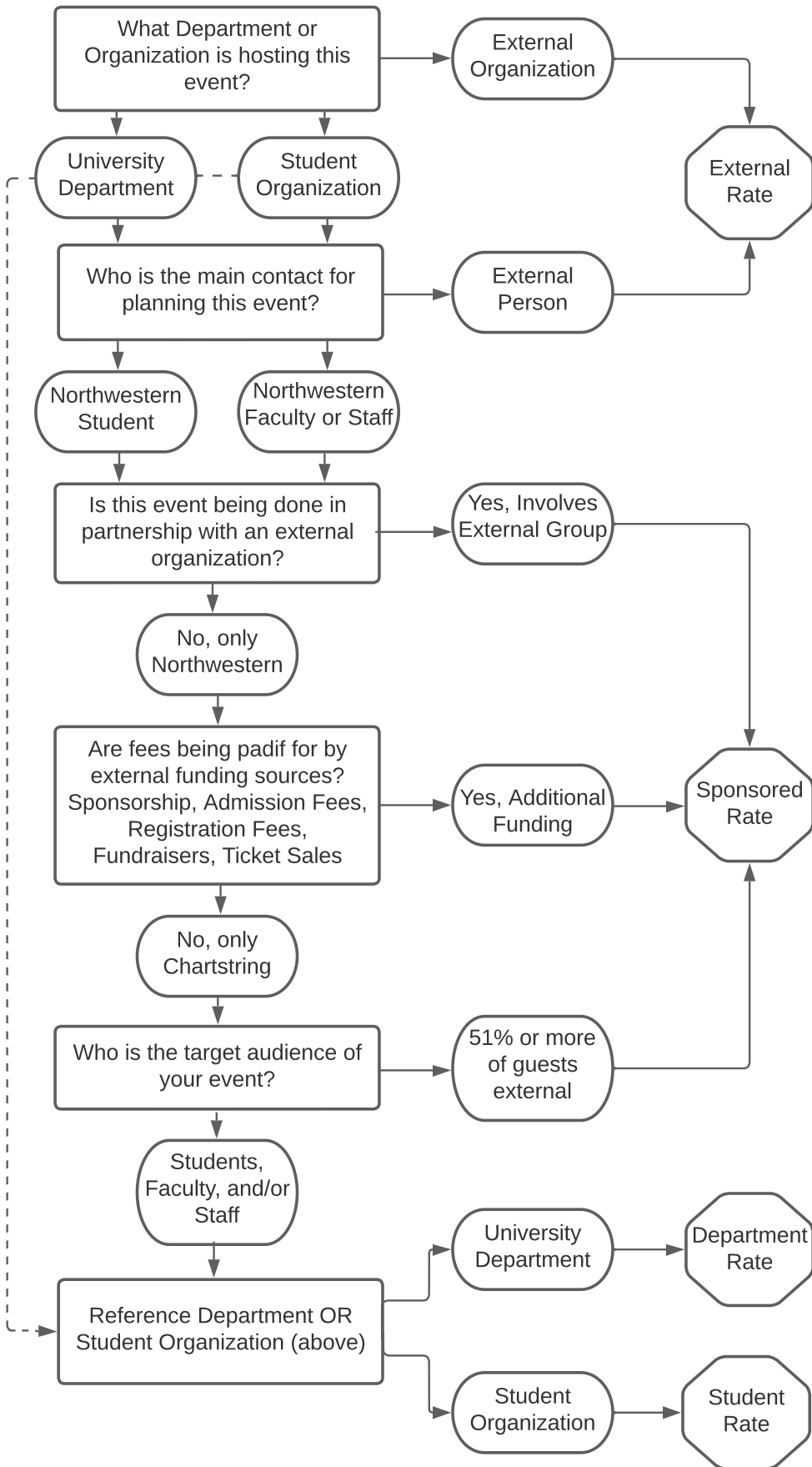


Determining Applicable Norris Rate



Recognized Student Organizations

The program, meeting, performance or event is an initiative of, and was created/developed by one or more Northwestern University student organizations for the primary benefit of the Northwestern Community.

5 Considerations for an event is classified as an RSO Event:

Origin: Event is requested by a student organization

Audience: Event is primarily for the NU community and 51% or more of the guests are faculty, staff or students

Funding Source: Event fees are paid through SOFO funds or one or more university chartstrings

Partnership: The event is not being planned or supported through a partnership with an outside organization

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

University Departments and Administrative Units

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

5 Considerations for an event is classified as a Department/Administrative Unit Event:

Origin: Event is requested by a university department

Audience: Event is primarily for the NU community and 51% or more of the guests are faculty, staff or students

Funding Source: Event fees are paid through one or more university chartstrings

Partnership: The event is not being planned or supported through a partnership with an outside organization

Planning: The event is not being planned or supported through a partnership with an outside organization

Sponsored Affiliate Groups

The program, meeting, performance or event is consistent with the mission of Northwestern University and was created/developed by Northwestern University and involves external partnership, funding or guests.

5 Considerations for an event is classified as a Sponsored Event:

Origin: Event is requested by a student organization or university department

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

Funding Source: Event fees are paid for by external funding sources. Some sources include outside sponsorship, admission fees, registration fees, fundraisers or ticket sales collected by an outside organization.

Partnership: Through partnership or collaboration with the university department or student organization is providing a non-university organization share access to space.

Planning: NU representative must serve as primary contact/planner for all event-related details

- The sponsoring departmental or student organization must assist with and take an active role in planning the event with the sponsored outside organization. This includes assuring that all event policies are adhered to. Policies can be found at: <https://www.northwestern.edu/norris/events>
- The sponsoring department or student organization must provide a valid account number (Chartstring or SOFO) for all charges.

External Organizations

The program, meeting, performance, or event is an initiative of a private company, non-profit or individual. The event is in alignment with the Northwestern University and Norris Center missions, and enhances the reputation of the Northwestern University as a global education leader.

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

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

Funding Source: Event fees are paid for by external funding sources.

Partnership: No partnership between planners or university.

Planning: External representatives serve as primary contact/planner for all event-related details.

- All external organizations will be required to sign a Memorandum of Understanding and provide the Event Planning team with appropriate Certificates of Insurance and waivers (if applicable).
- The external organization must provide a method of payment at time of confirmation of reservation.
- All Norris event policies must be observed. Policies can be found at: <https://www.northwestern.edu/norris/events>