

Request an Event at the FSC

The Film Studies Center houses a 100-seat theatre designed for film viewing and lecture. While the space is used primarily for classes and class screenings it is occasionally available for extracurricular events. Groups wishing the use the FSC theatre are encouraged to request space as far in advance as possible.

Event requests fall into 2 categories: 1. Co-sponsored events in which the FSC plays a partnership role in planning, hosting and publicizing the event (in such a case the rental fees are waived) 2. Events in which the sponsoring dept. / organization rents the space (In this case the FSC charges a modest rate to cover expenses.).

Application for co-sponsorship must be made to the Events Committee by the dates specified:

Events taking place during:	must be requested before:
Spring quarter 2010	February 19, 2010
Fall quarter 2010	July 30, 2010
Winter quarter 2011	November 15, 2010

Rental requests are accepted on a revolving basis but, again, early application is encouraged as space and staff time are quickly committed.

Rental fees:

Department / Center - sponsored events	\$200.00	standard 4 hours screening/event*
Video documentation	\$75.00/hour	

- longer events may require an increased rental charge.

The FSC provides:

100 seat auditorium with podium and multimedia projection system.

FSC trained projectionist / technician, on site for all events (self-service is not permitted).

The FSC offers projection in the following formats:

35mm film, 16mm film, Super-8 film, VHS video, PAL video, DVD (multi-region), mini DV; computer interface for Mac and PC computers, wireless access to the university's internet service (requires cnet login) are also available. Any additional equipment requires rental at the expense of the event sponsor.

The FSC can provide, free of charge, on request:

2 Shure gooseneck tabletop microphones
Conference tables and chairs

The FSC does not provide:

Public performance rights for any work screened during an event.
Shipping charges
Food / catering services
Additional playback decks or multimedia equipment

Send requests via the FSC web interface or to scraig1@uchicago.edu

Please include the following information:

Program title:

Event type (Screening, conference, panel discussion, etc.):

Desired date(s):

Film Titles:

Film format (35mm, dvd, etc):

Contact person :

Contact phone:

Contact email:

Indicate whether this is a request for space rental or co-sponsorship.