Parkes 125 Kitchen Reservation Policy

Policy Statement
Parkes 125 is a full catering kitchen attached to Parkes 122 available to the Northwestern University community as a pre-function area to support events in Parkes 122.

Reason for Policy/Purpose
This policy is required to define the types of events for which Parkes 125 may be reserved, which organizations may utilize Parkes 125, and the procedures for reserving and planning an event in Parkes 125.

Who Needs to Know This Policy
This policy is for any entity that wishes to host an event in Parkes 125.

Contacts
If you have any questions on the Parkes 125 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 125
1. Parkes 125 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 125, 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 125 is equipped and suitable for supporting events scheduled in Parkes 122. Parkes 125 must be requested at the time of reservation.
7. Parkes 125 is a full catering kitchen equipped with an industrial sized sink, two 4-burner electric stoves with ovens, microwave, ample stainless steel counter space, and a four door chiller (not a freezer).
8. Parkes 125 is available to be booked for events from 9:00am through 10:00pm.
9. 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.
10. Parkes 125 can accommodate a maximum of 8 people.

Reservation Deadlines and Procedures
11. 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.
12. 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.
13. Use of Parkes 125 must be in support of events approved for use of Parkes 122. Parkes 125 must be requested at the time reservation. Groups that fail to reserve Parkes 125 along with their Parkes 122 reservation will not be granted access day of or within the 10 day reservation window prior to the event.
14. Reservations for external and internal events will be scheduled no more than one year in advance.

Rental Fees
15. Effective November 1st, 2016, the rental fee (excluding weddings) for Parkes 125 is $6.00 per hour for student groups, $8.00 per hour for departments, $10.00 per hour for sponsored events, and $160.00 per hour for external events who are not utilizing a professional and insured caterer. This fee applies for the duration of any event, including set up and rehearsal time.
16. Additional charges may occur for cleaning charges for extraordinary situations and damage charges resulting from the misuse or poor treatment of Parkes 125.

Equipment and Staffing
17. Parkes 125 is a full catering kitchen equipped with an industrial sized sink, two 4-burner electric stoves with ovens, microwave, ample stainless steel counter space, and a four door chiller (not a freezer).
18. Alteration to the permanent structure of Parkes 125, including the walls, windows, doors, floors, fixtures, and electricity is not permitted. Any damage to Parkes 125 will be charged to the group at the replacement/repair cost.
19. 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.
20. Any violations of the Parkes 125 policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.

Catering
21. Professional catering services are preferred in Parkes 125. Groups choosing to distribute homemade or retail food assume liability for sanitary food handling practices.
22. 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.

23. 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 125 by the end of event reservation.

24. 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.

25. 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.

26. All garbage and recycling bins containing food or beverage waste must be emptied within Parkes 125 (and Parkes 122 if contracted) and in the hallway immediate outside of Parkes 125. Bags should be taken to the dumpster and recycling containers on the south east side of the building.

Cancellation Policy

27. 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.