Parkes 122 “Social Hall” Reservation Policy

Policy Statement
Parkes 122 is a social hall and reception space that is available to the Northwestern University community as a space to host special events.

Reason for Policy/Purpose
This policy is required to define the types of events for which Parkes 122 may be reserved, which organizations may utilize Parkes 122, and the procedures for reserving and planning an event in Parkes 122.

Who Needs to Know This Policy
This policy is for any entity that wishes to host an event in Parkes 122

Contacts
If you have any questions on the Parkes 122 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 122
1. Parkes 122 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 122, 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 ensuring 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 122 is equipped and suitable for single speaker lectures and presentations, receptions, workshops, and faith or cultural gatherings. Parkes 122 shall not be utilized for regularly scheduled staff, department, committee, or organizations meetings. Due to the natural acoustics of the room and close vicinity of other event spaces, events with multiple speakers, percussive or amplified instrumentation, requiring multiple microphones, or otherwise exceeding a modest volume are not suitable.

7. Note to dance groups: All dancers should bring in clean shoes to change into for dancing (free from grit, pebbles, etc). Soles and heels of smooth or soft leather, or non-marking rubber/vinyl, are strongly advised. High-heeled shoes are not acceptable unless they have soft soles and wide heels (without metal cleats or nails) and are made of non-marking material. Regular reservation of space for dancing may result in an additional floor care fee, assessed as needed.

8. In order to respect and preserve Parkes 122’s history and original function, some events may require additional approval from the University Chaplain.

9. Parkes 122 does have an attached catering kitchen (Parkes 125) that must be requested at the time of reservation, groups without an approved request will not be given access day of. See the Parkes 125 room use and reservation policy for those guidelines.

10. Events in Parkes 122 cannot block the hallway, exits, or otherwise alter the path of egress in the event of an emergency. Any registration tables must be setup against the wall and allow for at least half of the hallway to be free and open for thru traffic.

11. Parkes 122 is available to be booked for events from 9:00am through 10:00pm.

12. 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.

13. Parkes 122 can accommodate the maximum of attendees, by event types:
   a. Reception: 140
   b. Meals (with buffet): 120
   c. Lecture: 150

Reservation Deadlines and Procedures

14. 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.

15. 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.

16. External events require a $100.00 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. The deposit will be applied to the overall balance of $600.00.

17. Reservations for external and internal events will be scheduled no more than one year in advance.

18. Reservations must include documented setup and teardown times in the event request. Minimum of 30 minutes setup and teardown will be allocated to ensure that time is properly allotted for clean-up at the end of the event.

Rental Fees

19. Effective November 1st, 2016, the rental fee (excluding weddings) for Parkes 122 is $15.00 per hour for student groups, $35.00 per hour for departments, $50.00 per hour for sponsored events, and $600.00 flat rate for a 6
hour time block for external events. This fee applies for the duration of any event, including set up and rehearsal time.

20. Additional charges may occur for cleaning charges for extraordinary situations and damage charges resulting from the misuse or poor treatment of Parkes 122.

Equipment and Staffing

21. Parkes 122 is equipped with a 6 rectangular 8’ tables, 25 circular 60” tables, 200 chairs, 1 podium, 4 mounted wall speakers, up to 2 wireless microphones, and basic room lighting. Other equipment for events (music stands, etc.) may be requested in advance of the event.

22. Audio and video equipment must be arranged and approved by Religious & Spiritual Life prior to the event. Basic audio support is available and included in the rental rate, additional support may incur a rental fee depending on the size and scope of items needed.

23. Alteration to the permanent structure of Parkes 122, including the walls, ceilings, seating, windows, doors, floors, drapes, fixtures, and electricity is not permitted. This includes taping or fastening things to the walls, floors, windows, doors, and ceiling. Any damage to Parkes 122 will be charged to the group at the replacement/repair cost.

24. Musical instruments needing amplification or other auxiliary AV equipment cannot be “plugged in” to the AV system in Parkes 122. Request for an AUX cable may be made at the time of reservation request but will be limited to use with phones and music players.

25. 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.

26. Candles, incense, pyrotechnics, or open flames are not permitted in Parkes 122 unless explicit permission is given based on the type of ceremony, cultural or faith tradition. Advance permission from Religious & Spiritual Life must be solicited at least 7 days before the date of the event.

27. Religious & Spiritual Life reserves the right to determine if an event requires University Police presence. The sponsoring organization is responsible for any security costs.

28. Any contract between a NU student group and an outside entity (a performer, for example) must be submitted to Campus Life at least six weeks before the event for review and signature. Academic departments should route contracts through their schools' Dean's Office for approval and signature.

29. Any violations of the Parkes 122 policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.

Catering

30. Professional catering services are preferred in Parkes 122. Groups choosing to distribute homemade or retail food assume liability for sanitary food handling practices.

31. All outside caterers must have a Certificate of Insurance on file with Northwestern University’s Office of Risk Management. Caterers with questions about the insurance requirements can be referred to Religious & Spiritual Life at 847-491-7256.

32. Food, beverages, and equipment cannot arrive prior to the start of the event reservation time. All leftovers food, beverages, and trash must be disposed or removed from Parkes 122 by the end of event reservation.

33. 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.

34. Parkes 125 is the attached catering kitchen that must be requested at the time of reservation. It is the expectation that the caterer or appointed food preparing will clean and sanitize the space before and after each use. Cleaning supplies are limited in availability.
35. All garbage and recycling bins containing food or beverage waste must be emptied within Parkes 122 (and Parkes 125 if contract) and in the hallway immediate outside of Parkes 122. Bags should be taken to the dumpster and recycling containers on the south east side of the building.

Cancellation Policy
36. 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.