information

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