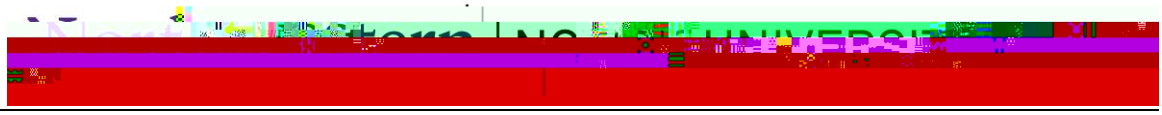

NORRIS UNIVERSITY CENTER

: Student Organization representatives serves as primary contact/planner for all event-related details

2. University Departments and Administrative Units
The program, meeting, performance or event is an initiative of, and was created/developed by one or more Northwestern University departments for the primary benefit of the Northwestern Community.

There is a charge for recognized all sponsored meetings or events if they meet the following criteria:

: Event is requested by a private company, non-profit or individual

: The event is not primarily for the NU community and is open to non-university students, guests/attendees (through advertisement or invitation) and 51% or more of the guests are external

:

Venues (Capacity 150-500)	8+ hours	$0	$550	$1750
Rooms: Louis Room, McCormick Auditorium Includes: tables (choice 5ft rectangle or 60" rounds), chairs, projector, sound system with four handheld microphones and two lavalier microphones *Rooms: East and South Lawns* Includes: lawns only. Equipment and AV extra				

Satellite Venue Room Rental Rates
All satellite room rental rates are hourly

Rooms	Student	Department	Sponsored	External
Guild Lounge (Max Capacity 130-200)	$50	$62.50	$100	$125
guild-lounge@northwestern.edu Includes: tables (choice of four 6ft rectangles, six 8ft rectangles and 10 66" rounds), 120 chairs, lectern and microphone, projector and screen.				
Ryan Auditorium (Max Capacity 600)	$15	$20	$50	$75
ryan-auditorium@northwestern.edu Includes: two podium microphones, six wireless microphones (four handheld and two over-the-ear lavalier), a built-in computer, input for laptop or iPod, an audio system, video projector and screen.				
The Great Room (Max Capacity 68)	$15	$20	$50	$75
great-room@northwestern.edu Includes: 68 chairs, tables (choice of four 3ft café, four 6ft rectangles, two 8ft rectangles and eight 66" rounds), portable screen and projector.				
2122 Performance Hall (Max Capacity 120)	$15	$20	$50	$75
2122-performance-hall@northwestern.edu Includes: tables (eight 8ft rectangles) and 170 chairs				

Cahn Auditorium	Student	Department	Sponsored	External
Rehearsal/Setup Work	$15	$20	$50	$150
Presentation	$50	$75	$100	$250
Performance	$125	$200	$250	$450
UP Traffic Control	$58	$58	$58	$58
cahn-auditorium@northwestern.edu				

Cahn Pass Through Rate (One Time Fee)

Piano Move	Piano Tune	Dumpster	Fire Alarm Mode Change Occurance
$600	$150	$450	$80

Entrance to Event

Manager to filming instructions. Norris University Center patrons may not be filmed without their acknowledgement. Sodexo employees cannot be filmed.

Filming for Class Projects

Students wishing to film in public spaces for a class project assignment must contact the Event Planning Office to make arrangements a minimum of 24-hours in advance. (Students that are not recognized as representing a particular student organization do not have access to meeting rooms in Norris.)

Once approval has been given, the same policies will apply as identified above for student organizations. Notification of approved filming locations and times will be sent to the Center Manager and a sign will be placed in the designated area(s).

STUDENT ORGANIZATION THEATRE GUIDELINES

Please refer to the complete Norris Theater and Shanley Theater guidelines on the Norris website http://www.northwestern.edu/norris/events/policies/index.html.

RELIGIOUS OR[(G)-n

Equipment		cost)	rental cost)	cost)
Tech Cancellation (Day of)	Full Cost of Labor and Equipment	Full Cost of Labor and Equipment	Full Cost of Labor and Equipment	Full Cost of Labor and Equipment
Tech Cancellation (<48 hours)	Full Labor Cost 50% of Equipment	Full Labor Cost 50% of Equipment	Full Labor Cost 50% of Equipment	Full Labor Cost 50% of Equipment

Equipment Rental Fees

Events taking place outside of Norris will be subject to equipment rental fees below.

Equipment	Student	Department	Sponsored	External
Large Powered Speaker	$75/day	$100/day	$125/day	$125/day
Medium PA – Sound System	$100/day	$150/day	$200/day	$200/day
Large PA – Sound System	Custom Quote. Norris or Norris Lawns only. Requires 2 Techs. Prices start at $225/day, not including staff.			
TV Carts (Norris)	$25	$50	$100	$100
Laptop	Only provided in the event of Resident Computer failure			
Conference Phone (portable)	$25	$50	$100	$100
Conference Line	No longer offered. Contact NIUT.			
Webcam (Requires Conference Phone)	$25	$50	$100	$100

Regulations & Safety Rules

With limited exceptions, all equipment in the Norris Technical Services inventory must be setup, operated & removed by a member of our staff . For a list of equipment that can be reserved, setup & operated by clients please contact Norris Technical Services.

