

Off-Campus Exhibition and Events Venue Review Checklist

OVERVIEW AND DEFINITION OF AN OFF-CAMPUS EXHIBITION OR EVENT

A project/program is an “off-campus exhibition or event” if it meets any of the following criteria:

- The event is funded, in part or in whole, by SAIC (including financial support from Student Government or an academic / studio department)
- The event is a class requirement
- The event uses the SAIC name

SAIC sponsored off-campus events and exhibitions are, by definition, an extension of SAIC’s existing programs and, therefore, are subject to all applicable SAIC policies as well as federal and state law. It is important to follow these procedures to reduce personal liability.

Projects hosted outside of the classroom but on AIC or SAIC property, including the Art Institute of Chicago, the SAIC Galleries, the Gene Siskel Film Center, and the Roger Brown Study Collection, are considered ‘on campus’ and may also require additional permissions and approval through the 25Live Space and Event Reservation System. For more information, see: <https://www.saic.edu/space-reservations>. Faculty must notify the departmental administrative staff if they plan to hold class events and projects away from their scheduled meeting space.

All off-campus events must be approved in advance by the Department Chair (if it is a course-related or studio/academic department project) or the Office of Student Life (if it is a student group or res-life project), with additional final review and approval through [25Live](#). Each faculty/staff member is responsible for identifying the following when seeking approval for an off-campus event: date, time, location(s), method of transportation, and any fees for which the student is responsible or any cost to SAIC. In addition, each faculty/staff member must consider whether the event involves risk to, or has a possibility of, endangering students.

For academic / course-related off-campus events, all projects must be clearly identified in the course syllabus. Any fees to be paid for by the students must be clearly communicated at the beginning of the semester.

- A substitute faculty or staff member may serve as the lead on-site contact if approved in advance by the Department Chair or the Dean of Student Life.
- Student participation is not required for the off-site project if it is approved after the syllabus has been distributed. If the off-site project is optional, a waiver is needed.

[Waiver and Release for Participation In Off-Campus Co-Curricular Activities](#)

- Students are responsible for their own transportation. Faculty or Group Leaders must communicate travel expectations with students directly.
- Public transportation, such as the CTA or Metra, is preferred. CTA is covered by UPass in most cases.
- Students may use taxi cabs and ride share companies.
- When group transportation is necessary, a licensed transportation provider must be utilized.

WHY THERE IS A SPECIAL PROCESS FOR OFFSITE EXHIBITIONS AND EVENTS

Offsite exhibitions and events enrich the experience of the SAIC community, however, not all facilities are maintained with the same level of operational and safety standards required by SAIC, including ADA accessibility. SAIC Exhibitions maintains a list of venues already reviewed and approved by IRFM. If a venue is not on SAIC's pre-approved list or does not have an official occupancy permit issued by the City of Chicago, you will want to reach out to the Department of Exhibitions and IRFM; and a representative of SAIC's Environmental Health & Safety and/or Security personnel will conduct a site visit to evaluate the space. The checklist included in this document outlines what IRFM will be evaluating.

VENUE PAPERWORK REQUIRED

The below documents will need to be requested as part of the venue review. If a venue does not have all the listed documents, please factor in additional review time.

- Current Certificate of Liability Insurance (COI) – this document names AIC/SAIC as “additional insured” on the venue’s liability insurance. SAIC will issue a similar COI naming the venue as “additional insured” on the SAIC liability insurance. (See more information about this below.)
- Certificate of Occupancy (if available)
- Contract/Letter of Agreement (note: all contracts must include an actual dollar amount to be legally binding – this could be as low as \$10 if the venue is wanting to “donate” the use of their space. However, per IRS regulations, SAIC is not able to issue any “gift in kind” donation receipts for the free use of external venue spaces.) All contracts and letters of agreement must be signed by Gretchen Talbot (Dean’s Office) or Debbie Martin (Student Affairs). Faculty, staff, and students CANNOT sign contracts on behalf of SAIC.

IRFM OPERATIONAL AND SAFETY CHECKLIST

● ADA ACCESSIBILITY

Offsite SAIC exhibitions and events are expected to maintain campus ADA standards and provide our students and guests with equal access to the facility and programming contained within. Exceptions to the rule may be granted when an exhibition or event is only open to a small group and the members of that group do not require an accommodation.

- Can someone in a wheelchair or with mobility constraints gain entry to the facility?

- Can all areas of the facility that are anticipated to be used by our guests or students be accessible to someone in a wheelchair or with mobility constraints? Think about entry from the street, elevators, stairs, narrow doors/halls, high thresholds, etc.
- Can the restroom be entered and utilized by someone in a wheelchair or with mobility constraints? ADA regulations require a 48-inch turning radius for wheelchairs.
- Are ADA grab bars present in the restroom?
- Can someone in a wheelchair wash their hands in the restroom? Consider toe/knee space to access sink and if soap/towel dispenser can be reached.
- Can someone with a disability have the same experience as any other guest?

- **FIRE SAFETY**

Not all items on this list are required for each space, but this helps us evaluate the readiness of response a facility may have in case of a fire related incident.

- Are there fire extinguishers in the space?
 - What is the date of the last inspection?
 - What is the frequency of inspections?
- Is anyone onsite trained in using a fire extinguisher?
- Is there a fire sprinkler system?
 - What is the date of the last inspection?
 - What is the frequency of inspections?
- Is there a fire alarm system?
 - What is the date of the last inspection?
 - What is the frequency of inspections?
- Are smoke detectors present in the space?
 - If smoke detectors are not hard wired to the fire alarm system, when were the batteries last tested?

