

Alice Millar Chapel Exhibit B

Alice Millar Chapel is available to the Northwestern University community as a space to host weddings, memorial services, baptisms, faith-related events, musical performances, large-scale speaker events, convocations ceremonies and other appropriate large-scale events.

General

1. Alice Millar Chapel has a capacity of 700.
2. Alice Millar Chapel is an accessible space.
3. Alice Millar Chapel has 4 handicap spaces in the forward area of the nave.
4. Alice Millar Chapel has non-accessible gendered restrooms below the lobby of the chapel, accessible gendered restrooms off the west of the stage, and a gender open restroom off the east side of the stage.
5. Access to the attached green room is included in the reservation. The green room is equipped with a private bathroom, limited seating, and direct access to the chancel.
6. The choir loft is not to be used for patron seating and access to the space is not included in the reservation of the Alice Millar Chapel. Special requests for access may be granted by the Events Planning Manager
7. Religious & Spiritual Life reserves the right to determine if an event requires University Police presence. The sponsoring organization is responsible for any security costs.
8. The sponsoring organization is solely responsible for the handing, securing, and storage of any case, credit card information, merchandise, tickets, instruments, or other valuables.
9. All professional photography & videography must have a chapel reservation.
10. All vocal & musical practices must have a chapel reservation.
11. The chapel doors must never been locked or blocked at any time.
12. Custodial services are required for all events on Sat. & Sun. for an additional \$150.

Equipment

13. Alice Millar Chapel is equipped with a chancel, pulpit, lectern, baby grand piano, alter table, an Aeolian Skinner Pipe Organ, fixed pew seating for 700, and basic room lighting. Other equipment for events (tables, chairs, music stands, podiums, etc.) may be requested in advance of the event.
14. Movement of any of the above equipment must be done by the Religious & Spiritual Life staff.
15. Basic audio support (3 mics) is available and included in the rental rate. AV labor is not provided. Additional support may incur a rental fee depending on the size and scope of items needed.
16. No items may be in any way affixed or tied to the pews. The RSL staff have reserved signs that may be used.
17. Alteration to the permanent structure of Alice Millar Chapel, including the walls, ceilings, seating, windows, doors, floors, drapes, fixtures, pews, chancel, alter table, and electricity is not permitted. This includes taping or fastening things to the walls, floors, pews, windows, doors, and ceiling. Any damage to Alice Millar Chapel will be charged to the group at the replacement/repair cost.

Décor

18. Scenery and other décor are not permitted in Alice Millar Chapel.
19. Candles, incense, pyrotechnics, or open flames are not permitted in Alice Millar Chapel 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.
20. Religious & Spiritual Life must approve the posting of signs, setup of displays, counters, tables, or any other uses of the Narthex (north "lobby" off the seating area of the chapel).
21. Balloons are not permitted in Alice Millar Chapel.

Music

22. Anyone seeking permission to play the pipe organ must get written permission from the Music Director.
23. The playing of recorded music is not permitted in the chapel.
24. All rehearsals/practices must be scheduled and paid for.

Food

25. Food and beverages are not permitted within the Alice Millar Chapel unless approved by the Events Planning Manager.

Parkes 034 “Choir Room” Exhibit B

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.

General

1. Parkes 034 (Choir Room) has a capacity of 65.
2. Parkes 034 (Choir Room) is NOT an accessible room.
3. Parkes 034 (Choir Room) has gendered restrooms on the basement level. A gender open restroom is available on the 1st floor.
4. Parkes 034 (Choir Room) is equipped and suitable for musical rehearsals and practices, acapella or choral group gatherings.

Equipment

5. Parkes 034 (Choir Room) is equipped with a 43 music posture chairs, a baby grand piano, coat rack, tv monitor, basic room lighting, and a handful of music stands. Other equipment for events may be requested in advance of the event.
6. 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.

Décor

7. Scenery and other décor are not permitted in Parkes 034 (Choir Room).
8. 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.
9. Candles, incense, pyrotechnics, or open flames are not permitted in Parkes 034 (Choir Room).

Music

10. 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.

Food

11. Food and beverages are not permitted within the Parkes 034 (Choir Room).
12. Parkes 034 (Choir Room) does not have pre-function space. Receptions and meals cannot be accommodated.

Specified Notes

For Religious Student Organizations: 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.

For 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.

Parkes 120 “RSL Lounge” Exhibit B

Parkes 120 is a mixed purpose meeting space that is available to recognized student organizations who are recognized religious & spiritual or cultural student organizations, a part of the Northwestern University campus ministry community, or Student Engagement staff members looking for a meeting space in Parkes Hall.

