



# NORRIS UNIVERSITY CENTER EVENT MANAGEMENT POLICY MANUAL

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## NORRIS UNIVERSITY CENTER MISSION STATEMENT

As the community center for Northwestern University's students, faculty, staff, alumni, and guests, the Norris University Center provides services and programs designed to benefit members of the University family. Through various forms of involvement and as an integral component of the university, Norris Center offers students, in particular, direct experiences in participatory decision-making, encourages self-directed activities, and educates for leadership and social responsibility in an effort to complement classroom learning. By cultivating a sense of community and a spirit of loyalty, the Center serves as a unifying force in the life of the University. We will work to accomplish our mission within the framework of the following deeply held values:

- We value **PEOPLE**. We recognize that people, particularly students, are the most dynamic and unique resource available. We actively nurture and support both the intellect and the spirit of the total person.
- We value **DIVERSITY**. We actively foster an environment of mutual respect. We encourage actions and experiences that promote learning, understanding, and the celebration of individual cultures, orientations, perspectives, abilities, religions, and other qualities that embody the human experience.
- We value **COMMUNITY**. We encourage academic and personal interaction, strong relationships, and civility among all of our constituents. We are dedicated to building unity and common identity for Northwestern within the spirit of service to others as members of a global community.
- We value **EDUCATION**. We will create an environment that enhances the academic mission of the University by providing life-long learning opportunities for members of the community in a variety of formats. We will provide developmental opportunities for students to complement their classroom experience, enhance their personal growth, and increase their awareness of and appreciation for the artistic process and aesthetic responsibility.
- We value **SERVICE**. We will strive to provide a superior level of customer service. We will make every effort to accommodate the needs of the campus community with kindness, courtesy, and respect. We practice, encourage, and recognize service excellence at all levels.
- We value **ACCOUNTABILITY**. We will endeavor to know and respond to the determined needs of our community. We will work to anticipate the future environment and adapt programs, services, and facilities in response to these needs.

We value **FISCAL RESPONSIBILITY**. We recognize the importance of planning and monitoring of fiscal resources in an effort to be good stewards of the funds entrusted to us. We will consider financial implications in its appropriate place in the decision-making process.



## **GENERAL EVENT POLICIES**

To place a catering order ON-LINE, visit [www.northwestern.edu/nucuisine/nucuisinecatering](http://www.northwestern.edu/nucuisine/nucuisinecatering)

To place a room, banner, promotion space, and table tent request ON-LINE, visit [www.norrisreservations.northwestern.edu](http://www.norrisreservations.northwestern.edu)

To place an outdoor event request ON-LINE, visit [www.outdoorevents.northwestern.edu](http://www.outdoorevents.northwestern.edu)

**PLEASE READ THESE GUIDELINES.** We want your event to be successful, as such 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:

- Louis Room/McCormick cancellations

Five working days notice for:

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

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](http://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**

- Sodexo 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 Sodexo. This policy is strictly enforced. All prohibited food will be confiscated.
- When serving alcohol, arrangements must be made through Norris Center to ensure that no one under 21 will be consuming alcohol.

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

**NOTE:** For a detailed description of the Snack Food Policy, visit: [www.norris.northwestern.edu/org-policies.php](http://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 only in designated areas on campus.
- 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](http://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 at the Arch.
- 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, however, Norris reserves the right to limit volume.

## 12. Outdoor Events

- Norris Event Management administers the approval process for all organized outdoor events occurring on the property of Northwestern University.
- Norris 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](http://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. Last minute requests will be granted wherever possible.
- For events held within Norris, a/v equipment is free (in most cases). For events held outside of Norris, rental charges apply.
- For events where rental fees apply, reservations made less than five business days in advance may be subject to a late fee of 10% of rental per day (where applicable). Cancellations made less than 48 business hours before the event will be charged a cancellation fee of 50% of the rental charges (where applicable).
- 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. Reservation 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. Extension of 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. 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.

## 18. Billing (if charges are applicable)

- A valid University account number (Chartstring) is required to process reservations with billable charges.

## 19. 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.

## 20. 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 1<sup>st</sup> 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.
- 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.

## Expanded Reservation Policies

### RESERVATIONS CALENDAR

The reservations calendar is a two-system process. There is a time-line for the academic year as well as a separate time-line for the summer quarter.

Academic Calendar Reservations (Reservations can only be made one academic year in advance). The Academic Calendar is defined as September 1 through the Saturday of Commencement.

#### 1. Advanced Scheduling

- a. Special campus-wide events, which have little or no flexibility with regards to date, are scheduled first. These events are approved by the Norris University Center Advisory Board and are assigned levels of priority.
- b. Letters to sponsors of these events are sent in December, requesting space needs for the next academic year. Information must be sent in writing to the Events Planning Office and must be received by January 31 in order to receive advanced scheduling status.
- c. These requests are reviewed and space is assigned based on the priority level assigned to the program by the Advisory Board.
- d. Confirmations are mailed during the month of February.
- e. Recognized student organizations and University departments may petition to be included in the advanced scheduling process. Contact the Associate Director, Event Management for additional information. Sponsored affiliates are not considered for advanced scheduling.

#### 2. Reservations for General Campus Use

- a. Beginning March 1, reservations may be made by recognized student organizations for the next academic year. Restrictions for use of space are outlined in the information contained in this manual. University departments can make reservations for the next academic year beginning March 15. In the event that the dates fall on a weekend, the process will begin the following Monday.
- b. Theatre groups that participate in advanced scheduling may book additional performance space on May 1 for the upcoming academic year.
- c. Organizations and departments requesting space outside the academic calendar should consult the Associate Director, Event Management.

Summer Calendar Reservations (Sunday following Commencement through first day of New Student Week)

- Step 1 - Requests for summer space during the Academic Calendar
  1. The Office of Conference Planning makes reservations throughout the year.

2. Reservations are confirmed by April 1 by Conference Planning and reviewed with the Events Planning Office.
- Step 2 - Requests for summer space as of April 1
    1. On April 1, summer calendar reservations are available for general campus use following all outlined policies and restrictions.
    2. Outside vendors are not permitted during the summer calendar.

## **ROOM RENTAL POLICIES**

Norris University Center defines organizations in three types as follows for purposes of determining room rental charges:

- Recognized Student Organizations: Any student group formally recognized by the Associated Student Government, the Vice-President for Student Affairs, University schools or departments, the University Chaplain's Office, the Athletic Department, Residential Colleges, Residential Life Office, Fraternities, Sororities and groups which are not yet recognized but are formally seeking ASG recognition.
- University Departments and Administrative Units: Northwestern faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges and divisions) which regularly receive university appropriated funding.
- Sponsored Affiliates: Groups outside the University (who do not receive appropriated funds) whose functions or activities involve affiliation with a University department or unit, are sponsored by the respective department, and utilize University resources and services.

### 1. Group A - Recognized Student Organizations

- A. No Charge:
  - a. For meetings or programs attended by the Northwestern community in conducting the business or mission of the organization.
  - b. For rooms being used for catered events.
- B. Department Rates:
  - a. Will apply when sponsoring a regional chapter of their organization, which relates directly to the purpose or mission of the student organization.
  - b. Will apply when sponsoring a non-University group when admission is open ONLY to the Northwestern community.
- C. Sponsored Affiliate Rates:
  - a. Will apply when sponsoring a non-University group when admission is open to persons other than the Northwestern community.

### 2. Group B - University Departments and Administrative Units

- A. No Charge:
  - a. For meetings or programs open only to Northwestern students, faculty, and/or staff in conducting the business or mission of the University.
  - b. For rooms being used for catered events.
- B. Department Rates:
  - a. Will apply to workshops, conferences, symposia, seminars, or programs open to departments or administrative units at other institutions and/or businesses when the subject matter relates directly to the purpose or mission of the department.
- C. Sponsored Affiliate Rates:
  - a. Will apply to departments and administrative units sponsoring meetings, symposia, or conferences in conjunction with professional societies and/or associations whose purpose or mission either does or does not relate directly to the department.

### 3. Group C - Sponsored Affiliate Groups

- A. Department Rates:
  - a. For rooms being used for catered meals.

**B. Sponsored Affiliate Rates:**

- a. Will apply to groups that secure the sponsorship of a university department, administrative unit or recognized student organization and typically do not receive appropriated funds from the University. The sponsoring organization or department is responsible for collecting all charges incurred by the non-university groups. Use of University resources requires the appropriate CUFS or SOFO number provided by the sponsoring department or organization. The sponsoring department or organization then becomes responsible for collecting from the outside group.

**4. What is Sponsorship?**

The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

- A. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using Norris Center whether these expenses result from routine use and fees or from extraordinary circumstances or damage to Norris facilities. The sponsor must provide a University account number (Chartstring).
- B. Program content responsibility - Programs should be in line with the educational mission of Northwestern University and should benefit NU students and the University community.
- C. Event management responsibility - The sponsoring organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
  - Reservation deadlines are met in a timely manner.
  - Norris Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
  - Food and beverage policies are adhered to.
  - Adequate staff from either the sponsored or sponsoring organization is on hand to supervise the event production.
  - Time restrictions are enforced.

**5. Accountability**

The Norris Center expects that the sponsoring organization takes responsibility for assuring that policies are adhered to and that expenses are covered. The sponsoring group must provide a valid University account number (Chartstring) for all charges.

**6. Letter of Sponsorship**

A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter of sponsorship to Events Planning, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

**5. Room Rental Rates**

Room rental rates are intended to allow Norris University Center to recover costs associated with extraordinary service to University groups and to be certain University funds are not being used to support non-University activities. These rates are approved by the Executive Director of Norris with review by the Norris University Center Advisory Board. Ultimate approval is made by the Vice-President for Student Affairs. The Executive Director of Norris or Vice-President for Student Affairs must approve waivers of rental fees.

