RYAN FAMILY AUDITORIUM RESERVATION POLICY

Policy Statement
Ryan Family Auditorium is a 600 seat smart classroom/lecture hall that is available to Northwestern University Organizations for events on weekday evenings and weekends.

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

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

Contacts
If you have any questions on the Ryan Family 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 ryan-auditorium@northwestern.edu

Policy/Procedures

Use of Ryan Family Auditorium

1. Ryan Family Auditorium may be reserved by Northwestern University Academic Departments, Administrative Offices, and recognized Student Organizations for speeches, dance recitals, rehearsals, small concerts, films, and presentations. Ryan Family Auditorium may not be reserved by organizations or individuals from outside the Northwestern University community. Reservations are available only at the following times during the academic year:
   - Mon – Thurs: 6:00pm – 11:00pm, Fri: 6:00pm – 11:30pm, Sat: 9:00am – 11:30pm,
   - Sun: 11:00am – 11:00pm
2. Ryan Family Auditorium is not suitable for receptions or food service of any kind. The lobby of the Technological Institute just outside Ryan Family Auditorium may be reserved as a pre or post function space, however reservations for this space are made separately through the McCormick School of Engineering. Contact Jason Grocholski (j-grocholski@northwestern.edu, 847-491-5550). Norris Event Management does not manage the use of the lobby or supply equipment or staffing for lobby functions.

3. Ryan Family Auditorium is utilized as a classroom, managed by The Office of the Registrar, on weekdays during the academic year. During the summer, Ryan is offline, utilized by the School of Continuing Studies.

4. Ryan Family Auditorium’s seating capacity is 600.

**Reservation Procedures and Deadlines**

1. Northwestern University student groups may reserve weekends in Ryan Family Auditorium for the next academic year beginning May 1st of the current academic year. Other Northwestern University organizations may do so beginning May 15th of the current academic year.

2. Because Ryan Family Auditorium is also a classroom, Northwestern University Office of the Registrar must finalize class and exam schedules for a quarter before weeknight reservations may be made for that quarter. **For this reason, weeknight reservation requests will only be accepted two weeks before that quarter begins.**

3. Events will only be allowed in Ryan Family Auditorium during fall, winter, and spring quarters. This excludes finals weeks and breaks. Reservations will be given on a first-come, first-served basis.

**Rental Fee**

1. Effective September 1st, 2015, the rental fee for Ryan Family Auditorium 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. The use of the Ryan Technology System is included in the rental fee. The system includes:
   - 2 wired microphones (built into podiums), 4 wireless handheld microphones and 2 wireless lavaliere microphones. Input for Laptop or iPod audio.
   - Built in Video projector for the installed DVD, VHS, Document Camera and resident computer. External Laptops can be connected to the system.
   - The Ryan Technology System is password-protected. The Ryan Auditorium Manager is the only person authorized to activate the system. Passwords will not be given directly to clients.
Ryan Auditorium Manager

1. A Performance and Satellite Venue student employee serves as the Ryan Auditorium Manager during events. Her/his duties are as follows:
   - Arrive 30 minutes prior to every event, greet the contact and review any last minute details. She/he will remain throughout the entire event until all the guests have left the Auditorium.
   - Unlock doors, turn on lights, set up podium (if needed) and set up and operate any internal A/V that is needed. The Ryan Auditorium Manager will NOT be responsible for any outside or rented audio or video equipment.
   - At the completion of the event, the Ryan Auditorium Manager will then report to Norris professional staff about the event, the cleanliness, and the physical condition of the Auditorium, stage, seating area, and foyer, (and lobby, if used).
   - Properly close and secure the Auditorium once all attendees and program staff have left the venue.

General Policies

1. Technological Institute and Ryan Family Auditorium are smoke free environments.

2. Alcoholic beverages are not permitted in Ryan Family Auditorium.

3. Fire code regulations state that all exits, entrances and aisles MUST remain free of any type of obstruction.

4. Auditorium fire rated capacity (600) shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the Ryan Auditorium Manager.

5. Candles, incense, pyrotechnics, open flames, or theatrical smoke, fog, or haze are not permitted in Ryan Family Auditorium.

6. The stage curtains are not to be taken down for any reason. Objects may not be hung or attached from the curtains or curtain track at any time. The curtains may not be tied back.

7. There is no access to the catwalks or adjustments to lighting or the projector permitted.

8. No extra lighting equipment may be brought in without prior approval of the Performance and Satellite venues office. Extra equipment may require hiring a NU Electrician for tie-in. Cost: $500.00.

9. Additional sound or A/V equipment, if necessary, can be rented from Norris Tech Services. If a group brings in rented or other external A/V equipment, they are responsible for the set-up and operation of that equipment. Performance and Satellite Venue staff will not set up or operate equipment that isn’t a part of the built-in system or rented from Norris tech Services.
10. Groups are responsible for returning Ryan Auditorium to its original state after the completion of the event. Violations of this policy may subject the user to a cleaning fine.

11. No items may be stored in Ryan Auditorium overnight on weeknights. Groups with multiple day reservations may request permission to store items overnight on Friday and Saturday nights. Groups must receive permission from McCormick Engineering (Jason Grocholski: j-grocholski@northwestern.edu, 847-491-5550). All items must be packed neatly and stored backstage right. Ryan Family Auditorium is unsecured, users store items in Ryan at their own risk.

12. Taping flyers to the walls, lobby or stage is not permitted. Use of tape on any of the surfaces (walls, ceilings, floors, windows) in Tech Institute 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.

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

14. A Performance and Satellite Venue staff member will staff each event at Ryan Family Auditorium. Groups acknowledge that PSV staff members are scheduled to work only the scheduled reservation time and agree to end their event on time. Ryan Family Auditorium must be vacated by 11:00pm Sunday – Thursday, and 11:30pm on Friday and Saturday. Groups that run over their reserved time may be subject to a fine.

15. Any violations of Ryan policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.