General

1. Parkes 120 has a capacity of 35.
2. Parkes 120 is an accessible room.
3. Parkes 120 has access to gendered restrooms in the west corridor and a gender open restroom in the east corridor.
4. Parkes 120 is equipped and suitable for small group meetings and workshops.
5. The furniture in Parkes 120 should not be moved around or rearranged.

Equipment

6. Parkes 120 is equipped with seating in the form of 19 task chairs, 2 couches, and 6 soft seating chairs. There are a variety of hard surfaces in the form of 2 buffets, 6 rectangular activity tables, 2 square coffee tables, and 5 round side tables.
7. Parkes 120 is equipped with 2 presentation monitors: one by the lounge area and one by the conference table. Connection cords are available for check out from the RSL office.

Décor

8. Scenery and other large décor are not permitted in Parkes 120 unless given approval by the Events Manager.
9. Alteration to the permanent structure of Parkes 120, including the walls, ceilings, seating, doors, floors, fixtures, and electricity is not permitted. This includes taping or fastening things to the walls, floors, pews, windows, doors, and ceiling. Any damage to Parkes 120 will be charged to the group at the replacement/repair cost.
10. Candles, incense, pyrotechnics, or open flames are not permitted in Parkes 120.
11. All command strips must be removed by the end of the reservation.

Music

12. No outside amps of any kind are allowed in PKS 120.

Catering

13. We highly suggest using Northwestern Catering for all events.
14. Professional catering services are preferred in Parkes 122. Groups choosing to distribute homemade or retail food assume liability for sanitary food handling practices.
15. 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 the Norris Event Management office at 847-491-2330.
16. 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.
17. 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.

Specified Notes

For Religious Student Organizations: all garbage and recycling bins containing food or beverage waste must be emptied within Parkes 120. Bags should be taken to the dumpster and recycling containers on the south east side of the building.

Parkes 122 “Religious & Spiritual Life Social Hall” Exhibit B

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

General

1. Parkes 122 has a maximum capacity of 200.
2. Parkes 122 is an accessible room.
3. Parkes 122 has access to gendered restrooms in the west corridor and a gender open restroom in the east corridor.
4. A Parkes 122 reservation includes the use of the attached catering kitchen. The kitchen must be cleaned after the event and all food items must be removed directly after the event.
5. Parkes 122 can accommodate the maximum of attendees, by event types:
 - a. Reception: 150
 - b. Meals (with buffet): 120
 - c. Lecture: 150
6. 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.
7. Sat. & Sun. events must pay a custodial fee of \$150.00.

Equipment

8. 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.
9. Setup/Teardown of tables and chairs is required for all events for an additional \$50.00.
10. Percussive or amplified instrumentation, requiring multiple microphones, or otherwise exceeding a modest volume are not allowed.
11. Audio and video equipment must be arranged and approved by Norris Technical Services 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.

Decor

12. All decoration must be done within the reserved time.
13. 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.
14. 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 must be solicited at least 7 days before the date of the event.
15. Balloons need to be secured to a chair or table. Any retrieval of balloons from the ceiling will be an extra fee.
16. All command strips must be removed at the end of the reservation.

Music

17. 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.

Catering

18. We highly suggest using Northwestern Catering for all events.
19. Professional catering services are preferred in Parkes 122. Groups choosing to distribute homemade or retail food assume liability for sanitary food handling practices.
20. 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 the Norris Event Management office at 847-491-2330.
21. 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.
22. 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.
23. 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.

Specified Notes

For Religious Student Organizations: all garbage and recycling bins containing food or beverage waste must be emptied within Parkes 122 (and Parkes 125 if used). Bags should be taken to the dumpster and recycling containers on the south east side of the building.

For 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.

Parkes 202 “Oratory” Exhibit B

Parkes 202 is a mixed purpose meeting space that is available to recognized student organizations who are recognized religious & spiritual or cultural student organizations, a part of the Northwestern University campus ministry community, or Student Engagement staff members looking for a meeting space in Parkes Hall.

General

1. Parkes 202 has a capacity of 35.
2. Parkes 202 is NOT an accessible room.
3. Parkes 202 has access to gendered restrooms in the west corridor and a gender open restroom in the east corridor.
4. Parkes 202 is equipped and suitable for small group meetings and workshops.
5. The furniture in Parkes 202 should not be moved around or rearranged.