**7. Room Changes**

The Norris Center reserves the right to move your event to a comparable room should circumstances require. You will be given advance notice of any change, and if you have already publicized your event, we will post "room change" signs in the building.

**C. ROOM RENTAL RATES**

Space	Rate
102 Evans Room, 103 Chicago Room, 201 Eighteen Fifty-One Room, 204	

Scholars Room, 301 Alumni Room, Commuter Student Lounge	
Department	\$ 50.00
Affiliate	\$ 125.00
101A Wildcat Room, 101B Wildcat Room, 202A Northwestern Room, 202B Northwestern Room, 206 Arch Room, 207 Rock Room, 208 Armadillo Room	
Department	\$ 75.00
Affiliate	\$ 190.00
101 Wildcat Room, 104 Big Ten Room, 202 Northwestern Room, 203 Lake Room, 205A Louis North	
Department	\$ 125.00
Affiliate	\$ 360.00
205B Louis South, McCormick, TGP	
Department	\$ 260.00
Affiliate	\$ 785.00
205 Louis Room	
Department	\$ 365.00
Affiliate	\$ 1,050.00
South Lawn, East Lawn, Outside Fields	
Affiliate (Flat Fee)	\$ 3,000.00
Ryan Auditorium (School of Engineering)	\$ 10/hour (Reservation Time)
Ryan Affiliate (Flat Fee)	\$1,050.00

### ALCOHOL SERVICE AND POLICY (BAR NIGHT)

1. University recognized undergraduate and graduate student organizations wishing to hold events and serve alcohol within the Norris University Center must contact the Norris Center Event Management Office. A pre-production meeting between the sponsoring student organization; the Associate Director, Norris - Event Management; the Sodexo Catering Director; and the student organization's advisor is required. All polices and University requirements will be reviewed during this meeting.
2. All requests for alcohol service must be made *at least 6 weeks in advance of the event date*. The aforementioned *pre-production meeting must take place at least 10 business days in advance of the event date*.
3. Student organizations University recognized undergraduate and graduate student organizations wishing to hold must have the approval of their University advisor to hold an event with alcohol service.
4. The sponsoring student organization is responsible for paying all costs associated with the event as outlined in the *Norris University Center Alcohol Service Agreement Form* (see attached). A University billing number is required for all alcohol service events.
5. The *Alcohol Service Agreement Form* must be signed by the sponsoring student organization's president, co-chairperson, director, etc. and the organization's University advisor. Any changes in the *Alcohol Service Agreement Form* must be approved by the Associate Director, Norris - Event Management.
6. All participants of the event must adhere to local, state and federal laws pertaining to alcohol. Additionally, individuals and sponsoring student organizations understand that a

## NORRIS UNIVERSITY CENTER - ALCOHOL SERVICE AGREEMENT FORM

1. Norris University Center will allow alcohol at student organization events and programs in various locations within Norris. Event locations must be within enclosed rooms. No alcohol will be allowed outside the event area into hallways and lobby spaces.
2. Norris University Center Sodexo Catering must provide all alcohol, bartending, food and beverage services.
3. Standard beverage service includes a 12 ounce draft beer for the minimum price of \$3.00 per cup. Plastic cups will be used (no pitchers are permitted). Alcohol must be served by a member of the Norris Center Sodexo Catering staff. Expenses incurred for this service must be paid for by the sponsoring organization.
4. Non-alcoholic beverages AND food/snack items need to be available at all events with alcohol service. Non-alcoholic beverages and food must be paid for by the sponsoring organization.
5. Students must present a valid picture ID showing proof of age (21) along with their NU WildCard in order to purchase alcohol. Students must also be on the Registrar Office's master list as being 21 years of age or older. Upon verification of the aforementioned, students must wear a wristband indicating they are of drinking age. No guests from outside Northwestern are allowed to purchase alcohol.
6. Alcoholic beverages may only be purchased one drink at a time (per person) for the entirety of the event.
7. "Last call" will occur one-half hour before the event is scheduled to end or one hour before close of building.
8. University Police (UP) presence is required for student organization events with alcohol. The student organization event organizer(s) are responsible for contacting UP to confirm these services.
9. Crew, band members, or anyone associated with a contracted service (i.e. band, dj, stage company, etc.) are prohibited from purchasing and/or consuming alcohol.
10. A professional staff member from the Norris University Center Event Management team will be on duty to supervise the event, the space, admittance policies and related issues. The sponsoring student organization manages the event under the supervision of this staff member on duty. There is no fee for this service.
11. The student organization's members are expected to work the event from set-up to close and will be expected to assist in clearing the audience at the end of the event. Students assisting with the management of the event may not drink alcohol.
12. The capacity for each venue is pre-determined. The Norris staff member on duty shall determine when capacity warrants closing the door to new arrivals.
13. All cover charges at the door are collected by the sponsoring student organization. The organization keeps all money from this entrance fee and must provide the staff to collect the cover charge. The amount of the cover charge is established by the student organization.

### Expenses

1. Norris University Center and Norris Center Sodexo Catering will work with the student organization to determine the amount of alcohol purchased for an event.

2. A Norris Center Sodexo Catering bartender is required for every 50-100 people anticipated. The fee for each bartender is \$160.00 for three-hours of service and \$55.00 for each additional hour.
3. Norris Center Sodexo Catering staff person will serve as the ID carder at the door. The fee for the carder is \$160.00 for three-hours of service and \$55.00 for each additional hour.
4. The sponsoring organization is responsible for purchasing non-alcoholic beverages and food for the duration of the event.
5. The sponsoring organization is responsible for purchasing and obtaining the over/under-21 master list from the Registrar's Office.
6. The sponsoring organization is responsible for purchasing the services of University Police. In most cases, UP requires four police officers to be present during student organization events with alcohol.
7. The sponsoring organization may request an extension of Norris University Center regular operating hours. For each hour or fraction of an hour, there is a \$100.00 fee.
8. Any damages that occur to the Norris University Center facility and furnishings will result in automatic billing to the sponsoring organization's account number. Fines for damages will not be assessed until the student organization's primary contact and advisor are notified.

We have reviewed the guidelines and policies of the Norris University Center Alcohol Service Agreement. We agree to follow all established guidelines and pay all related expenses as outlined in these provisions.

Name of Student Organization: \_\_\_\_\_

SOFO or CUFS #: \_\_\_\_\_

Student Organization Primary Contact: \_\_\_\_\_

Signature of Student Organization Primary Contact: \_\_\_\_\_

Signature of Student Organization Advisor: \_\_\_\_\_

Signature of Associate Director, Norris - Event Management: \_\_\_\_\_

## **OUTDOOR EVENTS**

Northwestern University has asked the Norris University Center to administer the registration process for all organized outdoor events occurring on the property of Northwestern University. The Events 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 five working days in advance of the event. All information 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: [www.outdoorevents.northwestern.edu](http://www.outdoorevents.northwestern.edu)

### **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.

1. All events must be sponsored by a recognized student organization or a university department and be associated with the mission of the sponsoring organization.

2. No swimming is allowed in the lakefill lagoon or Lake Michigan. Swimming is only allowed at the North Beach when appropriate lifeguard staff is available. Arrangements for lifeguard staff are made through Athletics. There is a cost involved in staffing.
3. The person whose name appears on the outdoor event request will be considered the person responsible for and in charge of the event. This person must be in attendance at the event and 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.
4. NUcuisine Catering must provide food and beverage service for events taking place on the Norris East and South lawns. Organizations may not bring food to these areas.
5. Only fires in charcoal grills, similar devices, and fires in the lakefill fire pit are permitted on the lakefill. While fires in grills do not require any special permits, bonfires in the fire pit require a "Fire Permit" from the City of Evanston. Bonfires are not permitted on the beach.
6. Any amplified sound will require a "Sound Permit" from the City of Evanston. Permits will be granted for events occurring on the lakefill from South Point to and including the North Beach and East of Norris Center. Permits will be granted for events on Sunday - Thursday between 8:00 am and 10:00 pm and for Friday - Saturday between 8:00 am and 11:00 pm. In all cases, speakers must face East (toward the lake). Per City Ordinance no sound permits will be issued for events west of Sheridan Road. No music or other projected or amplified sound is allowed at the Rock until after 5:00 pm on weekdays. Amplified sound after 5pm at the Rock will be considered case-by-case because of evening classes.
7. Any program that uses a freestanding tent or canopy will require a "Tent Permit" from the City of Evanston.
8. In the case of a foot, bike or skate race through the campus, all participants must sign a **waiver form** releasing Northwestern University of all liability in case of injury. A waiver form will be provided by the Director of Risk Management upon approval of the event.
9. The person responsible for the event 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.
10. Per University Policy, Deering Meadow is not a reservable space.
11. The person's name on the outdoor event form constitutes agreement to obey all state and local laws and University regulations applicable to the event.

#### **Alcohol Service at Outdoor Events**

1. Alcohol service must be provided and served by a licensed and insured caterer.
2. Alcohol service must be limited to an area where entrance can be restricted to persons age 21 and over. Alcohol must be consumed in the restricted area.
3. Alcohol should not be the primary focus of any event and may be provided only when food and a non-alcoholic alternative are also available.

#### **THE ROCK**

1. Reservations are required for use of space surrounding The Rock. Reservations can be made through the Events Planning Office. No reservation is required to paint The Rock.
2. If a large group gathering is planned (such as for a speaker, as part of a march or if it requires amplified sound, etc.) or the event involves food or beverage, then an Outdoor Event Request Form is necessary. ([www.outdoorevents.northwestern.edu](http://www.outdoorevents.northwestern.edu))

3. No music or other projected or amplified sound is allowed at The Rock until after 5:00 pm on weekdays and all day on the weekends. Events may not disturb University business taking place in any adjacent buildings or surrounding areas. Event organizers must immediately comply with any University officials request to adjust volume levels at the event. Northwestern University Police may be called upon to resolve disputes.
4. Only student organizations and University departments can reserve the Rock. No vending or sales by commercial enterprises are allowed.

