2122 PERFORMANCE HALL RESERVATION POLICY

Policy Statement
2122 Performance Hall is a beautiful facility that is available to Northwestern University and Affiliate Organizations as a space to host lectures, small presentations, and intimate concerts.

Reason for Policy/Purpose
This Policy is required to define the types of events for which 2122 Performance Hall may be reserved, which organizations may utilize 2122 Performance Hall, and the procedures for reserving and planning an event in 2122 Performance Hall.

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Who Needs to Know This Policy
Any entity that wishes to host an event at 2122 Performance Hall.

Contacts
If you have any questions on the 2122 Performance Hall Reservation Policy, you may:

1. Call the Assistant Director for Performance and Satellite Venues, Norris University Center at 847-491-3787, or

2. Send an e-mail to p-dully@northwestern.edu
Policy/Procedures

Use of 2122 Performance Hall

1. 2122 Performance Hall may be reserved by Northwestern University Departments and Student Groups.

2. 2122 Performance Hall is best suited for single-speaker lectures and presentations and small, acoustic concerts. However, due to the natural acoustics of the room and neighboring residential buildings, events with multiple speakers, percussive or amplified instrumentation, requiring multiple microphones, or otherwise exceeding a modest volume are not suitable.

3. In order to respect and preserve 2122 Performance Hall’s history, all suitable events must be approved by the Northwestern University Chaplain’s Office.

4. Northwestern Dining must be engaged for any food service in 2122 Performance Hall. Contact the Northwestern Dining Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.

5. 2122 Performance Hall is available to be booked for events from 8:00am through 11:00pm.

6. 2122 Performance Hall can accommodate a maximum of 120 guests.

7. The 2122 Performance Hall does not have an air conditioning system. Events held during warmer weather may find conditions in the room uncomfortable.

Reservation Deadlines and Procedures

1. Norris University Center and the Satellite Venues (including 2122 Performance Hall) host thousands of events each year. Demand is great and space is limited. To manage the process as equitably and efficiently as possible, Norris manages the Advanced Scheduling process each year. In late January Norris sends out information to student group leaders, departments, and other Northwestern groups about how to apply for Advanced Scheduling. The process includes review by the Norris Advisory Board, approvals of reservation requests, and an appeal process. Advance Scheduling is completed by late April. After Advanced Scheduling is complete, the books for general reservation requests open for the following academic year on the following schedule:

   A. May 1st, general reservation requests are accepted from recognized Student Groups.

   B. May 15th, general reservation requests are accepted from University Departments.

   C. General reservation requests are granted on a first-come, first-served basis. They are accepted through the end of the academic year in which they occur.
D. You can make general reservation request by calling the Norris Satellite Venue office at 847-491-3787 or online at https://reservenorris.northwestern.edu/virtualems/

2. Reservation requests must be made at least ten business days in advance of the event date. Requests made with less than ten business days’ notice will be reviewed by the Performance and Satellite Venue Office for approval.

Rental Fees

1. Effective September 1\textsuperscript{st}, 2015, the rental fee for 2122 Performance Hall for events is $12.00 per hour for student groups, $15.00 per hour for departments, and $20.00 for sponsored events. This fee applies for the duration of any event, including set up and rehearsal time.

2. Additional charges can occur for piano tunings, cleaning charges for extraordinary situations, and damage charges resulting from the misuse or poor treatment of 2122 Performance Hall.

Equipment and Staffing

1. 2122 Performance Hall is equipped with 8 rectangular 8’ tables, 120 chairs, basic room lighting, and basic stage wash lighting. All equipment is included with the rental fee.

2. A Norris University Center staff member will be present at all events to assist clients in the use of the space.

General Policies

1. Northwestern University is a smoke free environment.

2. Scenery and other décor are not permitted in 2122 Performance Hall.

3. Alteration to the permanent structure of the Performance Hall, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage to the Performance Hall will be charged to the group at the replacement/repair cost.

4. Northwestern Dining must be engaged for any food service in 2122 Performance Hall. Contact the Northwestern Dining Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.