Robert H. Lurie Building – Event Information 2018
Robert H. Lurie Building First Floor – Event Request

Policy Updates

Changes/Updates to FSM Policy:
Due to construction impact, the only approved location within the Lurie building 1st floor to host events/receptions is the WEST side of the atrium, along Fairbanks. There will no longer be any “shared space” requests processed, and this document will overview changes to the reservation process, catering table locations and furniture removal/storage with additional estimates for increased costs to retrofit this location based on specific event needs.

The Ryan Family Atrium’s event space will now temporarily consist of only the six quadrants (Q1-Q6) along the Fairbanks Street side of the Ryan Family Atrium. When booking, please request the “WEST SIDE – Ryan Family Atrium.” This is now the only approved location within the Lurie building 1st floor to host events/receptions should food, drink or poster sessions be involved, and require more than a table outside a corresponding classroom. There is no longer an option to share this location - when a group books the atrium for an event, they can use any or all six quadrants, but must book the location “WEST SIDE – Ryan Family Atrium” which includes all quadrants. When booking for a new request, if during your desired time another event has already booked the atrium, all quadrants are unavailable for use by other events.

For any questions, please reach out to the FSM Dean’s Office.
Catering Tables Set-up Locations:
The atrium is no longer required for all catering orders in the Lurie building. However, the policy does remain that no catering and/or catering tables are allowed to be set up within in FSM classroom spaces. If an event indicates it plans to provide catering but does not book the location “WEST SIDE – Ryan Family Atrium” for its event (indicating a need for a reception/large event space), the below location* will be available for the event’s use and includes room for one catering table to be set up. This “catering set-up location” will be provided by the FSM Dean’s Office during the timeframe of the reserved booking for the corresponding room. The catering set-up location for each classroom is indicated on this slide.

Currently Unavailable:
Hughes Auditorium
Robert H. Lurie Building Events – Furniture Removal & Storage

All Ryan Family Atrium furniture housed in Q1-Q6 can be used for events during a reservation for that space. If the event requires furniture to be removed to offsite storage, that request can be processed by Reebie movers with the below options. These estimates are only for furniture removal, they do not include additional pricing for setting up tables, chairs, posters, etc. Normal business hours are 7:30am - 4pm. If outside of that timeframe, additional overtime rates will apply.

Option #1: Use and reconfigure only Q1 (breakdown and reset). This will allow furniture to be reconfigured within the atrium space during the event’s request time, with no need to remove the furniture from the Lurie building 1st floor.
- Estimated cost: $175.00

Option #2: Use and reconfigure Q1 & Q2 (breakdown and reset with same parameters as option #1).
- Estimated cost: $350.00

Option #3: Removal and offsite storage of Q1-Q3. This will require additional set up/breakdown time, advanced notice to Reebie (5 days notice) and will include the rental of a storage truck.
- Estimated cost of Q1-Q3 furniture removal, offsite truck rental storage and same day reset during normal business hours: $1450.00
- If overnight storage is required for one night, with a reset the following *morning: $1650.00

Option #4: Removal and offsite storage of Q1-Q6. This will require additional set up/breakdown time, advanced notice to Reebie (5 days notice) and will include the rental of a storage truck.
- Estimated cost of Q1-Q6 furniture removal, offsite truck rental storage and same day reset during normal business hours: $2000.00
- If overnight storage is required for one night, with a reset the following *morning: $2200.00

* The location “WEST SIDE – Ryan Family Atrium” must be booked for the reset the following morning, if this option is pursued. If it is not available, this cannot be a viable option.