



NORTHWESTERN
UNIVERSITY

Responsible University Official:
Assistant Director of Norris University
Center for Performance and Satellite Venues
Responsible Office:
Norris University Center Event Management
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CAHN AUDITORIUM RESERVATION POLICY

Policy Statement

Cahn Auditorium is a 1000 seat performance space that is available to Northwestern University and Affiliate Organizations as a space to host lectures, performances, and other large events.

Reason for Policy/Purpose

This Policy is required to define the types of events for which Cahn Auditorium may be reserved, which organizations may utilize Cahn Auditorium, and the procedures for reserving and planning an event in Cahn Auditorium.

Who Needs to Know This Policy

This policy is for any entity that wishes to host an event at Cahn Auditorium.

Contacts

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

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

Policy/Procedures

Use of Cahn Auditorium

1. Cahn Auditorium may be reserved by **Recognized Student Organizations, University Departments and Administrative Units, and Sponsored Affiliates**. Norris University Center defines organizations in the 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.

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 Cahn Auditorium, whether these expenses result from routine use and fees or from extraordinary circumstances or damage to facilities. The sponsor must provide a University account number (Chart string).
 - 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.
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.
 4. Cahn Auditorium is available to be booked for events from 8:00am through 11:00pm.
 5. Cahn Auditorium can accommodate a maximum of 1000 guests.

Reservation Deadlines and Procedures

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 calling the Norris Satellite Venue office at 847-491-7285 or email cahn-auditorium@northwestern.edu
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 Fees

1. Effective September 1st, 2017, the rental fees for Cahn Auditorium for events are:

HOURLY FEE	STUDENT	DEPARTMENT	SPONSORED
Rehearsal/setup work	\$ 15.00	\$ 20.00	\$ 50.00
Presentation	\$ 50.00	\$ 75.00	\$ 100.00
Performance	\$ 125.00	\$ 200.00	\$ 250.00
University Police Traffic Control	\$ 58.00	\$ 58.00	\$ 58.00

ONE TIME FEE	
Piano Move	\$ 600.00
Piano Tune	\$ 150.00
Dumpster	\$ 450.00
Fire Alarm Mode Change Occurrence	\$ 80.00

2. Additional charges may occur for piano tunings, cleaning charges for extraordinary situations, and damage charges resulting from the misuse or poor treatment of Cahn Auditorium.

Equipment and Staffing

1. Basic equipment for events (tables, chairs, etc.) will be arranged with the Performance and Satellite Venue Office prior to event for stage and or lobby use.
2. Audio and Video equipment must be arranged and approved by the Performance and Satellite Venue Office prior to event. Basic Audio and Video Equipment is included in the rental fee; additional equipment may incur a rental fee depending on the size and scope of items needed.
3. A Performance and Satellite Venue staff member will staff each event at Cahn Auditorium. Groups acknowledge that PSV staff members are scheduled to work only the scheduled reservation time and agree to end their event on time. Groups that run over their reserved time may be subject to a fine.

General Policies

1. Alteration to the permanent structure of the Performance Hall, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. This includes taping or fastening things to the walls, floors, and ceiling. Any damage to Cahn Auditorium will be charged to the group at the replacement/repair cost.
2. Any and all items to be sold (including - but not limited to - merchandise and concession sales) must be approved ahead of time by the Performance and Satellite Venue office. Items not pre-approved for sale will not be permitted. Approved sales items are subject to a 10% commission on gross receipts, payable to Northwestern University. Northwestern University reserves the right to withdraw permission for merchandise or concession sales at any time.
3. 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.
4. Food and beverages are not permitted in the seating areas or lobbies of Cahn.
5. The Performance and Satellite Venues Office must approve the posting of signs, setup of displays, counters, tables, or any other uses of the lobby.
6. The orchestra pit may not be used for patron seating.
7. No unauthorized people are allowed backstage or in the green room before, during, or after a performance unless approved by the Performance and Satellite Venues Office.

8. 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.
9. The seating areas and lobbies may not be used for storage, or for production work (construction, painting, sewing, etc.)
10. 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.
11. Spray paint may not be used inside Cahn Auditorium.
12. Candles, incense, pyrotechnics, or open flames are not permitted in Cahn Auditorium.
13. Special effects of any kind must be approved in advance by the Performance and Satellite Venues Office.
14. The sponsoring organization is responsible for any damage resulting from their use of Cahn Auditorium. Fines may be assessed.
15. The organization will be assessed the full replacement cost for any damaged furniture or equipment.

Security

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

Staffing

1. Staffing requirements will be finalized at the Event Meeting.
2. At least one NU staff member must attend any event sponsored by a Student Group. Typically, this is the group's adviser.
3. 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.
4. 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.

5. 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.

Ticketing and Lobby Sales

1. All events must be ticketed. Contact the Norris University Center Box Office to arrange ticketing.
2. 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.
3. 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.
4. The sponsoring organization is solely responsible for the handling, securing, and storage of any cash, credit card information, merchandise, tickets, or other valuables.

Contracts and Insurance

1. 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.
2. 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.

Cancellation Policy

1. You may cancel your event any time up to **seven days before** your event. Full charges will apply to all scheduled events that were not cancelled before this time frame. You will receive a cancellation confirmation when you cancel your event. If you do not receive a confirmation, contact Jason Harber (Event Planning Coordinator– Satellite Venues) at (847) 491-7285 or jason.harber@northwestern.edu.