## **PAINING ON CAMPUS**

Painting any campus property other than the Rock, including any part of the sidewalks, trees, benches, and/or plaza around the Rock or the stone wall in front of it, is strictly prohibited.

## **GROUND FLOOR PROGRAM SPACE - POLICY GUIDELINES**

The Gathering Place (TGP) - program space on the north side of the ground floor.

1999- The south side of the ground floor.

### **GROUND FLOOR EVENT POLICIES**

1. Student organizations wishing to hold events in TGP or 1999 can request the space directly through the Events Planning Office. Monday through Friday reservation requests for the hours between 8:30am and 6:30pm require approval from the Associate Director of Event Management. If amplified sound is used, Norris Administration reserves the right to control the volume. Events cannot be scheduled in 1999 and The Gathering Place simultaneously.
2. All programs held in TGP or 1999 must notify the Events Planning Office two weeks in advance of all programs requiring A/V. There is a one-week notification requirement for programs that do not require A/V.
3. Access to TGP or 1999 for programs begins at 7:00 pm. Actual program times cannot begin at 7:00 pm, but will actually start later depending on event set-up and A/V requirements. Individuals in the area for the dinner hour may not be disturbed prior to 7:00 pm.
4. To clear TGP or 1999, there may be a charge of \$75 to clear the center of tables and chairs and a \$150 charge to clear the entire area of tables and chairs.
5. Programs with alcohol in TGP must follow the established guidelines regarding alcohol service in the Norris University Center. Sponsoring groups will work with the Events Management Office to ensure guidelines are followed (see pages 11-12).

## **STUDENT GROUP SNACK POLICY**

Sodexo holds an exclusive contract with the Norris University Center to provide catering service for all events and programs held in the Center's meeting rooms and adjacent lawn areas. In an attempt to support the needs of University recognized student organizations, Sodexo and Norris University Center will allow recognized student organizations to bring a limited amount of food and non-alcoholic beverages into these spaces provided the following guidelines are maintained:

1. *For organizational meetings only*, student organizations are allowed to bring into the Norris Center purchased snack food and beverages not totaling more than \$35 in value.
2. Approved snacks include:
  - Pretzels
  - Chips

- Salsa/dips
  - Crackers
  - Candy
  - Popcorn
  - Cookies/brownies
  - Peanuts
  - Baked goods (donuts, breads, Rice Krispie Treats, bread sticks, etc.)
  - Vegetable and fruit platters
  - Whole fruit
  - Sodas
  - Bottled Waters
  - Iced tea
  - Juice
  - Punch/lemonade
  - Pre-made hot beverages
3. 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.
  4. The use of appliances that require an electrical supply (coffeepots, etc.) is not permitted.
  5. No food preparation is allowed in the meeting rooms.
  6. Student groups who plan to bring food into the Norris University Center must stop at the Information Desk upon entry to the building to inform the attendant that they will be bringing food into Norris Center.
  7. Rooms must be left in the condition they were found. All trash must be placed in the meeting room's trash receptacle.
  8. 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.
  9. Violation of this policy will result in a \$150 dollar fine - paid for by the student organization.

### **STUDENT ORGANIZATION DONATED FOOD POLICY**

Sodexo holds an exclusive contract with the Norris University Center to provide catering service for all events and programs held in the Center's meeting rooms and adjacent lawn areas. In an attempt to support the needs of University recognized student organizations, Sodexo and Norris University Center will allow recognized student organizations to bring food and non-alcoholic beverages (donated and/or purchased by local vendors) into these spaces provided the following guidelines are maintained:

1. Student organizations requesting to bring **donated** food items into the Center must complete and submit the *Food Donation Form* at least **ten (10) business days prior to the event date - no exceptions**. All donated food items must be approved by the Associate Director, Norris - Event Management. (Recognized student organizations must follow all policies established by the Northwestern Office of University Relations when approaching area businesses for donations.)
2. Student organizations requesting to bring **purchased** food items into the Center must complete and submit the *Special Food Request Form* at least **ten (10) business days prior to the event date - no exceptions**. Exceptions to Sodexo's exclusive catering contract will be given to events requiring special dietary considerations or unique cultural food items.

*(It is in the best interest of student organizations to submit aforementioned forms as far in advance of the event date as possible. Because requests may be denied, student organizations may require the services of another venue and time will be needed to secure alternative event locations.)*

3. Food service items (e.g. cups, utensils, linens, etc.) may be provided by the student organization or purchased/rented from Norris Center Sodexo Catering. Arrangements for purchase or rental can be made in the Events Planning Office and require a University billing number.
4. Refrigeration, cooking, and heating services using the catering kitchen or Willie's Food Court kitchen are prohibited. Chafing dishes and warming ovens may be rented through Norris Sodexo Catering. Arrangements for purchase or rental can be made in the Events Planning Office and require a University billing number.
5. Unused donated pre-packaged foods that do not require temperature control may be taken home with the students in the organization.
6. All student organizations that receive approval for food donations or special food requests are required to leave meeting rooms and lawn areas in the condition in which they found them at the beginning of their meeting, program, or event. *Clean-up after all events with donated or outside food is the responsibility of the student organization.* Organizations that leave meeting rooms or surrounding lawns dirty will be charged a minimum clean-up fee of \$150.00. Any 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.
7. 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.
8. Student organizations do not have the necessary credentials or health permits to sell donated food items in the Norris University Center and surrounding lawns.
9. *Donated Food Forms* and *Special Food Request Forms* are available in the Events Planning Office located on the 3<sup>rd</sup> 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](http://www.norris.northwestern.edu/em_policies.php) or [http://www.norris.northwestern.edu/org\\_policies.php](http://www.norris.northwestern.edu/org_policies.php)).

## **SALESPERSONS, DISTRIBUTORS, SOLICITATION, AND DRIVES**

All salespersons and solicitors, including canvassers, distributors, and students conducting charitable drives, must obtain permission from the Norris Center Events Planning Office. Charitable drives may be held only with permission of that office. Non-student salespersons or solicitors will not receive such permission.

Solicitation or sales within a specific University building may be conducted with the permission of the appropriate living unit officer or University staff member and/or Norris Center Events Planning Office. Salespersons and solicitors must provide evidence of such permission upon request by any member of the University community. Any person without appropriate permission will be reported to the University Police and asked to leave campus if permission is not obtained.

### **PROMOTIONAL/SOLICITATION TABLE SPACE (NO OUTSIDE VENDORS)**

1. There are four tables located in the ground floor for University sponsored promotions.
2. Tables are available for recognized student organizations and University departments only.
3. Patrons must initiate the conversation. We expect that organizations will not approach patrons to hand out materials, petitions, or initiate conversations.
4. In order to protect the rights of patrons, distributions or solicitation is not allowed away from assigned space in other parts of Norris Center or outside of Norris Center.

5. Tables can be used only by groups whose promotion or activity requires table space; i.e., handing out flyers, T-shirt sales for fundraising, ticket sales, etc. Tables cannot be used for the purpose of surveying students.
6. All groups selling at their table must have a cash bag from the cashier's office, and follow all SOFO policies found in the SOFO Treasurer's Handbook.
7. Group members must remain with the table at all times. Groups cannot set up information or display and then leave.
8. Norris Center reserves the right to set maximum volume limits for amplified sound in 1999/TGP (TVs, sound systems, etc.)
9. Tables can be reserved for up to one week (Monday-Friday) for a specific activity or promotion.
10. Student groups must adhere to the same policies as outside vendors regarding the prohibition of credit cards, cellular/paging, etc. (See "Outside Vendors" and "Credit Card Solicitation") below.
11. No reservations are allowed on weekends or during the summer quarter.

#### **OUTSIDE VENDORS**

1. There is one space available for outside vendors.
2. Table is reservable for outside vendors only, not student groups or departments.
3. NO CREDIT CARD VENDORS or vendors whose products conflict with University contracts ARE ALLOWED TO RESERVE SPACE.
4. Vendors can come once per quarter for up to five days.
5. Vendors' fee is \$100 per day, payable via cash or check made out to Northwestern University.
6. Payment must be received in person on last day of sale.
7. Vendors who do not make payment will not be allowed to return to Norris Center.
8. Vendors will be provided with a contract stating conditions of sale. Contract must be signed and returned by first day of sale. If contract is not signed, vendor will not be allowed to sell merchandise in Norris Center. If any conditions of contract are not met, vendor will not be allowed to return to Norris Center.

#### **CREDIT CARD SOLICITATION**

1. The Events Planning Office will not serve as a sponsor for such companies. Sponsorship must be only by a registered student group.
2. The sponsorship for such companies must be for a fundraiser for the student group.
3. Solicitation shall be limited to first week of classes in the Fall, Winter and Spring Quarters.
4. There shall be no more than one vendor per day during these approved times, and student organizations will be limited to one sponsorship per period. There will be no repeat sponsorships until such time that all requesting student organizations have had an opportunity to participate.
5. A representative from the sponsoring organization must be present at the table at all times.
6. The company soliciting applications must provide comprehensive educational material involving credit card debt and demonstrate that their material is precise about interest rates and other restrictions.

## **FILMING IN NORRIS**

At all times, Norris University Center will determine the time, place and manner of filming permitted in the Center. When the Executive Director or the Associate Director has given approval to an individual or group for filming, the Center Manager will direct the appropriate use of space with regard to the safety and welfare of the public.

