LUTKIN HALL RESERVATION POLICY

Policy Statement
Lutkin Hall is a 403 seat performance space 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 Lutkin Hall may be reserved, which organizations may utilize Lutkin Hall, and the procedures for reserving and planning an event in Lutkin Hall.

Table of Contents
<table>
<thead>
<tr>
<th>Policy Statement</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason for Policy/Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Who Needs to Know This Policy</td>
<td>1</td>
</tr>
<tr>
<td>Contacts</td>
<td>1</td>
</tr>
<tr>
<td>Policy/Procedures</td>
<td>2</td>
</tr>
</tbody>
</table>

Who Needs to Know This Policy
Any entity that wishes to reserve Lutkin Hall for an event.

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

1. Call the Event Planning Coordinator for Performance and Satellite Venues, Norris University Center at 847-491-7285, or

2. Send an e-mail to lutkin-hall@northwestern.edu
Policy/Procedures

Use of Lutkin Hall

1. Lutkin Hall may be reserved by Northwestern University Departments, Student Groups, and sponsored events (pending availability).

2. Lutkin Hall is best suited for lectures, presentations and small concerts/performances.

3. Food and beverages may only be served in Lutkin Hall with prior approval by Performance and Satellite Venue Office.
   NOTE: Northwestern Dining must be engaged for any food service in Lutkin Hall. Contact the Northwestern Dining Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.

4. Lutkin Hall is available to be booked for events from 8:00am through 11:00pm.

5. Lutkin Hall can accommodate a maximum of 400 guests.

Reservation Deadlines and Procedures

1. Norris University Center and the Satellite Venues (including Lutkin 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 847-491-7285 or emailing lutkin-hall@northwestern.edu.

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 Lutkin 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 may occur for piano tunings, cleaning charges for extraordinary situations, and/or damage charges resulting from the misuse or poor treatment of Lutkin Hall.

Equipment and Staffing

1. Basic equipment for events (tables, chairs, etc) will be arranged with the Performance and Satellite Venue Office prior to event. Please note, Lutkin Hall is a fixed seat auditorium with limited space for additional equipment.

2. Audio and Video presentation equipment must be arranged and approved by the Performance and Satellite Venue Office prior to the event. Audio and Video equipment may incur a rental fee depending on the size and scope of equipment needed. Lutkin Hall does not have a built-in sound or projection system.

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

General Policies

1. Scenery and other décor are not permitted in Lutkin Hall.

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

3. Food and beverages may only be served in Lutkin Hall with prior approval by Performance and Satellite Venue Office. 
\textbf{NOTE:} Northwestern Dining must be engaged for any food service in Lutkin Hall. Contact the Northwestern Dining Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.