THE GREAT ROOM RESERVATION POLICY

Policy Statement
The Great Room is a beautiful 1920’s dining hall that is available to Northwestern University Organizations for special events, such as receptions, meals, and meetings.

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

Who Needs to Know This Policy
All members of the Northwestern University community who wish to host an event at The Great Room.

Contacts
If you have any questions on the Great Room 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 great-room@northwestern.edu

Policy/Procedures

Use of The Great Room

1. The Great Room may be reserved by Northwestern University Academic Departments, Administrative Offices, and recognized Student Organizations for receptions and meals. Reservations are available only at the following times during the academic year:
   - Monday – Friday: 8:30am – 11:00pm, Saturday: 9:00am – 11:00pm, Sunday: 11:00am – 11:00pm

2. The Great Room’s seating capacity is 68.

3. Important notes about The Great Room:
A. There is not a modernized HVAC system in The Great Room (radiators for heating, no Air Conditioning system). Users who plan an event in The Great Hall during times when extreme outdoor temperatures are possible may want to consider booking a backup venue in case the space is uncomfortable.

B. There is only one single stall bathroom in The Great Hall.

C. The Great Hall is not an ADA accessible space. Increasing physical access to buildings and facilities is a goal of the University, but not all buildings and venues have been updated. Users should contact Norris Event Management ahead of time if accommodations will be required for an event.

Reservation Procedures and Deadlines

1. Norris University Center and the Satellite Venues (including The Great Room) 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 great-room@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 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 Fee

1. Effective September 1st, 2015, the rental fee for The Great Room 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.
Equipment

1. The following equipment is available for use and included in the rental fee:
   - 68 High Back wooden chairs
   - 4 3’ Café Tables
   - 4 6’ Rectangular Mity-Lite tables
   - 2 8’ Rectangular Mity-Lite tables
   - 8 66” Round Mity-Lite tables
   - Portable Screen
   - Projector with VGA and HDMI inputs

General Policies

1. 2122 Performance Hall and The Great Room are smoke free environments.

2. A licensed bartender is required for any event where alcohol is served. In accordance with university policy, alcohol may not be served at events sponsored by a student organization.

3. Northwestern Dining must be engaged for any food service in The Great Room. Contact the Northwestern Dining Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.

4. Taping flyers to any wall in The Great Room is not permitted. Use of tape on any of the surfaces (walls, ceilings, floors, windows) in The Great Room will be subject to a fine. The collected fees will be used to fund repairs by NU Facilities Management. The amount of the fine will be based on the cost of the repair.

5. Alteration to the permanent structure of The Great Room, including walls, ceilings, furniture, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage to The Great Room will be charged to the group at the replacement/repair cost.

6. The floor of The Great Room is delicate. Great care must be taken when moving objects (such as furniture) across the floor of The Great Room.

7. The use of glitter, confetti, open flame and similar décor products is prohibited.

8. A Performance and Satellite Venue staff member will staff each event at The Great Room. The PSV staff member will be available to assist the sponsoring organization in the use of The Great Room. 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.

9. Any violations of The Great Room policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.