### **Outside Organizations and Media**

1. University Relations must authorize all requests to film in the Norris University Center. University Relations should instruct all organizations to report to the Info Desk and ask for a Center Manager, with a minimum of 24-hour notice prior to a potential filming in the Center.
2. University Relations will contact the Associate Director, Event Management of the Norris University Center if an outside organization has been given permission to film in Norris.
3. The Associate Director will notify the Center Manager that a film crew has been approved.
4. Upon arrival, the film crew should check in with the Center Manager who will show the film crew to the approved filming area.
5. Filming will take place in the pre-determined designated area only. Norris University Center patrons cannot be filmed without their knowledge and permission.

### **Recognized Student Organizations**

1. Student organizations may request meeting room space for filming purposes provided the production needs (specifically lights) do not exceed the meeting room resources. Theatrical lighting is not permitted.
2. Student organizations wishing to film in public spaces or film particular events and requiring special production resources in the Center must make arrangements a minimum of 24-hours in advance and are subject to the terms and conditions outlined above.
3. If a student organization wishes to film an event in the building, which is sponsored by another department or student organization, the Event Planning Office will obtain permission from the sponsoring group. The filming group cannot proceed if permission is denied. If permission is granted, the Event Planning Office will notify the Center Manager. The requesting student organization will be instructed to report to the Center Manager to receive filming instructions. Norris University Center patrons attending sponsored events may not be filmed without their acknowledgement. Employees of the Norris Center cannot be filmed without the specific approval of the Associate Director, Event Management.
4. If a student organization wishes to film in a public space not associated with a specific event, the Event Planning Office will place a sign in the space alerting patrons that a film crew will be in that area during a particular time. The film crew will be instructed to report to the Center 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 in item #4 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).

## **POSTING POLICY**

Norris University Center offers student organizations and University departments opportunities to advertise their events at a general posting location near the main entrance. Guidelines for posting are as follows:

1. All flyers must be no larger than 11" x 17" and must clearly state the name(s) of the sponsoring organization(s) or department(s).
2. There can be a maximum of five flyers, per event, per week.
3. Flyers must be stamped at the Info Desk for approval to be hung. Non-stamped flyers will be removed. Please note that stamping a flyer is for posting purposes only and does not signify approval of content.
4. Once stamped, flyers are posted by the sponsoring group in the posting area (fabric covered wall) located on the stairway form the west main entrance to the Ground Level. Flyers may be posted with tape or pushpin. They should not be stapled.
5. All flyers will be removed on Sunday evening at close. New flyers may be posted beginning Mondays at noon.
6. The "Phenomena Board" is defined as the posting location for general announcements of apartment rentals, personal items for sale, etc. It is located on the south wall of the west main vestibule. It is not to be used for event postings.
7. No other general postings are allowed inside Norris University Center. There is no posting allowed under the entrance overhangs outside of the Norris Center including chalking.
8. Violators of the posting policy will be fined and have their posting privileges suspended.
9. Questions regarding posting policy should be directed toward the Info Desk at Norris University Center.

## **FLYERS/CHALKING/PAINTING**

In addition to the above Poster policy, the University also maintains policy applying to the taping of flyers on campus. This includes the Norris Center. Taping flyers is allowed on campus sidewalks only, but not on Crown Plaza. Taping is not allowed on walls, doors, windows, trees or any other surfaces. Taping is NOT allowed under the Norris overhang at Norris west main entrance nor at Norris south ground level. Groups will be fined \$50 per flier in each of the Norris overhang areas.

1. Chalking is allowed only on approved campus sidewalks that are exposed to the elements; i.e., not under an overhang. Chalking is not allowed on walls, doors, windows, trees or any other surfaces. Chalking is not allowed on Crown Plaza.
2. Painting any campus property other than the Rock, including any part of the sidewalks, trees, benches, and/or plaza around the Rock or the stone wall in front of it, is strictly prohibited.
3. Violators of the above may be charged for time and materials for removal.

## **WINDOW PAINTING IN 1999**

1. Reservations are made for Sunday beginning at 4:00pm through the following Sunday ending at 2:00pm.
  - a. Painting of the windows can begin at 4:00pm on the first Sunday of the reservation.
  - b. Clean-up of the windows must be completed by 2:00pm on the following Sunday.

- c. If the windows are not cleaned on the last Sunday of the reservation, an automatic fine of \$250 will be applied to the group's SOFO account. The fee covers maintenance removal of the paint from the windows.
2. The windows are the middle set of windows in the 1999 area ONLY.
3. Paint must be water-based paints. Water-based paints can be rented from Artica Studios for \$15.
4. Student Group must provide either a SOFO account number or a University account number (Chartstring) prior to the reservation being confirmed.

## **DISPLAY BOARD SPACE**

1. There are ten display boards located on the ground floor.
2. Display boards are permanently attached to walls and cannot be moved.
3. All boards are available for student organization use. University departments outside of Norris Center may only use board nine and ten.
4. No tables can be placed in front of boards.
5. Display boards can be reserved for up to one week (Monday through Sunday) per quarter for a specific event or promotion.
6. Groups are responsible for taking down materials at the end of their reservation time. If Norris has to remove the material, the material will be discarded.
7. If there is a display already in the space that a group has reserved, the group contact should go to the Info Desk and ask the Center Manager for assistance.

## **NORRISTV SCREENS**

These screens are located throughout Norris and reflect the current schedule of events. Groups may submit images to be displayed as advertisements per the following guidelines. Contact Norris Marketing for further information: [norris-marketing@northwestern.edu](mailto:norris-marketing@northwestern.edu)

1. TV Ads must be reserved by the Wednesday before a new week. To reserve space for an ad, visit the NorrisTV website: <http://www.norris.northwestern.edu/tv.php>
2. You will receive an e-mail confirmation if your request is acceptable based on Norris TV Advertising Policies.
3. Once ad is approved, you will be asked to e-mail the ad in JPG format to [norris-marketing@northwestern.edu](mailto:norris-marketing@northwestern.edu) (please note Specifications of Ads)

## **HANGING ADVERTISEMENT POLICIES**

The following guidelines are specific to Norris Center only. All advertisements are subject to Northwestern University posting policies.

### **General Guidelines**

1. Space must be reserved in the Event Planning office, advertisements will be approved by the Associate Director, Assistant Director or Operations Manager.
2. Advertisements must be limited to the five locations specified below.
3. Only one group may reserve hanging advertisement space at a time.
4. Hanging advertisements will be approved for a 7 day period, from Monday through Sunday.
5. Groups are responsible for removing advertisements on their own. Norris staff will remove and destroy advertisements left after an event (a fine may apply).

6. Advertisements must hang no lower than 7' from the floor.
7. Advertisements must weigh no more than 3lbs.

### **Specific Locations**

These locations are non-negotiable:

1. Ground floor, immediately North of the elevators
2. 1<sup>st</sup> floor, West Main Entrance
3. 1<sup>st</sup> floor, immediately South of the elevators (must not obstruct the Lester Norris bio)
4. 2<sup>nd</sup> floor, Immediately South of the elevators
5. 3<sup>rd</sup> floor, immediately North of the elevators

### **TABLE TENTS**

1. The use of table tents is intended as a way of promoting campus events only. Advertisement of commercial activities or off-campus events is prohibited.
2. Only recognized student organizations and University departments are eligible to display table tents.
3. Table tents may be displayed on tables in 1999 and The Gathering Place only after making a reservation through the Events Planning Office.
4. A group must request table tent space at least 48 hours in advance of the display date.
5. Only one group can display table tents at a time and that group may display only one table tent per table.
6. Table tents may be reserved for a period of one week (Monday through Sunday) per quarter per event.
7. Table tents must be pre-printed (not handwritten), three-sided, four-sided, or circular with a flat base or freestanding.
8. 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.

### **BANNERS**

1. Only members of recognized student organizations and University departments are allowed to display banners on campus.
2. Banner space is available only by booking a reservation through the Events Planning Office of the Norris Center.
3. Banners must identify the sponsoring student(s) and/or organizations.
4. Only one banner space can be reserved each week per event.
5. Banner space can be reserved for one week per event, i.e., from Monday mornings at 8:00 am through 5:30pm Sunday evening.
6. The Norris Operations Manager monitors banners by reviewing banners and reservations once a week. Any banner that has been put up without a reservation will be taken down and discarded and the sponsoring organization may be charged \$25.00.
7. Student groups are responsible for removing banners within 24 hours of the event or on Sunday evening. Banners which remain after the event or past 5:30 pm Sunday evening will be removed and discarded by Norris staff and the group may be charged \$25.

8. At the Arch, banners are to be hung between the trees along the archway only. Please note that the trees are not numbered. Banners should be hung at the first available set of trees coming in from the archway. There are currently seven (7) sets of trees available to hang banners.
9. Banners can be hung with cord, rope, or twine only. Do not hang banners with wire, nails, or any other substance that could damage the trees.
10. It is suggested that wind-holes be cut in the banner. This will help keep the banner from being torn by the wind.
11. Norris Center staff is not responsible for saving banners from any posting area. Hanging of banners is at the group's own risk.
12. Abuse or continual disregard of the policy will be adjudicated administratively or through the University Hearing and Appeals System.

### **WEST MAIN ENTRANCE BANNER**

Upon Request, groups may hang a banner at the West Main Entrance (over the main staircase, directly inside the West Main Entrance of Norris). West Main Banner space must be reserved through the Event Planning Office and may only be reserved in one week intervals (Monday through Sunday). Acceptable maximum banner dimensions are:

- Professional Banner: 48"H x 96"W
- Bedsheet Artistic Creation: 66"H x 96"W (standard Twin sheet)

Any banner hung at West Main Entrance is subject to any pertinent Norris Banner policies (see previous section) and must be hung by Norris staff. All banners must be dropped off at the Event Planning Office prior to the start of the reservation and will be set up by Norris Maintenance Staff on the reservation start date.

### **DANCE AND PARTY POLICIES**

All student groups planning a dance or party are required to adhere to the following policies. Please note that these policies are enforced for any student organization's party or event where non-Northwestern students from other schools are invited.

