

For Student Government Distribution of the Student Activities Fee

The following Cost Guide is a general guide to what the Student Government Finance Committee believes is appropriate to spend on assorted items. They are neither By-Laws nor Guidelines for the Finance Committee, but instead exist solely to provide Recognized Student Organizations with an understanding as to how the Finance Committee views various items that are frequently requested. The Finance Committee is not bound by these costs and may deviate from this Cost Guide as it sees fit.

GENERAL COST PRINCIPLES

- SGFC members do understand what certain, frequently requested, costs are (ie paper plates, dry cleaning, etc.). Please try to keep all requests within reasonable market value.
- SGFC will often look at cost per head when making funding decisions. Certain budgets, by nature of the event, do require higher costs per head and SGFC will take this into account when making its decisions.
- SGFC will often not fund room reservations because RSOs will be able to reserve at no cost in the vast majority of cases. In the event that space cannot be found free of charge because of the event's requirements, such as A/V capabilities, room layout, or capacity, SGFC will consider funding.
- SGFC will often not fund private transportation costs, such as gas money, parking fees or rideshare costs, if public transportation is appropriate and readily available.
- SGFC will generally not fund more than \$1,000 per academic year per RSO for fundraising grants.
- SGFC generally does not fund giveaways, such as t-shirts or goodie bags.
- SGFC generally will not fund more than 50% of student travel expenses for conferences, competitions, or performances where other college/university groups are present. SGFC generally will not fund more than 33% of other student travel expenses.
- SGFC may expect at least a 10% fundraising minimum for RSO requests beyond 2 per quarter.

ACCESSIBLE EVENT RESOURCE GUIDE

Access means providing the opportunity for full participation free from barriers. Planning a successful event is planning for access. The cost of access and/or accommodations can vary, we encourage you to contact Student Disability Services for specific event needs.

Visit the [UChicago Center for Digital Accessibility's website](#) for more information and a list of vendors that provide captioning, interpreting, and other accessibility services.

Below you will find information on best practices for planning an accessible event and a full list of services offered by the University.

[Accessible Event Resource Guide](#)

[Student Disability Services](#)

STUDENT CENTERS A/V EQUIPMENT RENTAL COSTS

- Dance Floor (Reynolds Club): \$55
- LCD Projector: \$60
 - LCD Projector (Ida Noyes – Cloister Club): \$200
 - LCD Projector (Ida Noyes – Palevsky Cinema): \$325
- Handheld Microphone: \$10
 - Wireless Lav/Hand Microphone: \$60
- Paper/Flipchart & Markers: \$40
- Sound System:
 - Standard: \$65
 - Portable Bluetooth: \$40
 - 1 Wired Mic (Ida Noyes – Cloister Club): \$150
- TV (Reynolds Club): \$25
- Building Manager: \$25/hr (cannot be prorated)
- Custodian: \$47/hr (cannot be prorated)

ADVERTISING & OTHER PRINTING

- Copies: at current rate for black and white copies in Reynolds Club 001
- Printing for programs, tickets, etc.: \$25-\$50
- Publicity for a small scale event (less than 75 people): \$10-\$25
- Publicity for a medium scale event (75-150 people):\$25-\$75
- Publicity for a large scale event (more than 150 people): \$75-\$150

PUBLICATION PRINTING & ALBUM RECORDING

- SGFC will generally consider funding up to 50% of an album every 4 years if the RSO has already fundraised at least 50% of the total cost.
- SGFC will generally consider funding 1 print publication for an RSO per year beyond what was funded during Annual Allocations, and 2 print publications for newly established publication RSOs.

DECOR & COSTUMES

- Decor for a small scale event (less than 75 people): \$20-\$50
- Decor for a medium scale event (75-150 people):\$50-\$150
- Decor for a large scale event (more than 150 people): \$150-\$300
- Beyond the first costume request, SGFC will expect RSOs to submit an inventory of previously funded costumes/clothing when requesting more costume funding

FOOD & DRINK

- Events providing snacks, dessert or breakfast: \$8 per person max
- Events providing lunch: \$10 per person max
- Events providing dinner: \$12 per person max
- Cultural shows or other events with specific food requirements: \$15 per person max
- SGFC may fund a higher rate per person for any meal if an RSO is buying food from a local, non-chain, Hyde Park restaurant
- SGFC may fund a higher rate per person for any meal if the event is a collaboration between multiple RSOs
- Biodegradable utensils/plates/cups for a small scale event (less than 75 people): \$10-\$50
- Biodegradable utensils/plates/cups for a medium scale event (75-150 people): \$50-\$100
- Biodegradable utensils/plates/cups for a large scale event (more than 150 people): \$100-\$200
- For other food-related expenses, please keep your request within a reasonable market value.

RESTAURANT GUIDE

Below is a list of frequently-used and/or local Hyde Park restaurants. Keep in mind that this is NOT a list of restaurants you must choose from, but instead intended to help find a restaurant:

| | | | |
|--------------------|-------------|--------------------|--------------|
| Snail Thai | Pizza Capri | Medici | Rajun Cajun |
| The Nile | Cedars | Maravillas | Siam Noodles |
| Tacos El Pastor 53 | Saucy Porka | Strings Ramen Shop | Ja'Grill |
| Kilwins | Bob's Pizza | Small Cheval | Jade Court |

PREFERRED VENDORS: SERVICES & MERCHANDISE

The preferred printing program comprises University wide requirements for all printed materials and services including mailing and designs needs. RSOs are required to utilize vendors exclusively on the approved vendor list.

https://d3qi0qp55mx5f5.cloudfront.net/leadership/docs/UChicago_Vendor_List_2020.pdf?mtime=1579805402

TRANSPORTATION, HOTEL ACCOMMODATIONS, AND OTHER NON-HONORARIA SPEAKER/PERFORMER COSTS

- Hotel Accommodations: \$186 at the Quad Club (You will need to work with your advisor to book the Quad Club.)
- Airport-to-Campus Cab Fare:
 - To and from Midway Airport: \$60 Round Trip
 - To and from O'Hare Airport: \$120 Round Trip
- Other Non-Airline Transportation Costs: \$75 round-trip
- Airline Tickets: SGFC will not fund first-class tickets.
- There are many discount websites that offer great tickets for low prices: Bing.com/travel, Orbitz.com, Priceline.com

HONORARIA & OTHER PERFORMANCE FEES

- SGFC cannot fund honoraria or other performance fees to current University faculty or employees.
- SGFC believes that University alumni and past faculty should provide programming to the Student Body as a service to the University community. For this reason, SGFC strongly encourages RSOs and GSEOs to request that alumni and past faculty speak or perform free of charge. However, if an alum or past faculty member still requires it, SGFC will consider funding their honorarium.
- SGFC will usually not fund honoraria or other speaker/performer fees to students.
 - If, however, the student is providing a service that would otherwise be performed by an outside company, SGFC will consider funding the student's fee. Such services may include, but are not limited to, deejay-ing or filming a cultural show or lecture.