GUILD LOUNGE RESERVATION POLICY

Policy Statement
The Guild Lounge in Scott Hall is a unique and attractive facility that is available to Northwestern University Organizations as a space to host special occasions.

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

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

Contacts
If you have any questions on the Guild Lounge 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 guild-lounge@northwestern.edu

Policy/Procedures

Use of the Guild Lounge

1. The Guild Lounge may be reserved by Northwestern University Academic Departments, Administrative Offices, and recognized Student Organizations for receptions, meals, lectures, and meetings.

2. The Guild Lounge is not suitable for personal parties, wedding receptions, or dances. The Guild Lounge shall not be utilized for regularly scheduled staff, department or committee meetings. The Guild Lounge may not be reserved by organizations or individuals from outside the Northwestern University community.

3. The Guild Lounge can accommodate the maximum number of attendees, by event type: Reception: 200, Meals: 130, Lecture/Meeting: 130
Reservation Procedures and Deadlines

1. Norris University Center and the Satellite Venues (including the Guild Lounge) 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 guild-lounge@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 and Fees

1. Effective September 1st, 2015, the rental fee for the Guild Lounge for events is $50.00 per hour for student groups, $62.50 per hour for departments, and $75.00 for sponsored events. This fee applies for the duration of any event, including set up and cleanup 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 antique furniture.

Equipment

1. The Guild Lounge is equipped with 4 rectangular 6’ tables, 6 rectangular 8’ tables, 10 circular 66” tables, 120 chairs, 1 podium and microphone, and 1 projector and screen. All equipment is included with the rental fee.

Catering

1. All food and beverages must be provided by Northwestern Dining or by a professional catering service approved by the Performance and Satellite Venues Office. No homemade or retail (purchased or donated) food or drink is permitted. Contact the Northwestern Dining Catering Manager at 847-467-6114.
2. All outside caterers must have a Certificate of Insurance on file with Northwestern’s Office of Risk Management. The Performance and Satellite Venues Office maintains a list of caterers that have certificates on file. Caterers with questions about the insurance requirements can be referred to the Performance and Satellite Venues Office at 847-491-3787.

3. Only the event caterer may bring food or beverages into the Guild Lounge, and only at the time of the caterer’s arrival for the event.

4. 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.

5. The Guild Lounge kitchen provides only minimal resources. It is suitable for plating and serving food prepared ahead of time; it is not suitable for preparing or cooking food onsite.

6. At least one staff member from the catering service must be hired to remain on the premises for the entire duration of food or beverage service during an event.

NOTE: An exception to the wait staff requirement can be made for small events only if the following requirements are met:
1. Northwestern Dining must be engaged as the caterer. No other caterers may be used for “drop off” service. Homemade, donated, or retail purchased items are not permitted.
2. Approval from the Performance and Satellite Venues Office is secured in advance.
3. The event is for 80 people or less.
4. No hot food or warming trays, etc. permitted.
5. No alcohol may be served.

7 The sponsoring organization is responsible for making sure the following requirements are communicated to the caterer and that the caterer follows through on the requirements. A cleaning fee (minimum $100.00) may apply if these requirements are not met:
1. All food preparation and disposal areas must be thoroughly cleaned after the event.
2. All kitchen appliances are to be emptied and cleaned at the conclusion of an event.
3. All garbage and recycling bins in the entire facility must be emptied. Bags should be taken to the dumpster and recycling containers west of the building entrance on University Place.
4. The elevator is for passengers only; the elevator may not be used to transport food, beverages, or equipment to or from the Guild Lounge.

General Policies

2. Scott Hall and the Guild Lounge are smoke free environments.

3. The Scott hall elevator is for passenger use only and may not be used by delivery company personnel or caterers to transport equipment or food to or from the Guild Lounge.

4. The Guild Lounge is furnished with antiques. The Guild Lounge office must approve, in advance, any rearranging of the furniture. Care is to be taken with the items in the Guild Lounge, and repair costs for excessive damage will be charged to the sponsoring organization.

5. Windows and curtains may be opened, but must be closed at the conclusion of the event.
6. The use of glitter, confetti, and similar décor products is prohibited.

7. The use of helium balloons is prohibited; they can interfere with the fire alarm system in the Guild Lounge.

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