1. Advance Scheduling and Non-Advance Scheduling
  - a. National Panhellenic Council (NPHC) will be a part of Advance Scheduling at Norris and must present to the Event Management Office the following information by January 31:
    - 1) Dates requested for the Louis Room
    - 2) Which fraternity or sorority has the room
    - 3) A contact person from each fraternity and sorority and their phone number
  - b. If a party or dance is planned, but not a part of Advance Scheduling, the sponsoring group must still follow all of the policies concerning parties.
2. Preparation
  - a. A student from the group who will be responsible for each scheduled dance party must meet with the Director or Assistant Director of Fraternity and Sorority Life (Advisor) and one representative from Norris Event Management at least 10 working days prior to the event. If the student responsible does not meet with the Advisor, the party will be canceled. The Advisor will notify Events Planning and a cancellation notice will be sent to the group.
3. Security
  - a. The University requires that all late-night parties on campus must have University Police (UP) officers if off-campus students or guests are invited. A two-week (10 working days) notice is required to schedule UP officers.

- b. Failure to have security present, for any reason, will result in the cancellation of the party.
  - c. If University Police determines that more than two (2) officers are required for a particular party, the sponsoring group will be responsible for payment of additional UP officers.
4. Cancellation of the Party
- a. The sponsor of the NPHC event must cancel the party on or before the preceding Monday prior to the event. All cancellations must be done in writing, signed by the student responsible for the party, and be delivered to their appropriate advisor. The sponsoring organization must also contact University Police, Norris Event Management and the Office of Fraternity and Sorority Life about the cancellation.
  - b. The sponsor of any other party must cancel the party no later than ten (10) working days prior to the event, and notify its Advisor. University Police must also be contacted about the cancellation.
  - c. If the sponsor cancels the event without notifying the Events Planning Office or University Police at least five (5) working days prior to the dance, the group hosting the party/dance will be billed for the police officers scheduled.
5. Cash Bags
- a. When collecting and handling money, all policies outlined in the SOFO Treasurer's Handbook must be followed.
6. Protocol for Sponsor and Center Manager
- a. The student responsible for the party must meet with the Center Manager (CM) on duty at Norris:
    - 1) Approximately fifteen (15) minutes before the scheduled starting time.
    - 2) Immediately following the scheduled ending time.
  - b. If a problem occurs during the party (i.e., damage to the facilities, fights), the student responsible for the party must contact the CM to discuss the problem and appropriate resolutions. The CM will contact the Norris Center full-time staff, if necessary.
7. Alcohol is not permitted.
8. Night of the Event Policies
- a. Entrance for all dances will be the 2nd floor Louis Room, South Lobby. At the entrance, at least two representatives from the sponsoring group will check ID's to ensure that all persons admitted to the dance have a VALID college ID.
  - b. Guests who do not have a valid college ID must sign in with sponsors and show proof that they are at least eighteen (18) years of age.
  - c. Each Northwestern student may bring two guests, but the guests must have ID's indicating they are at least 18 years old. Exceptions to the two-guest policy can be made in advance by the Office of Fraternity and Sorority Life.
  - d. Two University Police Officers must also be present at the entrance.
  - e. The University Police Officers, the Chapter Advisor, the sponsoring group, or the student responsible for the party reserves the right to deny access to any individual.
  - f. Admission fees will be collected by the sponsoring organization at the Louis Room, South Lobby. Students and guests will be asked to show required identification prior to paying the admission fee or prior to entering the party.
  - g. The 2nd floor North Stairwell entrance will be locked 15 minutes prior to the party and will remain locked for the duration of the party
  - h. Lights in the Louis Room may not be turned off completely, but may be dimmed at the discretion of the Center Manager.
  - i. The party will end 30 minutes before Norris Center's scheduled closing time of 2:00am. The CM will begin turning the lights up in the Louis Room at 1:00am. By 1:30am, the lights will be fully illuminated and the party must end. Requests for the party to extend beyond 1:30am may only be granted at the organizing meeting with the Events Planning Office 10 working days prior to the event. The cost will be \$100.00 per hour or any fraction thereof. Unscheduled extension of building hours will cost the sponsoring organization \$150 per hour or any fraction thereof.
  - j. At the discretion of the Center Manager, University Police, the sponsoring organization or the Advisor, the party may be terminated prior to the scheduled end time of the event.
  - k. The sponsoring organization must follow all University and any additional organization policies (i.e. national or international organization policies) regarding parties on campus.

- I. The DJ and any performances must clear the Louis Room within one half-hour of the end of the party. The on-site contact person with the sponsoring organization must remain at Norris until the DJ is completely loaded out of the building.

## **EVENT OVERTIME AND CANCELLATION POLICIES: PER UNIVERSITY POLICE**

1. All requests for officers to work special event overtime must be submitted at least 10 working days in advance of the scheduled event. UP is not obligated to staff events where less than 10 working days notice has been provided.
2. UP must be informed by event sponsors of all cancellations for special event overtime at least five (5) working days in advance of the event in order for the sponsors not to be assessed a minimum overtime charge.
3. If UP is notified by event sponsors of a canceled event and the notice given is less than five (5) working days but more than eight hours prior to the event, the sponsors will be charged a minimum of two hours of overtime for each officer scheduled to work the event.
4. If UP is notified by event sponsors of a canceled event, and the notice given is eight hours or less prior to the event, or if the event is canceled without notice, the sponsors will be charged for the full time of the originally scheduled event up to a maximum of four hours per officer.
5. Upon notification of a canceled event UP communications shall notify all affected officers immediately.
6. The scheduled hours for the event must be set 10 working days prior to the event. Significant changes to the scheduled hours of the event may not be made without the prior approval of UP. If the event is shortened by the sponsoring party without the approval of UP, the officers will be paid for the hours originally scheduled.

## **CAREER SERVICES/POLICIES FOR RECRUITERS**

1. All reservations for rooms MUST be made through Career Services. Any company that calls to make reservations for space must be registered with Career Services and a representative from the department will request space on behalf of the recruiting company.
2. All catering and A/V orders will be made directly through Events Planning Office at Norris using forms provided to the company by Career Services.
3. Companies will be billed directly from Events Planning Office for catering and A/V. Career Services' CUFs number will be used as a guarantee. If accounts become more than 60 days past due, Career Services will be charged and that office will work as a "collection agency" to recover the fees.
4. Companies that are past due will not be allowed to make any further reservations until all billing(s) is cleared.
5. The Events Planning Office will provide Career Services with a copy of all reservations made for companies.

## **FAIR AND EXPOSITION GUIDELINES**

### **Pre-Production Meetings**

Pre-production meetings are highly recommended and, depending on the size and complexity of the event, may be required for career fairs, expositions, and other similar events held here in the Norris Center. These meetings are usually held at least 10 business days before the event.

Prior to the pre-production meeting, you will have met with an Event Planner from the Norris Events Planning Office. At that time, as much information as possible will be discussed regarding your event. This includes equipment needs such as tables, chairs, easels and diagrams for the setup; and Catering needs such as snack items and buffet style items. You will also be referred to the Norris

Technical Services Office to discuss your AV needs for your event. This includes TV carts, projectors with screens, and laptops plus other A/V questions which you might have.

Once your Event Planner has this information, the Event Planner will input the information into a reservation. This reservation will then be forwarded to you for review. All corrections and/or additions will be made as they come up.

Your Event Planner will schedule the pre-production meeting with you. Depending on your needs for your fair or expo, the pre-production meeting may have a staff member from Event Planning, Technical Services, and/or Operations. Pre-production meetings are essential parts of the event planning period as you are able to review in advance any or all event details with the Norris staff that will be handling your needs on the day of the event.

### **Collecting Your Event Needs**

Prior to a pre-production meeting it is helpful both to yourself as well as Norris staff to have as many of your participants' needs nailed out as possible including a diagram of what group will be at what station or table. Having these details set will be essential for the success of your event.

In addition to this, it is in your best interest to collect as much of the information from each group regarding their specific needs as early as possible. With this information the House staff and AV staff will be able to know exactly where any particular piece of equipment is needed at any given time. As well, there can be issues regarding power availability or access that may be needed at a table that would require moving a group to a new area.

When collecting the individual information it may be helpful to enter their requests into a spreadsheet that includes the group name, their requests, their station or table number, and their financial number (i.e. CUFS or SOFO number). This will make it easier for you to look at what each group is requesting quickly and easily as well as make for a very readable and easily updated checklist for Norris staff when entering your requests into your reservation.

### **During the Event**

We request that you have a couple of members of your planning committee or staff on site and visible throughout your event. This is both for the different groups and for Norris staff to have contacts that are aware of the details of the event. It is required that day of requests from groups must come through these on-site event planners. In the past it has become too tricky to take individual requests from group members who are unaware of their table number or even location.

These on-site planners should meet with members of the Norris staff (most notably the Center Manager) to make sure that everything is set the way it should be as well as making it known to the necessary people who to contact regarding any problems or questions about the event. As well, these planners should make it known to groups as they arrive to setup their stations that they are the ones to contact regarding problems or requests. These contacts will essentially act as go-betweens for the Norris staff and the group members participating in the event.

### **Other Details of Note**

*IT Questions:* If you have any off-campus companies or groups attending your expo or fair, be sure to ask whether or not they will need internet access as well if they are planning on using a wireless connection (which we recommend). If they are you will need to obtain temporary NET IDs and passwords for each computer that will be connected. For further information on proper steps and how to obtain a temporary NET ID and password contact NUIT's help desk at 847-491-HELP (4357). Please be sure to have all these details set before the day of the event as on-site assistance with network connections may not be available.

*Billing:* Most often the specific groups pay for their own requests. It is important to have all their financial information on hand during the planning of the event so that their information can be set into the reservation for proper billing to take place. If you prefer, we can bill all charges to your group and you could take care of collecting the appropriate funds from the specific groups that requested equipment separately.

