

# **BISCO Hall Rental Procedure**



## **Step 1 : Submit Application**

- Fill out and submit the [rental application](#).
- Required: Student ID (if needed).



## **Step 2 : Review and Contact**

- The rental coordinator reviews the application and contacts the applicant.
- For questions or modifications, email: [bisco@kccoc.org](mailto:bisco@kccoc.org).



## **Step 3 : Contract Signing**

- Review and sign the rental contract.
- Pay a \$300 deposit via Zelle to [admin@kccoc.org](mailto:admin@kccoc.org) / Korean Cultural Center of Chicago.



## **Step 4 : Event Preparation**

- Request layout drawing for table/chair setup and schedule rehearsals. (Performance only)
- Check necessary equipment (stage equipment, sound, lighting).
- Settle the remaining balance by the day before the event (Mon. to Fri. 9 AM to 5 PM).



## **Step 5 : Event Execution**

- Coordinate with the Bisco Hall team on the event day.
- Ensure safety protocols are in place.
- Contact Info: [haeinshin@kccoc.org](mailto:haeinshin@kccoc.org) (Event Coordinator), [timyang@kccoc.org](mailto:timyang@kccoc.org) (A/V Technician)



## **Step 6 : Post-Event Evaluation**

- If there are discrepancies or damages, settlement will be required.
- Participate in the post-event rental survey (Google form).