Equipment

6. Parkes 202 is equipped with seating in the form of a 19 task chairs, 2 couches, and 4 soft seating chairs. There are a variety of hard surfaces in the form of 2 buffets, 6 rectangular activity tables, 2 square coffee tables, and 5 round side tables.

Décor

7. Scenery and other large décor are not permitted in Parkes 202 unless given approval by the Events Manager.
8. Alteration to the permanent structure of Parkes 202, including the walls, ceilings, seating, doors, floors, fixtures, and electricity is not permitted. This includes taping or fastening things to the walls, floors, pews, windows, doors, and ceiling. Any damage to Parkes 202 will be charged to the group at the replacement/repair cost.
9. Candles, incense, pyrotechnics, or open flames are not permitted in Parkes 202.
10. All command strips must be removed by the end of the reservation.

Music

11. No outside amps of any kind are allowed in PKS 202.

Catering

12. We highly suggest using Northwestern Catering for all events.
13. Professional catering services are preferred in Parkes 202. Groups choosing to distribute homemade or retail food assume liability for sanitary food handling practices.
14. 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 the Norris Event Management office at 847-491-2330.
15. 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 202 by the end of event reservation.

Specified Notes

For Religious Student Organizations: all garbage and recycling bins containing food or beverage waste must be emptied within Parkes 202. Bags should be taken to the dumpster and recycling containers on the south east side of the building.

Jeanne Vail Chapel Exhibit B

Vail Chapel is a 125 seat chapel that is available to the Northwestern University community as a space to host weddings, memorial services, baptisms, faith-related events, musical performances, medium-scale speaker events, convocations ceremonies and other appropriate medium-scale events.

General

1. Jeanne Vail Chapel has a capacity of 150.
2. Jeanne Vail Chapel is an accessible space.
3. Jeanne Vail Chapel has 2 handicap spaces in the forward area of the nave.
4. Jeanne Vail Chapel has one restroom in the lobby of the chapel.
5. Access to the attached green room is included in the reservation. The green room is equipped with a private bathroom, limited seating, and direct access to the chancel.
6. The choir loft is not to be used for patron seating and access to the space is not included in the reservation of the Jeanne Vail Chapel. Special requests for access may be granted by the Events Planning Manager
7. Religious & Spiritual Life reserves the right to determine if an event requires University Police presence. The sponsoring organization is responsible for any security costs.
8. The sponsoring organization is solely responsible for the handling, securing, and storage of any case, credit card information, merchandise, tickets, instruments, or other valuables.
9. All professional photography & videography must have a chapel reservation.
10. All vocal & musical practices must have a chapel reservation.
11. The chapel doors must never been locked or blocked at any time.
12. Custodial services are required for all events on Sat. & Sun. for an additional \$150.

Equipment

13. Jeanne Vail Chapel is equipped with a chancel, pulpit, lectern, baby grand piano, alter table, an Aeolian Skinner Pipe Organ, fixed pew seating for 125, and basic room lighting. Other equipment for events (tables, chairs, music stands, podiums, etc.) may be requested in advance of the event.
14. Movement of any of the above equipment must be done by the Religious & Spiritual Life staff.
15. Basic audio support (2 mics) is available and included in the rental rate. AV labor is not provided. Additional support may incur a rental fee depending on the size and scope of items needed.
16. No items may be in any way affixed or tied to the pews. The RSL staff have reserved signs that may be used.
17. Alteration to the permanent structure of Jeanne Vail Chapel, including the walls, ceilings, seating, windows, doors, floors, drapes, fixtures, pews, chancel, alter table, and electricity is not permitted. This includes taping or fastening things to the walls, floors, pews, windows, doors, and ceiling. Any damage to Jeanne Vail Chapel will be charged to the group at the replacement/repair cost.

Décor

18. Scenery and other décor are not permitted in Jeanne Vail Chapel.
19. Candles, incense, pyrotechnics, or open flames are not permitted in Jeanne Vail Chapel 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.
20. Religious & Spiritual Life must approve the posting of signs, setup of displays, counters, tables, or any other uses of the Narthex (north "lobby" off the seating area of the chapel).
21. Balloons are not permitted in Jeanne Vail Chapel.

Music

22. Anyone seeking permission to play the pipe organ must get written permission from the Music Director.
23. The playing of recorded music is not permitted in the chapel.
24. All rehearsals/practices must be scheduled and paid for.

Food

25. Food and beverages are not permitted within the Jeanne Vail Chapel unless approved by the Events Planning Manager.