- **LIFE SAFETY**

These items consider the safety of people as they move through and out of a space, paying extra consideration to emergency exiting and loss of power.

- Is there more than one way to exit the space, in case of emergency?
- Are all egress routes clear and unobstructed by furniture, installations, storage, etc.? Consider the entire path of travel from inside the space to outdoors at a safe distance away.
- Can all exit doors be easily opened if needed? Doors do not require a key to open and are not rusted shut from lack of use.
- Can all individuals in a wheelchair, with a mobility constraint, or other disability exit the space on their own in an emergency, or is there a plan in place to assist these individuals in exiting the space?
- Are illuminated exit signs present in the space and present for all exit routes?
- Are all areas of the facility intended to be accessed by our guests or students of sturdy construction? (Consider staircases, basements, storage areas, etc.)

- Is the space outfitted with emergency lighting, in case of loss of power?
- Is the occupant capacity number for the space known and clearly posted?
- Is there a plan to manage the amount of people who are allowed to access the space, in order to remain under capacity?

- **INJURY/INCIDENT RESPONSE**

As with fire safety, not all the below are required for each space, but it assists us in evaluating the readiness of response to emergency situations.

- Is there a first aid kit?
- Is there an AED (automatic external defibrillator)?
- Is someone onsite trained in first aid, CPR, and AED operation?
- Is there a working phone, in case 911 needs to be called?
- Is the address of the facility posted near the phone, in case 911 needs to be called? Or, will a representative from the venue be available at all times to facilitate calling 911?

- **SECURITY**

Offsite locations do not have the benefit of SAIC Security's controlled access and human presence. The following are security related items to consider.

- How will our students and guests commute to and from this venue? And how will artworks be transported to and from the venue?
 - Students are responsible for their own transportation. Faculty must communicate travel expectations with students directly.
 - Public transportation, such as the CTA or Metra, is preferred. CTA is covered by UPass in most cases.
 - Students, faculty, and staff are responsible for covering their own travel expenses.
 - Faculty and staff cannot drive students in their own vehicles and cannot arrange for students to carpool or ride in each other's vehicles.
- Does the venue have controlled access, or is it open to walk-ins?
- Has the general safety of the neighborhood been considered, and would extra security assistance need to be planned for? (Note: depending on length of occupancy in this venue, facility and neighborhood crime statistics may need to be added to SAIC Clery Reporting)
- Does the venue have a security plan for people and/or property?
- Will the venue have staff available to assist in crowd control, or will extra outside assistance be needed? (Consider both keeping occupant load at a safe capacity number, and if there are individuals who will need to be denied access or asked to leave for various reasons.)
- Does the venue have security equipment, such as alarms or cameras?
 - Could camera footage be provided to SAIC if an incident occurs?

- Does the venue have “No Firearms” signs posted?
- Does the venue have a response plan if a weapon is presented in the facility?
- How is artwork, displayed or stored by members of the SAIC community, protected?
- Does the venue have a loan agreement that can be used for any artwork on display? Does the loan agreement clearly state if artworks are insured by the venue while on their premises? Is this clearly conveyed to the participating artists, and do the participating artists understand the potential risks if damage or theft of their artwork occurs?
- Does the venue cover the displayed artworks under their fine arts insurance policy? If not, is this clearly stated in a loan agreement from the venue? Note: SAIC does NOT insure artworks at off-site locations.

FOOD & ALCOHOL

Serving food and alcohol must be done in accordance with SAIC policies as listed in the SAIC Student Handbook. Food must be provided by a licensed food kitchen or come pre-packaged. Alcohol must be served by a licensed bartender and approved by the Dean of Student Life. Additional contracts and proof of liquor liability insurance may be required. NOTE: Serving alcohol at off-campus events may also require additional security; funds to cover these costs must be covered by the hosting department / student organization.

Will food be served?

Will alcohol be served? If so, who will be responsible for checking IDs?

GENERAL

- Is there an expectation for students to use power or mechanical tools/equipment during install or deinstall?
- Are the tools and equipment onsite in good condition, or do you plan to check out tools from SAIC for this purpose? (Note: we discourage the usage of any power tools beyond a basic drill if using the venue’s power tools)
- All off-campus exhibitions and events must be submitted through 25Live at [Space & Event Reservation System | School of the Art Institute of Chicago](#) for final review and approval. Academic Administrative Directors can assist with this submission process for class-related projects. Off-campus projects cannot proceed before they are officially approved.

CONTACTS:

Trevor Martin, SAIC Executive Director of Exhibitions: if you have questions about this process or the approved venue list; contact: tmartin@saic.edu

Gretchen Talbot, SAIC Dean of Administration, Budget, and Planning: if this is a class-related project, send the contract signed by the venue to Gretchen for submission in JIRA for review and approval by Legal; contact: gtalbot@saic.edu

Debbie Martin, Dean of Student Life: if this is a student group project, send the contract signed by the venue to Debbie for submission in JIRA for review and approval by Legal, contact: dmartin@saic.edu

Sarah Hicks, Executive Director of Facilities Services: if a venue is not on the approved list; contact Sarah for the IRFM on-site visit and review; contact: shicks@saic.edu

Laura Lamb, Associate Dean of Student Affairs for Campus Life: contact Laura with questions about student group events; contact: llamb@saic.edu

Antonette Paraiso, AIC/SAIC Treasury Office: contact Antonette for a COI (Certificate of Insurance); contact: aparaiso@artic.edu