

Parkes 120 Reservation Policy (Exhibit B)

Policy Statement

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.

Reason for Policy/Purpose

This policy is required to define the types of events for which Parkes 120 may be reserved, which organizations may utilize Parkes 120, and the procedures for reserving and planning an event in Parkes 120.

Who Needs to Know This Policy

This policy is for any entity that wishes to host an event in Parkes 120

Contacts

If you have any questions on the Parkes 120 Reservation Policy, you may:

1. Call the Norris Event Management office at 847-491-2330
2. Send an e-mail to Norris-events@northwestern.edu

Policy/Procedures

Use of Parkes 120

1. Parkes 120 may be reserved by specific **Recognized Student Organizations and University Departments**. Northwestern University Norris Event Management defines organizations in the four types as follows for purposes of determining room rental charges:
 - **Recognized Student Organizations:** Any student group formally recognized by Religious & Spiritual Life or Multicultural Student Affairs and members of Chapel Choir.
 - **University Department:** Northwestern faculty and staff organizations and administrative units within the Student Engagement umbrella which regularly receive university appropriated funding.
3. Parkes 120 is equipped and suitable for small group meetings and workshops.
4. The furniture in Parkes 120 should not be moved around or rearranged.
5. In order to respect and preserve Parkes 120's history and original function, some events may require additional approval from the University Chaplain.
6. Parkes 120 is available to be booked for events from 9:00am through 10:00pm.
7. 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.
8. Parkes 120 can accommodate a maximum capacity of 35.

Reservation Deadlines and Procedures

9. Reservation requests from recognized student organizations, university departments & administrative offices, and sponsored affiliates must submit their request through the Norris [Event Management System](#).

10. 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 Norris Event Management Planning office.
11. Reservations for events will be scheduled no more than a quarter in advance.

Rental Fees

12. Effective September 1st, 2019, the rental fee for Parkes 120 is \$10.00 per hour for student groups, \$15.00 per hour for departments, and \$25.00 per hour for external events. This fee applies for the duration of any event, including set up and rehearsal time.
13. Additional charges may occur for cleaning charges for extraordinary situations and damage charges resulting from the misuse or poor treatment of Parkes 120.

Equipment and Staffing

12. Scenery and other décor are not permitted in Parkes 120.
13. Parkes 120 is equipped with seating in the form of a 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.
14. Parkes 120 is intended to be setup with 3 different seating areas. It is expected that the room is not rearranged and is always reset to its original position when the event concludes.
15. 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.
16. Food and beverages are permitted within the Parkes 120 with prior permission from Religious & Spiritual Life. Any spills must be attended to immediately and blotted with a towel to prevent soaking into fabrics.
17. All garbage and recycling generated from food or drink waste must be collected and taken out to the dumpster located out the south side of Parkes Hall.
18. Candles, incense, pyrotechnics, or open flames are not permitted in Parkes 120.
19. Any violations of the Parkes 120 policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.

Cancellation Policy

20. 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 Norris Events staff. If at any time you are unsure of the status of your cancellation request, contact Norris Event Management at 847-491-2330 or send an e-mail to Norris-events@northwestern.edu.