



WHAT STUDENT ORGANIZATIONS NEED TO KNOW ABOUT PLANNING AN EVENT

NORRIS UNIVERSITY CENTER
EVENT MANAGEMENT OFFICE
GENERAL POLICIES
847-491-2330 or norris-events@northwestern.edu

To place a catering order ON-LINE, visit www.northwestern.edu/nucuisine/nucuisinecatering

To place a room, banner, promotion space, and table tent request ON-LINE, visit www.norrisreservations.northwestern.edu

To place an outdoor event request ON-LINE, visit www.outdoorevents.northwestern.edu

PLEASE READ THESE GUIDELINES. We want your event to be successful, but there are timeframes for ordering and canceling rooms, equipment, A/V, and catering that could affect your reservation and any applicable costs. We may not be able to accommodate requests if we are not given adequate notice and/or additional fees may be incurred. As such, Norris asks every client to adhere to the following guidelines:

1. Reservation Time Frames

Ten working days notice for:

- Building hour extension

Seven working days notice for:

- Security
- Louis Room/McCormick cancellations

Five working days notice for:

- Food & Beverage/Catering menu selections
- Room set-up requirements
- Audio-Visual requests
- Cash box requests

Three working days notice for:

- Confirmation of food service guarantee numbers
- Cancellation of food service order(s)

Two working days notice for:

- Cancellation of audio-visual equipment

One working day notice for:

- Cancellation of meeting room

NOTE: For a detailed description of the *nuCuisine Catering Policies & Procedures*, visit www.northwestern.edu/nucuisine/nucuisinecatering/policiesandprocedures_9-11-06.pdf

2. **An organization or department** may schedule only one series of general meetings and/or one series of executive committee/board meetings per week. The same holds true for sub-committees of larger student organizations. Auditions, petitions, interviews, etc. are not considered serial weekly meetings. *Norris reserves the right to move your meeting to another appropriate room, if necessary.*

3. Food and Alcoholic Beverages

- Sodexho holds an exclusive contract with Norris Center.
- All food and beverage service (alcoholic or non-alcoholic) served at an event in Norris or surrounding outdoor areas must be provided by Sodexho. This policy is strictly enforced. All prohibited food will be confiscated.
- When serving alcohol, special arrangements must be made with Norris Event Management.

4. Snack Food Policy

- Student groups are allowed to bring in purchased and packaged snack food and beverages to organizational meetings not totaling more than \$35.
- Student groups who plan to bring food into Norris must stop at the Info Desk upon entry to the building and inform the Info Desk attendant that they will be bringing food into Norris.
- If an organization wishes to purchase meals in the Norris Food Court and bring them to a meeting room, a \$25 charge for a food service cart will be incurred.

NOTE: For a detailed description of the Snack Food Policy, visit www.norris.northwestern.edu/org-policies.php

5. No Shows

- In order to accommodate as many requests for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior notification) twice within a school year will lose their right to meet in Norris for one quarter.
- After the first offense, the reservation contact will be sent a "no-show warning" email. After the second offense, the reservation contact will be sent a "no-show policy violation" email and the above sanction will be enforced.

6. Posting in Norris

- Norris offers a general posting location near the West Main Entrance.
- Flyers must be stamped at the Norris Info Desk for approval to be hung. Flyers not stamped will be removed.
- All flyers must be no larger than 11 inches by 17 inches and must CLEARLY state the name of the sponsoring student organization.
- All flyers will be removed at closing Sunday evening. New flyers may be posted beginning Mondays at noon.

7. Flyers/Chalking/Taping outside of Norris

- Taping flyers and chalking are allowed on campus sidewalks that are exposed to the elements, but not on Crown Plaza. Taping and chalking are not allowed on walls, doors, windows, trees, or any other surface.
- Taping and chalking are NOT allowed under the Norris overhangs at either the West Main Entrance or South Ground Entrance.
- After the first offense, the student organization's president will be sent a "taping of flyers warning" email. After the second offense, the student organization's president will be sent a "taping of flyers violation" email and a \$50 fine per flier will be assessed.
- According to an Evanston city ordinance, "it is unlawful for any person to place any sign on any sidewalk" along Sheridan Road. The city removes signs at violators' expense.

NOTE: For the complete set of Campus Publicity Policies and Procedures, visit www.norris.northwestern.edu/images/publicity_2005-06.pdf

8. Display Board Space

- There are ten display boards located on the ground floor. Display boards can be reserved for up to one week (Monday through Sunday) per quarter for a specific event or promotion.
- Student organizations are responsible for taking down materials at the end of their reservation time.