AV equipment in the Norris Technical Services inventory may only be used on the grounds of Northwestern's Evanston Campus. Private use at any off-campus location is prohibited.

The unauthorized use of Norris Technical Services equipment is prohibited. This includes both installed meeting room equipment and portable equipment. Violations of this policy will be subject to the above fee.

OUTDOOR EVENT REQUESTS

The Norris Event Planning office facilitates the approval process for the outdoor event spaces on Northwestern's campus. The Event Planning Office will advise groups on policies and procedures involved with the implementation of outdoor events. The "Outdoor Events Form" is on-line and all requests must be made electronically. Requests must be made a minimum of 10 business days in advance of the event. All information requested on the form must be filled out or the request is subject to being denied. To submit outdoor requests, go to the "Outdoor Event" website:
http://www.northwestern.edu/norris/events/event-management/outdoor-event-requests/index.html

OUTDOOR EVENT POLICIES

The following policies must be adhered to ensure approval of the event and provide for a successful and safe event for all participants.

All events must be sponsored by a recognized student organization or a university department

must have a completed copy of the final approval outdoor event form (and any other required permits) as evidence of permission granted to hold the event. This person must ensure that the University grounds be kept clean and not abused in any way by persons, vehicles and/or equipment associated with their event and all state and local laws and University regulations

PUBLICITY LOCATION REQUESTS AND EVENTS

To place a

Only ONE organization or department can display table tents at a time and that group may display only one table tent per table.

Table tents may be reserved for a period of one week (Monday through Sunday) per quarter per event.

Table tents must be pre-printed (not handwritten), three-sided, four-sided, or circular with a flat base or freestanding.

Table tents that do not meet the above criteria will be removed from the tables. Violations of these policies will result in suspension of table tent privileges for a period of no less than one academic quarter.

WINDOW PAINTING 5(I)-10(N)

Payment must be received in person on last day of sale. Vendors who do not make payment will not be allowed to return to Norris Center.
Vendors will be provided with a contract stating conditions of sale. Contract must be signed and

Salsa/dips
Crackers
Candy
Popcorn
Cookies/brownies
Peanuts
Vegetable and fruit platters
Whole fruit
Sodas
Bottled Waters
Iced tea
Juice
Punch/lemonade
Pre-made hot beverages

Student groups who plan to bring food into Norris must contact the Event Planning Office prior to the scheduled meeting to request permission to bring in outside food. That request is subject to approval and the client will be notified when their request has been approved.

All incidental items (e.g. paper plates, tableware, napkins, cups) must be provided by the student group. Norris Sodexo Catering can provide these items for a charge if requested in advance.

The use of appliances that require an electrical supply (coffeepots, etc.) is not permitted.

No food preparation is allowed in the meeting rooms.

Rooms must be left in the condition they were found. All trash must be placed in the meeting room's trash receptacle.

If a student group sponsors a university department or an outside organization, this snack policy becomes void; departments and outside organizations must use Norris Sodexo Catering to provide catering services.

Violation of this policy will result in a $150 dollar fine - paid for by the student organization.

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student organization charged more than once per quarter will lose its privilege to bring in donated food for one academic year (total of three quarters) and reservation privileges may be revoked for an entire quarter.

All food and beverage service in Norris University Center meeting rooms and surrounding lawns not approved in advance or not provided by Norris Sodexo Catering will be considered in violation of Norris Center policies. If a group purchases food and claims it as a donation, a $150 fine will be imposed and reservation privileges may be revoked for an entire quarter.

Student organizations do not have the necessary credentials or health permits to sell donated food items in the Norris University Center and surrounding lawns.

and are available in the Events Planning Office located on the 3rd floor of the Norris University Center and can be found on the Norris University Center's website (http://www.norris.northwestern.edu/em_policies.php or http://www.norris.northwestern.edu/org_policies.php).

NORRIS FACILITIES

PETS

Pets are not permitted with the exception of service animals.

POLITICAL ACTIVITIES; USE OF UNIVERSITY FACILITIES

Northwestern University's status as a tax-exempt organization under Section (501(c) (3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.

Notwithstanding this limitation, Northwestern recognizes that students, faculty and staff may wish to participate in the political process and that such participation may, in fact, conta
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OTHERINFORMATION

Permits are required to park on campus Monday-Friday, 8am-4:00pm. One-day parking permits can be purchased at the Cashier's Office (on the 1st Floor of Norris) or through the Parking Office (491-3319).

The Norris University Center is a smoke-free building.

Information Technology requests must be submitted through NUIT (847-491-HELP). Norris Center is not responsible for guest Net ID or password requests. Likewise, Norris Center has limited resources for network connection troubleshooting. Guests may use the Northwestern Guest Wi-Fi Network.