Parkes 034 (Choir Room) Reservation Policy

Policy Statement
Parkes 034 (Choir Room) is a 43 seat classroom that is available to the Northwestern University community as a space to host choral and instrumental practices or rehearsals.

Reason for Policy/Purpose
This policy is required to define the types of events for which Parkes 034 (Choir Room) may be reserved, which organizations may utilize Parkes 034 (Choir Room), and the procedures for reserving and planning an event in Parkes 034 (Choir Room).

Who Needs to Know This Policy
This policy is for any entity that wishes to host an event in Parkes 034 (Choir Room)

Contacts
If you have any questions on the Parkes 034 (Choir Room) Reservation Policy, you may:
1. Call the Religious & Spiritual Life office at 847-491-7256
2. Send an e-mail to chapel-secretary@northwestern.edu

Policy/Procedures
Use of Parkes 034 (Choir Room)
1. Parkes 034 (Choir Room) may be reserved by Recognized Student Organizations, University Departments and Administrative Units, Sponsored Affiliates, and External Clients. Northwestern University Religious & Spiritual Life defines organizations in the four 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, Religious & Spiritual Life, 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 & 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.
   - **External Clients**: Individuals, groups, and organizations who do not qualify for any of the above categories.

   The sponsoring University organization vouches for or assumes responsibility for or assumes responsibility for the action of the organization that they are sponsoring. This includes:
   3. **Financial responsibility**: The sponsoring organization is liable for all expenses billed to the organization using Parkes 034, 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).
   4. **Program content responsibility**: Programs should be in line with the educational mission of Northwestern University and should benefit NU student and the University community.
   5. **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
      - Northwestern University usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
• Food & 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.

6. Parkes 034 (Choir Room) is equipped and suitable for musical rehearsals and practices, acapella or choral group gatherings.
7. Parkes 034 (Choir Room) is best suited for acoustic use. However, due to the natural acoustics of the room and close vicinity of other event and office spaces, groups using percussive or amplified instrumentation and otherwise exceeding a modest volume are not suitable.
8. In order to respect and preserve Parkes 034 (Choir Room)'s history and original function, some events may require additional approval from the University Chaplain.
9. Parkes 034 (Choir Room) does not have pre-function space. Receptions and meals cannot be accommodated.
10. Parkes 034 (Choir Room) is available to be booked for events from 9:00am through 10:00pm.
11. All events must be scheduled to end prior to 10pm as the facility is scheduled to close at 10pm. Any events that go over time will be charged $100 late stay fee and may lose the ability to book future events in the facility.
12. Parkes 034 (Choir Room) can accommodate a maximum capacity of 65.

Reservation Deadlines and Procedures
13. Reservation requests from recognized student organizations, university departments & administrative offices, and sponsored affiliates must submit their request through Northwestern’s Room & Event Reservation site www.25live.collegenet.com/northwestern. External clients must submit their reservation request through the appropriate MachForm on Religious & Spiritual Life’s website.
14. Reservation requests are to be made at least 10 days in advance for student groups & university departments. Requests for external events and sponsored affiliates must be received at least 30 days in advance. Requests made after the deadline will be reviewed by the Manager of Operations.
15. External events require a $50.00 non-refundable deposit before the event is scheduled. Events are scheduled on a first-come, first-serve basis and spaces cannot be held or marked tentative without a deposit.
16. Reservations for external and internal events will be scheduled no more than one year in advance.

Rental Fees
17. Effective November 1st, 2016, the rental fee (excluding weddings) for Parkes 034 (Choir Room) is $0.00 per hour for student groups, $5.00 per hour for departments, $10.00 per hour for sponsored events, and $20.00 per hour for external events. This fee applies for the duration of any event, including set up and rehearsal time.
18. Additional charges may occur for piano tunings, cleaning charges for extraordinary situations, and damage charges resulting from the misuse or poor treatment of Parkes 034 (Choir Room).

Equipment and Staffing
19. Scenery and other décor are not permitted in Parkes 034 (Choir Room).
20. Parkes 034 (Choir Room) is equipped with a 43 music posture chairs, a baby grand piano, coat rack, music lined chalk board, basic room lighting, and a handful of music stands. Other equipment for events may be requested in advance of the event.
21. Room is intended to be setup with chairs setup in a 3 row horseshoe formation. If chairs are moved, it is expected that the room is reset to its original position when the event concludes.
22. Alteration to the permanent structure of Parkes 034 (Choir Room), including the walls, ceilings, seating, doors, floors, fixtures, piano, and electricity is not permitted. This includes taping or fastening things to the walls, floors, pews, windows, doors, and ceiling. Any damage to Parkes 034 (Choir Room) will be charged to the group at the replacement/repair cost.
23. Any and all items sold (including – but not limited to – merchandise and ticket sales) must be approved ahead of time by the Religious & Spiritual Life 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 ticket sales at any time.

24. Food and beverages are not permitted within the Parkes 034 (Choir Room).

25. Candles, incense, pyrotechnics, or open flames are not permitted in Parkes 034 (Choir Room).

26. Religious & Spiritual Life must approve the posting of signs, setup of displays, counters, tables, or any other uses of the space outside of its intended horseshoe formation.

27. Any violations of the Parkes 034 (Choir Room) policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.

Cancellation Policy

28. 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. Cancellation must be submitted in writing and acknowledged by Religious & Spiritual Life staff. If at any time you are unsure of the status of your cancellation request, contact Religious & Spiritual Life at 847-491-7256 or send an e-mail to chapel-secretary@northwestern.edu.