*Packages & Storage:* Often groups involved in fairs and expos have packages that need to be delivered to the Norris Center to be available to them prior to the event. You will want to have an idea of how many packages and the general size of the packages ready for your pre-production meeting. As well,

please ask the senders to have the package marked in such a manner so that when they are received it is apparent what event and group they are intended for. If you will want to setup any storage needs for the packages, please note that we are unable to accept and store packages more than one day prior to the event. As well we ask that vendors and/or customers take responsibility for ensuring all measures are in order for packages to be returned and/or disposed of after the event. Unfortunately, any items left in Norris will be thrown away to during cleaning for upcoming events.

## **RELIGIOUS ORGANIZATIONS**

Any group organized for religious observance must be recognized by the University Chaplain in order to use University facilities and services.

## **BICYCLES AND ROLLERBLADING**

1. Bicycles and rollerblading are not permitted in Norris Center.
2. Bicycle racks are provided outside the West Main entrance, South Ground Level entrance, and North Ground Level entrance.

## **PETS**

Pets are not permitted with the exception of service animals.

## **POLITICAL ACTIVITIES - USE OF UNIVERSITY FACILITIES**

### **Introduction**

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 these limitations, Northwestern University recognizes that students, faculty, and staff may wish to participate in the political process and that such participation may, in fact, contain an educational component. Northwestern adheres to the principle enunciated by the American Council on Education (ACE) in 1970 that "[e]very member of the academic community has a right to participate or not, as he [or she] sees fit, in the election process. On the other hand, no member of that community should speak or act in the name of the institution in a political campaign."

The following statement of policy and the accompanying guidelines regarding the use of University facilities for political activities, as amended, are being reissued to provide guidance in adhering to these fundamental principles.

### **Policy**

It is the policy of Northwestern University not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. Therefore, the University will not grant recognition to any group formed to promote or to oppose the campaign of a candidate for public office. In the absence of recognition, organizations may not reserve University facilities for any purpose or use the financial services of the Student Activities Funding Board (SAFB).

While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

1. Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees,

contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.

2. Use of University facilities for planning or participating in the operational process of a political campaign.
3. Use organization or University funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use organization or University funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.
5. Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, or facsimile and duplicating machines, for political campaigns or solicitation/endorsement of candidates for public office.

Any organization formed for, or having the purpose of promoting or opposing the campaign of a candidate for public office, whether based on or off campus, and wishing to use University facilities to sponsor the appearance of a candidate, may do so only by requesting and receiving the sponsorship of the Associated Student Government (ASG) Executive Committee. The ASG Executive Committee may accept such requests provided that the appearance of the candidate or candidates does not include fund-raising or campaign organization. If the ASG Executive Committee agrees to sponsorship, then all costs of such an event, including publicity costs, must be paid in advance by the organization. Requests for sponsorship should be submitted to the chairperson of the ASG Executive Committee.

Any publicity announcing the appearance of the candidate will indicate sponsorship of the ASG Executive Committee. No reference may be made to the candidate support organization.

#### **Guidelines for Use of Facilities for Political Forums or Debates**

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized University organizations sponsor and/or University facilities are used to hold political forums or debates, the following guidelines apply:

1. The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the University community.
2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
5. While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, intra-party debates are permissible. However, where a general election serves as the basis for the forum or debate, sponsorship of an intra-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.
6. Regarding intra-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
7. Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.
8. Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.

## **TECHNICAL SERVICES/AV GUIDELINES**

### **Reservation Procedures**

1. Reservation for Norris Technical Services Equipment or staffing must be made by calling the Technical Services office (847-491-2335). This also includes all non-academic reservations for

2. Reservations may be made Monday through Friday between the hours of 8:30am and 5:00pm.
3. In order to guarantee service or equipment, **AV requests must be submitted at least 5 business days in advance of your event.** We cannot guarantee the availability of equipment or staff on shorter notice.
4. Please note that any requests for catering, staging, tables or chairs must be made through Norris Event Management (847-491-2330).
5. For further Norris policies, please see the Norris Event Management Policies.

#### Rental Fees

1. For events taking place on Norris grounds and being **sponsored by a recognized student group**, there is no charge for AV equipment. If your event requires more than 1 technician, there will be a charge of \$10/hr for each additional technician, regardless of location.
2. For events taking place on Norris grounds and being **sponsored by a University Department**, there is no charge for AV equipment. If your event requires more than 1 technician, there will be a charge of \$10/hr for each additional technician, regardless of location.
3. Events taking place outside of Norris will be subject to equipment rental fees, as well as a \$10/hr technician charge. If your event requires more than 1 technician, there will be a charge of \$10/hr for each additional technician, regardless of location.
4. Events taking place on or off Norris grounds **which have no departmental or student group sponsorship** are subject to Affiliate Rate pricing. Please contact Norris Technical Services for updated pricing.
5. For events taking place in **Ryan Family Auditorium**, please see the Ryan Family Auditorium Guidelines.

#### Regulations & Safety Rules

1. 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.
2. 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.
3. 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 a discretionary fine.

#### Outdoor Events and Technical Services

1. Norris Technical Services provides AV equipment for outdoor events happening on campus & east of Sheridan Road. Evanston City Ordinance prevents us from operating amplified sound equipment west of Sheridan Road or without necessary permits.
2. With no exceptions, AV requests will not be processed or guaranteed until an **Outdoor Event Request Form**, including loudspeaker permit application, have been approved by the Associate Director of Event Management. Outdoor Event Requests can be made via the Norris website. [www.outdoorevents.northwestern.edu](http://www.outdoorevents.northwestern.edu)

## STUDENT ORGANIZATION THEATRE GUIDELINES

### ELIGIBILITY AND AVAILABILITY OF THEATRE SPACE

1. Student theatre productions are defined as mounted shows requiring more than one day of space usage. These productions are limited to the Louis Room and McCormick Auditorium at Norris, and Shanley Hall.
2. Organizations will generally be granted a seven-day reservation for their production. For Norris shows, this will include a dressing space during show days only.
3. Student theatre productions must follow these time guidelines:
  - Louis Room and McCormick Auditorium
    - Load-In: Mondays beginning at 8:30am.
    - Load-Out: Space must be completely vacated by the following Sunday afternoon at 2:00pm.
  - Shanley Hall
    - Load-In: Sundays beginning at 4pm.

- Load-Out: Space must be completely vacated by the following Sunday afternoon at 3:00pm. A group representative must meet with the Norris House Staff Supervisor for venue walk-thru at 3:00pm.
4. Dressing room space for events occurring in Louis and McCormick will be available beginning Thursday at 4:00pm and must be vacated by Sunday at 2:00pm.
  5. The “theatre cage” on the loading dock may be reserved in advance for additional storage space during tech week. Equipment, props, road cases, sets, etc. are not permitted in the hallways or lobby areas outside venues.
  6. Auditions for student productions may be scheduled in Norris depending on space availability.
  7. Outside of tech week, rehearsal space is limited to Shanley Hall and Ryan Auditorium, with the following exception. For shows taking place in McCormick Auditorium or the Louis room, groups will be given a “run through” opportunity one time prior to tech week. The run through can be scheduled no more than five days in advance and is limited to times that the space is available. There will be no major props, lights or amplified sound for the run through.

### **PRE-PRODUCTION MEETINGS**

**In order to plan for a successful production, you are required to attend two mandatory pre-production meetings:**

1. The Pre-Production meeting is held approximately six (6) weeks before load-in. The Center for Student Involvement Theatre Advisor and the Director and/or Producer are required to attend the first meeting. The purpose of the first meeting is to review the production aspects of the show. A theatre summary template will be given to the student organization at this time to be completed by the second meeting. It is the responsibility of the Director and Producer to disseminate the information contained in these policies to anyone working on the production.
2. The Final Production meeting is held no later than two (2) weeks before load-in. The Center for Student Involvement Advisor, Norris Operations Manager, Facilities Manager, Technical Services Manager, Director, Producer, Lighting Representative, Set Representative, Sound Representative, Technical Director, Stage Manager and a representative of Risk Management are all required to attend this meeting. The purpose of the second meeting is to finalize the production aspects of the show. At the second pre-production meeting, the following items will be covered:
  - a. A review of the theatre summary
  - b. Safety and fire code review by Risk Management
  - c. Theatre guidelines review
  - d. Key check-out
  - e. Load-in/out procedures

### **SPACE USAGE**

**Keys** To obtain a key to Shanley, the designated contact (as discussed in the final production meeting) must check out a key at the Norris Information Desk. Groups are responsible for keeping the venue locked when not in use and must return the key by 3:30pm on Sunday.

**Load-In/Out** When loading and striking sets within Norris, the freight elevator and stairways are to be used. DO NOT use the passenger elevators.

**Time Limitations** All activity must be accomplished during normal building hours, unless an extension of operating hours has been requested and approved in advance. You are allowed to access your reserved space 30 minutes after the building opens and must leave the reserved space 30 minutes before the building closes.

**Removing Materials** The sponsoring organization is responsible for the transporting of materials from the reserved space to its ultimate destination. Norris Operations Staff, Maintenance Staff, and Technical Services Staff will not assist in the transportation or strike of sets, props, etc. If required to do so to prepare the room for the next event, the organization responsible for the equipment will be billed for labor costs and jeopardize future reservations. Strike includes the removal of all non-Norris equipment, trash, scrap material and sweeping of all floors and carpets. The reserved space must be returned in the condition in which it was originally received. **Use of the Norris dumpster to discard wood (from sets or platforms) is prohibited without the assistance of Norris Facilities personnel.** Groups are also prohibited from leaving any materials on the loading dock after load out is complete.