9. Banners

- Norris is responsible for banner space in two locations: at the Arch and in front of Tech.
- Banners must identify the sponsoring student organization.
- Only one banner space can be reserved each week at each location per event. Banner space may be reserved from 8a.m. Monday through 5:30p.m. Sunday.
- Student organizations are responsible for removing banners within 24 hours of the event or on Sunday evening. Banners remaining after the event or past 5:30p.m. Sunday evening will be removed, discarded by Norris, and the group may be charged \$25 for removal of the banner.

10. Table Tents

- Table tents may be displayed on tables in 1999 and The Gathering Place only after making a reservation with Events Planning.
- Only one group 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) and either 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.

11. Solicitation and Publicity at Table Spaces

- May take place only at reserved locations on the Ground Level by recognized student organizations and university departments. In order to protect the rights of our patrons, distribution or solicitation is not allowed away from assigned space.
- Patrons must initiate the conversation. We ask that organizations not approach patrons to hand out materials, petitions, or initiate conversations.
- Amplified sound (i.e. radios, TV's, etc.) on the Ground Level is allowed only with prior approval from Norris Administration.

12. Outdoor Events

- Norris Event Management administers the approval process for all organized outdoor events occurring on the property of Northwestern University.
- Event Management will advise groups on policies and procedures involved with the implementation of outdoor events.

- Requests must be made a MINIMUM of five working days in advance of the event. The approval process can take anywhere between 5 days to 2 weeks depending upon the various permits or insurance policies needed.
- All requests are made via an on-line form. All information requested on the form must be filled out or the request is subject to being denied.

NOTE: For the on-line request form and the complete set of Outdoor Event Request Form Instructions, visit www.norris.northwestern.edu/oe_index.php

13. The Rock

- Reservations are required for use of space for promotional events (i.e. passing out flyers and publicizing events). No reservation is required to paint The Rock.
- If a large group gathering is planned (i.e. a speaker, rally, march or amplified sound is needed, etc.) or the event involves food or beverage, approval via an Outdoor Event Request Form is needed.
- No music, projected, or amplified sound is allowed until after 5p.m. on weekdays and from 8a.m. until 11p.m. on weekends.

14. Technical Services Policies (audio/visual)

- The use of all audio/visual equipment requires a reservation placed five business days in advance of the event date.
- For events held within Norris, a/v equipment is free. For events held outside of Norris, rental charges apply.
- For events where rental fees apply, reservations made less than five business days in advance are subject to a late fee of 10% of rental per day. Cancellations made less than 48 business hours before the event will be charged a cancellation fee of 50% of the rental charges.
- Technician charges may apply to your event; these charges may include time required to load and deliver equipment outside of Norris and staffing during your event.

15. Time Restraints

- Rooms may be occupied only during specified event times.
- Events may not begin until 30 minutes after building has opened. Events must end at least 30 minutes before building closes.
- Groups exceeding these time limits without prior approval will be charged \$150 for any increment of the first hour and \$150 for each additional hour.

16. Extending Building Hours (early open/late close)

- Request must be made at least 10 working days in advance of event.
- An operating cost of \$100 per hour will be charged to the organization responsible for the event. If the extension is not scheduled in advance, the fee is \$150 per hour. Fees are not pro-rated for partial hours.

17. Special Events

- Dance parties may be subject to additional restrictions (i.e. security requirements). Please consult Events Planning for further details.
- Performance or theatrical productions in McCormick Auditorium, Louis Room, Shanley Hall, and Ryan Auditorium (Tech) are subject to the Norris Theatre Guidelines.

NOTE: For the complete Theatre Guidelines, visit www.norris.northwestern.edu/org-performance.php

18. Book Sales

- Barnes and Noble (Norris Center Bookstore) holds an exclusive contract with Norris Center.
- The Norris Center Bookstore must provide all publications, including books and related reading materials, to be sold in conjunction with an event at the Norris Center. This policy is strictly enforced.

19. Billing (if charges are applicable)

- A CUFS or SOFO account number is required to process reservations with billable charges.

20. Responsibility

- The sponsoring organization is responsible for all charges, fees, and any damage resulting from any member of the organization or from anyone attending the event.
- The organization will be assessed the full replacement cost for any damaged furniture or equipment.

21. Miscellaneous Information

- Permits are required to park on campus Monday-Friday, 7:30am-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.
- Candles, incense, fire are not allowed in the Norris Center.
- Decorations must be flame retardant and may be attached ONLY to cement with masking tape. Decorations may not be attached to wood, metal, paint, ceilings, floor, or other surfaces.