CAHN AUDITORIUM

RESERVATION POLICY

Policy Statement
Cahn Auditorium is a 1000 seat venue that is reservable by the Northwestern University Community for large events.

Reason for Policy/Purpose
This Policy is required to define the Use of Cahn Auditorium, outlines the Reservation Procedures and Deadlines, and describes Event Policies for Cahn Auditorium’s use.

Who Needs to Know This Policy
Any entity that wishes to reserve Cahn Auditorium for an event.

Contacts
If you have any questions on the Cahn Auditorium Reservation Policy, you may:

1. Call the Assistant Director of the Norris University Center for Performance and Satellite Venues at 847-491-3787, or
2. Send an e-mail to cahn-auditorium@northwestern.edu

Policy/Procedures

Use of Cahn Auditorium

1. Cahn Auditorium is available to be reserved for use by Northwestern University schools, departments and student groups.
2. Cahn Auditorium is equipped and suitable for musical theatre productions, operas, concerts, speeches, convocation ceremonies and other large scale events.
3. Cahn Auditorium does not have pre-function space. Receptions and meals cannot be accommodated.
Reservation Procedures and Deadlines

1. Norris University Center and the Satellite Venues (including Cahn Auditorium) 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 emailing cahn-auditorium@northwestern.edu, 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 six weeks in advance of the event date. Requests made with less than six weeks’ notice will be reviewed by the Performance and Satellite Venue Office for approval.

3. An Event Meeting must be scheduled with Performance and Satellite Venue Office at least four weeks prior to the event date. Failure to schedule and complete the Event Meeting four weeks prior to the event date may lead to the cancellation of the reservation.

Rental and Equipment Fees

<table>
<thead>
<tr>
<th>HOURLY FEE</th>
<th>STUDENT</th>
<th>DEPARTMENT</th>
<th>SPONSORED</th>
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<tr>
<td>Rehearsal/setup work</td>
<td>$ 12.00</td>
<td>$ 15.00</td>
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<tr>
<td>Presentation</td>
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<tr>
<td>UP Traffic Control</td>
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<table>
<thead>
<tr>
<th>ONE TIME FEE</th>
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<tbody>
<tr>
<td>Piano Move</td>
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<td>Piano Tune</td>
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<tr>
<td>Dumpster</td>
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<tr>
<td>Fire Alarm Mode Change Occurrence</td>
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</tbody>
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Event Policies

1. Security
   A. A security plan must be developed by the sponsoring organization, working together with the Performance and Satellite Venues Office and University Police.
   B. University Police will determine whether security or police presence is required.
   C. The sponsoring organization is responsible for any security costs.

2. Staffing
   A. Staffing requirements will be finalized at the Event Meeting.
   B. At least one NU staff member must attend any event sponsored by a Student Group. Typically, this is the group’s adviser.
   C. All events will require Front of House (FOH) volunteers (ushers, ticket takers, etc.) from the sponsoring organization. Approximately 6-15 volunteers, depending on the event’s requirements.
   D. All FOH volunteers must attend an orientation session just before the doors are opened for the event. Typically 60 – 75 minutes before the event begins.
   E. Speeches and other small events may not require Production staff. Sponsoring organizations will be responsible for providing Production staff for larger events, and are responsible for any associated costs.

3. Ticketing and Lobby Sales
   A. All events must be ticketed. Contact the Norris University Center Box Office to arrange ticketing.
   B. Cahn Auditorium’s seating capacity is 1007. Depending on the event’s requirements, some seats may be blocked by production equipment, media, house seats, etc., reducing the seating capacity. Under no circumstances may the seating capacity be exceeded.
   C. Lobby sales are permitted only with advance approval of the Performance and Satellite Venues Office. Approved sales may be subject to a commission, payable to Northwestern University.
   D. The sponsoring organization is solely responsible for the handling, securing, and storage of any cash, credit card information, merchandise, tickets, or other valuables.

4. Contracts and Insurance
   A. Any contract between a NU student group and an outside entity (a performer, for example) must be submitted to the Center for Student Involvement at least six weeks before the event for review and signature. Academic departments should route contracts through their schools’ Dean’s Office for approval and signature.
   B. If a non-university entity is engaged for an event, the Office of Risk Management must be consulted to determine whether there are insurance requirements. The sponsoring organization is responsible for seeing that insurance requirements are met.

5. General Policies
   A. Alcoholic beverages are not permitted in Cahn Auditorium. All violations of this policy will be reviewed by the Performance and Satellite venues Office and may result in sanctions, including suspension of the sponsoring organization’s right to reserve
Cahn Auditorium, and referral of the incident to NU’s Office of Student Conduct & Conflict Resolution.

B. Food and beverages are not permitted in the seating areas or lobbies of Cahn.

C. The Performance and Satellite Venues Office must approve the posting of signs, setup of displays, counters, tables, or any other uses of the lobby.

D. The orchestra pit may not be used for patron seating.

E. The Performance and Satellite Venues Office must approve any stage extension or other production use of the orchestra pit. Ground supported or flown truss will not be permitted in or above the orchestra pit.

F. The seating areas and lobbies may not be used for storage, or for production work (construction, painting, sewing, etc.)

G. Helium Balloons are not permitted in Cahn Auditorium. They can interfere with the Fire Alarm system. Groups must monitor incoming guests for helium balloons, and check them into the box office.

H. Spray paint may not be used inside Cahn Auditorium.

I. Candles, incense, pyrotechnics, or open flames are not permitted in Cahn Auditorium.

J. Special effects of any kind must be approved in advance by the Performance and Satellite Venues Office.

K. The sponsoring organization is responsible for any damage resulting from their use of Cahn Auditorium. Fines may be assessed.

L. The organization will be assessed the full replacement cost for any damaged furniture or equipment.

M. A Performance and Satellite Venue staff member will staff each event at Cahn Auditorium. The PSV staff member will be available to assist the Sponsoring Organization in the use of Cahn Auditorium. Sponsoring organizations acknowledge that PSV staff members are scheduled to work only the scheduled reservation time and agree to end their event on time. Sponsoring organizations whose events run over their reserved time may be subject to a fine.