**Pathways** Set pieces must be able to fit through doorways and into the freight elevator. The clearance of a typical doorway is 33” wide X 80” high. The dimensions of the freight elevator are 60” wide X 80” high X 90” deep. It is the responsibility of the theatrical organization to be sure set pieces fit through doors and into elevators.

**Food and Beverage** Sodexo is the exclusive provider of catering within Norris. Exceptions to this rule must be approved in advance by the Associate Director for Event Management. The Norris Student Group

Snack Policy (see Events Planning for more details) is a valid exception during Tech Week and in dressing rooms. Neither food nor beverages are ever permitted in McCormick Auditorium. Shanley Pavilion is not bound by Norris catering rules, and you may bring in outside food and beverage. Alcohol is not permitted in any venue.

**Clean-up** The responsibility for cleaning and daily upkeep of Shanley is that of the group using the facilities at that time. Groups using Norris venues are to leave the space as they found it.

**Loss of Materials** Norris University Center will not be held liable for items lost, damaged, or stolen while stored in the Norris University Center, Shanley Hall or Ryan Family Auditorium.

### **SAFETY AND FACILITY GUIDELINES**

**Role of Center Manager** The Norris Center Manager is empowered with the responsibility for the safe and efficient operation of the facility and events. Specific questions during rehearsals and performances should be directed to the Center Manager. Productions at Shanley Hall will be overseen by the Operations Manager.

**Risk Management** Final approval of all staging, seating arrangements, and use of stairs with staging, is dependent on occupant load and review by Risk Management. Occupant load can be determined by the following:

1. With Chairs: 1 person per 7 net square feet
2. With Chairs and Tables: 1 person per 15 net square feet

Risk management sets forth the following guidelines for each production (full list given at pre-production):

1. Exits/Entrances
  - a. There must always be aisle ways of at least 44 inches of clear space for exits
  - b. No blocking of any exit or covering/obstructing the EXIT signs or fire extinguishers. All exit signs should be visible from all seating angles. Every occupant should be able to see at least two means of egress from any place in occupancy. Exit signs shall never be covered, obstructed or dimmed. Emergency lighting units in Shanley shall not be covered or obstructed.
2. No overselling, i.e. no standing room and no more than 20 chairs per row
3. Use two-person lifting - bend at knees, not back.
4. No riding in the back of trucks when transporting set.
5. No rolling tables, chairs or other objects on stage without edge guarding on stage.
6. No uses of water around electrical equipment.

**Facilities** Please call or visit the Norris Information Desk to report any facility problems in Shanley or Norris. The Center Manager will be your main contact for any facility issues.

**Emergencies** For all serious or life-threatening emergencies, call 911 from the nearest phone. (Campus phones can be found in Louis Lobby and in Shanley; for McCormick Auditorium, call from the Info Desk.). Subsequently (and for all minor injuries where 911 is not called) students must inform the Norris Center Manager, who will document the incident.

### **Set Guidelines**

Please Note:

Complex sets (multi-level, rotating, or any set requiring special attention from the Theatre Advising Team) must be approved prior to the 6 week pre-production meeting. This allows the Advising Team to address any issues before production meetings occur.

#### **Louis Room (Norris)**

East & West walls: must fit within a floor plan that is no larger than 40' x 25'

North & South walls: no larger than 40' x 30'

Height: No set will be allowed to exceed 18 feet in height including free standing truss.

Flown truss must be secured to ALL available rigging points, regardless of load. It is the responsibility of each production to adequately secure truss with no exceptions. Failure to do so will result in a minimum A Level fine.

#### **McCormick Auditorium (Norris)**

Sets must not exceed the dimensions of the stage. Sets must not exceed 18' in height including free standing truss. There are no rated pick points in McCormick. All truss must be free standing & properly weighted at the base.

#### **Shanley**

No platforms or raked stages can exceed a 4' maximum height. Sets placed along the east or west walls can not exceed 8 feet from the floor. Sets placed along the south wall can not exceed 10 feet from the floor. Sets placed along the north wall can only be platforms.

#### **Platforms**

Legs are to be secured to platforms using a minimum of 2 carriage bolts inserted and tightened at intersecting angles. Drywall screws are no longer acceptable for attaching legs to platforms. Risers for audience seating must be provided by Norris. Productions are not permitted to build their own seating platforms.

**Power Tools** The only power tools that are permissible are power screwdrivers, drills, wrenches and pneumatic brad-nailers. Handsaws, power saws, routers and "hot work" equipment (i.e. welding) are strictly forbidden and will be confiscated. All tools must be used for their intended use. No gunpowder (cartridge) type actuated tools are to be used. If non-compliance is found, the sponsoring organization will be fined as listed below in the section on Fines and Damages.

**Ladders** Risk Management must approve ladders used as props or set pieces. Whenever an individual is on a ladder, a spotter must be steadying the ladder.

**Paint** All sets must be painted off premises. Only touch up paint is allowed after load-in. This includes quart cans and 1" paint brushes (or sponges) or less. No painting is allowed on the loading dock or exterior spaces of Norris, including pathways, lawns or landings. Painting is permissible in Shanley Hall. The space must be returned to its original "Black Box" condition at the conclusion of the event. **Paint may no longer be discarded in the slop sink.** Simple brush cleaning is allowed with plenty of water to dilute it. Should you require assistance in discarding surplus paint, please contact Norris Facilities.

If you will be painting the floor of Shanley for your production, only Matte finish paint may be used as glossy paint does not adhere due to heavy foot traffic.

#### Audio/Visual Equipment

1. *Lighting*
  - a. In order to assure that the light hang is safe and feasible, the light design must be submitted at the Final Pre-Production Meeting.
2. *Access to Lighting, Sound Equipment and Control Booth*
  - a. You must have an Audio/Video Technician (AVT) on duty any time you need to work with Norris audio/visual equipment, unless you receive direct authorization from the Technical Services Manager.

**Portable Risers** Risers are provided in Shanley. Risers can also be reserved in advance for Louis Room and McCormick. Risers are 6'x8' and are either 8" or 16 1/2" (adjustable to 28 1/2") high. The 16 1/2" risers must be used in conjunction with provided stairs and guard rails if used for seating. The risers are not designed to be stacked and therefore must always be used on the floor, never on another stage or riser. Screens Students are not permitted to operate or hang items from the installed projection screens in Norris.

**Animals** No live animals are to be used in any production.

**Aisles** Aisle ways must be kept clear at all times during the performance. Seating in aisles is not allowed. Aisles must be a minimum of 44" wide. Standing along the sides or rear at performances is not allowed. A performance will be shut down by Norris for blocked aisles or capacity violations.

**Heat Producing Elements** Items included, but not limited to, are prohibited: space heaters, open flame, lanterns, ovens, kitchen appliances, cigarettes, candles and matches.

**Pyrotechnics** of any form are prohibited.

**Set Height** Platforms and/or landings designed to hold actors must be shorter than 8 feet. Anything over 4 feet must have guardrails and toe boards on all open sides.

**Fog & Smoke Machines/Strobe Lights** Smoke machines must be Hazer type. Strobe lights and Haze machines are permissible in Louis Room/McCormick if a disclaimer is made prior to the performance. *Smoke/haze machines of any kind are prohibited in Shanley Hall.*

**Adhesives** No paint or adhesives of any kind are to be used on any surfaces in Norris. This includes painted walls, woodwork, windows, ceiling tiles, or fabric. The only exception -- gaff tape on the floor -- must be fully removed at load-out.

**Stage and Meeting Room Curtains** Stage curtains or meeting room curtains are not to be taken down for any reason. Objects are not to be attached or hung from stage curtains without advance permission.

## Piano

1. The Steinway grand piano is stored in the Louis ante room (a.k.a. "Brazil" room) and is intended for use in the Louis Room only. An upright piano can be reserved for use in all other locations in Norris.
2. Pianos are to be moved only by Norris Center staff. If used in a performance, it must be on the floor, not on a stage. Only professional piano movers can move the Steinway grand to alternative locations. This requires a minimum of one-week notice. The cost will be the responsibility of the sponsoring organization.
3. Groups may request a piano tuning in the Events Planning office. This requires a minimum of one-week notice and the cost will be the responsibility of the sponsoring organization.

Dressing Rooms used for dressing/make-up must be kept free of trash and food. Make-up must be stored neatly. Extra trashcans will be provided by Norris. Alcohol is strictly forbidden. Tools and paint are not to be stored in the meeting room. The cost of professionally cleaning a carpet will be charged to an organization for damage to a carpet from paint or make-up stains. Carpets with permanent stains will be replaced at the cost of the sponsoring organization at full replacement value.

## Damage to Facility

Damage created by your production will be estimated by Northwestern University. The estimate will be at the discretion of the Norris University Center and your organization will be billed accordingly.

### Fines and Damages for Student Theatre Productions at Norris

#### Two Levels of Fines and Damages

1. **A-LEVEL -**
  - o Minimum of \$250 per violation
    - Unspotted ladders
    - Unsupervised use of scaffolding
    - Unsupervised use of audio-visual equipment or booth
    - Seating, aisle way, or capacity violations
    - Obstruction of exit signs and doorways
    - Adjusting house projection screens
    - Hanging materials from heating pipes/sprinkler system in Shanley
    - Use of saws and other forbidden power tools
    - Paint cans and brushes or sponges larger than one inch (exception = Shanley)
    - Tape or adhesive used on wood, painted surfaces, windows, ceiling tiles, or fabric (exception = gaff tape on the floor)
    - Removal or damage of curtains
    - Loss of Shanley key
    - Flammable items, i.e. candles, matches, cigarettes, lighters
    - Moving or damaging the grand piano or upright piano
    - Presence of alcohol
    - Food of any kind in McCormick Auditorium
    - Disregard of load in and load out times
    - Use of smoke/haze machines in Shanley
    - Metal strike plate attached to the outside of Shanley Hall's main (east) doors damaged or missing
  - o If group obtains 3 violations per show, they will be asked to come to an immediate roundtable meeting with the producer, director, Norris Administration, Norris Theatre Staff, STUCO President, and the sponsoring organization's president. During this roundtable we will discuss the situation, the actions, and the consequences, which could include the loss of one show the following year. If group is under an umbrella organization, then umbrella organization will decide which show to eliminate.
2. **B-LEVEL -**
  - o Blatant disregard for safety, blatant disregard for Norris policies & procedures, and blatant disregard for authoritative figures
  - o Fines will be at the discretion of Norris Administration, but will follow guidelines listed above. The group will be asked to come to an immediate roundtable meeting with the producer, director, Norris Administration, Norris Theatre Staff, STUCO President, and

We don't anticipate using the B-Level very often, however we feel it is important as some groups put the safety and security of the audience, cast and crew, and venue at risk with their actions and blatant disregard for policies designed to help them put on a successful show. Norris Administration will assess the blatancy of the situation using the event reports from the Center Manager, Housestaff Supervisor, and Norris professional staff.

