



NORTHWESTERN.
Alumni Association

www.alumni.northwestern.edu/students

HOUSE RULES FOR STUDENT EVENTS AT JOHN EVANS CENTER

1. If you need a particular set up, you must let us know when you book the event. Students should not move any furniture between rooms. You are welcome to move folding chairs between rooms. If you move chairs within a room, please replace them to their original set. Do not move our couches or tables without prior approval.
2. If you need to store things in the kitchen one day before your event (i.e. food, soda) after 2 pm, please contact our Emily Higgins at (847) 467-4338 or Allyson Mauck at (847) 491-7200 first to see if we have the available space to store your items.
3. You or your caterer must provide everything for your event. This includes plates, platters, napkins, tableware, linens, candles, etc. We will provide trash bins and trash bags. Please speak to a JEC staff member to have trash bins placed in select areas of the house for your use.
4. You are responsible for ensuring that the event is cleaned up, including garbage, and leftover food and any spills. You may assign this task to your caterer, but you are the responsible for making sure it is done. University groups will follow the checklist provided by Emily Higgins and Allyson Mauck.
5. If you reserve the John Evans Center for an event, you **MUST** staff your party until all guests have left. If you yourself are not going to be at the party until the end, you must assign a responsible adult to perform this task and notify the John Evans staff of this contact. You must not leave guests unattended in the John Evans Center.
6. If your group will be leaving the John Evans Center for a short period of time you must notify the staff member on hand. Do not leave the John Evans Center unattended without notifying your assigned staff contact.
7. If you must leave leftovers in the refrigerator to be picked up the next day, put a sign regarding next day pickup on the food. Non-edible items (dishes, glasses, etc.) put aside in a corner of the kitchen. These should be picked up next business day.
8. The upstairs of the John Evans Center is not available for group use. If your group has a large number of guests, arrangements may be made to use the restrooms on the

- second floor. However, loitering will not be permitted and guests will be asked to return downstairs.
9. Alcohol is prohibited for undergraduate groups.
 10. The John Evans Center is a University building, and there is no smoking allowed inside. You may instruct guests to step outside the building according to University policy if they need to smoke.
 11. Due to fire code regulations, 125 people are the maximum amount allowed for an event.
 12. Please advise your guests of event start time. As we frequently have other meetings going on in the house, if your guests show up early they may need to wait in the lobby.
 13. Please be mindful of your reservation end time and plan accordingly concerning event clean up and notifying your guests.
 14. THERE ARE NO OVERNIGHT RENTALS.
 15. A responsible group member (by default, the person who made the reservation unless other arrangements are made with the JEC staff) must notify the JEC staff member when the group is ready for final inspection and exiting.
 16. You must notify us in advance if your group cancels, or wishes to change reservation times. We will honor cancellations and will do our best to accommodate your requests for time changes. You should notify us during business hours. If for an unforeseen reason you are unable to reach us during business hours and your event is on a weekend or evening, we will exchange with your group a number where you can reach one of our staff members. If you do not notify us, your group will be issued one warning.
 17. Your group may also be issued warning for failing to comply with our house rules, such as failure to take out the garbage, use of the John Evans Center supplies, smoking in the house, etc. Three warnings will result in loss of group privileges to use the John Evans Center for a period of three months. Any damage to property will be charged to your SOFO/CUFS account.

We reserve the right to update these house rules.