#### Chain of Responsibility during Theatre Performances & After Violation Occurs

1. During tech week, Norris staff and Risk Management perform venue walk-throughs to check for any safety issues or policy violations.
2. Performances @ Shanley are staffed with Center Managers (CM) or Housestaff/Info Desk/Technical Services supervisors. The CM is the contact for performances in Louis Room or McCormick Auditorium.
3. A designated Housestaff Supervisor conducts a walk through of Shanley at 3:00pm on the Sunday of load-out. It is the responsibility of the sponsoring organization to provide a representative from the exec board (or the producer or director) to attend this walk through.
4. A walk-through report is submitted to the Operations Manager, who will assess any problems, issues or concerns listed in the report and make any recommendations on fines to the Associate Director for Event Management.
5. The Associate Director or Executive Director will make the final decision on whether a fine should be levied. In that case, the Associate Director will contact the chairs of the student group as well as the producer and director of the show to make them aware of the fine. This email will also cc the advisor of the student group as well as the Norris Theatre Advising Team.
6. Approved fines will be added to the theatre group's reservation, which will debit their SOFO account for the appropriate amount of money.
7. Assessment of fines will be completed within one week of the show's closing.

It is the responsibility of student theatre groups to uphold and comply with all University rules and regulations and community expectations for behavior and conduct as outlined in the *Northwestern University Student Handbook* ([www.northwestern.edu/handbook/handbook.pdf](http://www.northwestern.edu/handbook/handbook.pdf)). As such, the Norris University Center does not limit creative expression but does require the following steps be taken when a theatre performance contains adult themes:

- a. All theatre marketing and promotional advertisements must explicitly state that adult themes are present within the performance
- b. All theatre marketing and promotional advertisements must be approved by the Assistant Director or Associate Director, Event Management
- c. Signs notifying the general public that adult themes are a part of the performance must be posted at the entrance of the theatre facility prior to the start of each performance

Individuals and student theatre groups understand that a student, group of students, student organization, or the University may file a complaint against a student, group of students, or student organization for any alleged violation of University rules and regulations as outlined in the *Northwestern University Student Handbook*.

## **RYAN FAMILY AUDITORIUM USE GUIDELINES**

### **GENERAL POLICIES**

#### **Reservation Procedures**

1. Ryan Auditorium is scheduled as a classroom from Monday through Friday, 8:00 am to 6:00 pm and is reserved only via the University Registrar's Office (847-491-5234) or email: [gp-classroom@northwestern.edu](mailto:gp-classroom@northwestern.edu).

2. Conversely the auditorium is reserved through Norris Technical Services (847-491-2336) to all recognized student organizations and University departments for non-classroom use during the following times:
  - 6:00 pm - 11:00 pm Monday through Thursday
  - 6:00 pm - 11:30 pm Friday (Subject to Norris hours)\*
  - 9:00 am - 11:30 pm Saturday (Subject to Norris hours)\*
  - 10:00am - 11:00pm Sunday (Subject to Norris hours)\*
3. Please note that any adjacent space that is needed (such as the lobby or a nearby classroom) to complement the programming in Ryan, is **not reserved** through Norris. Groups must reserve this space through the Dean's Office of the School of Engineering (491-5550 or 491-7232).
4. For weekdays, Ryan is booked quarter by quarter on a first come, first served basis. Ryan may be reserved for Saturdays and Sundays at any time during the regular academic year. The following is when weekday Ryan reservations may be made prior to each quarter:
  - a. Fall Quarter - Calendar opens September 1<sup>st</sup>
  - b. Winter Quarter - Calendar opens December 1<sup>st</sup>
  - c. Spring Quarter - Calendar opens March 1<sup>st</sup>
  - d. Summer - Norris does not staff Ryan, for reservations please contact School of Continuing Studies Facilities Coordinator (312-503-2399)
5. All Ryan reservations **require five (5) working days** notice prior to the event in order to secure proper staffing. The five day notification policy also applies to any changes in event hours or large changes in technical needs and must be confirmed and approved by Norris Technical Services. To guarantee services, event details must be confirmed within five days of your Ryan event.
6. **Due to facility limitations, any reservation for an anticipated large scale event (Rock concert, high profile guest speaker, etc.) will be subject to the assessment and approval of the Associate Director - Event Management and the Technical Services Manager.**

#### Rental Fee

1. All student organizations/university departments using Ryan Auditorium will be charged a \$10 per hour of reservation room rental fee. This rental fee applies to all events held at Ryan.
2. \*An extension of hours fee of \$100 per hour will be charged to the student organization/university department to keep Ryan open later than the above operating hours. Fees are not pro-rated for partial hours.

#### Space Regulations and Safety Rules

1. Alteration to the permanent structure of the Auditorium, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage to the Auditorium will be charged to the group at the replacement/repair cost.
2. Fire code regulations state that all exits and entrances **MUST** remain free of any type of obstruction.
3. Auditorium fire rated capacity shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the Norris Staff.
4. The stage curtains are not to be taken down for any reason. Objects may not be hung or attached from the curtains or curtain rods at any time. The curtains may not be tied back.
5. No flame or heat-producing equipment is permitted. Smoking at any time is not permitted.
6. Pianos and any other heavy instruments must be on rubber casters.
7. No fog, haze or other such smoke machines are allowed in the auditorium.
8. Storage of any items is **not permitted** in Ryan Auditorium at any time, for any purpose.
9. Removal of any items permanently stored on the Ryan stage (Lecterns, AV equipment, chalkboards, etc.) is strictly prohibited and will result in reserving group fines
10. Norris staff does not have access to the Ryan AV booth. As such, clients are not permitted in the Ryan booth.

#### RYAN TECHNOLOGY SYSTEM

- Ryan has a built-in audio and video system. *Audio options include:* 2 wired microphones (built into podiums), 4 wireless handheld microphones and 2 wireless headset microphones. 1/8" (mini) input for laptop or iPod audio. *Video options include:* Built in video projector for DVD, VHS, document camera and laptop computer. There is also a Resident PC built into the system with a wireless keyboard and mouse.
- The only lighting available is the basic stage wash and pin spots in the auditorium. No access is permitted to ceiling lights in the house. **Light trees/Truss are not prohibited, however any lighting used on consecutive days must be broken down and removed from the auditorium.** If additional lighting is necessary, Norris Technical Services can

**NOTE:** no attachments may be made to any overhead lighting and lighting companies must bring in their own truss (or other pieces of equipment from which to hang lights). Truss must be free standing and properly weighted.

- The Ryan Technology System is password protected and will operated by a Ryan Auditorium Manager. As well, the projection screen and lights will be set by the Auditorium Manager as per the customer request.
- All requests made to Norris Technical Services for additional A/V equipment in Ryan require a five (5) working day notice. Equipment and/or technician(s) cannot be guaranteed if this five day notification policy is not met.

#### RYAN VENUE MANAGEMENT

##### **Ryan Auditorium Manager**

1. A student employed and supervised by Norris Technical Services serves as the Ryan Auditorium Manager. All venue managers are members of the Norris Technical Services staff and are fully trained in all available facets of the Ryan technology system. Her/His duties include but are not limited to:
  - Arriving 45 minutes prior to every event, unless otherwise requested. Primary duties upon arrival include unlocking doors, turning on lights, arranging on-stage equipment (including AV equipment and in house podiums).
  - Providing the group access to the cleaning supplies - *see below (under Damages and Fines) for further regulations on cleaning the auditorium.*
  - Properly closing and securing the Auditorium.
2. If the customer is bringing in their own equipment (such as lighting or sound systems), the venue manager will supervise load-in and setup, but will not be responsible for any operation or loading of the equipment.
3. If none of the components of the Ryan technology system are to be used or no outside AV equipment is being brought in, the venue manager will simply open and close the venue.

#### DAMAGES AND FINES

1. Any group using Ryan is responsible for cleaning up the Auditorium (and lobby, if used) after their event. If the Auditorium (which includes the foyer, seating area, and stage) is not satisfactorily cleaned, as determined by the Ryan Auditorium Manager, the student organization(s)/university group(s) will be charged a cleaning fee of \$250. Student organizations/University groups not wishing to clean the Ryan Auditorium at the conclusion of their event can arrange to have Facilities Management staff clean the Auditorium at the conclusion of their program/event for a fee determined by the Facilities Management Office.
  - Ryan Auditorium will be cleaned after classes, prior to student organizations/university department events by Facilities Management Office staff. This includes the foyer, seating area, stage, and lobby.
2. Failure to adhere to any of the aforementioned policies, rules, and regulations will result in fines of \$250 per violation and may require a meeting (with members of the group, Norris Center Administration, and the group's advisor) to discuss further disciplinary issues. Three violations of any kind, even though fines are paid, will result in the cancellation of the current show or future shows by the sponsoring student organization or university department and may result in loss of reservation privileges in Norris for one full quarter.

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