



NORTHWESTERN
UNIVERSITY

Responsible University Official: Assistant
Director of Norris University Center for
Performance and Satellite Venues

Responsible Office:
Norris University Center Event Management

Origination Date: September 1, 2019

2122 PERFORMANCE HALL RESERVATION POLICY

Policy Statement

2122 Performance Hall is a beautiful facility that is available to Northwestern University and Affiliate Organizations as a space to host lectures, small presentations, and intimate concerts. 2122 Performance Hall can accommodate up to 120 people.

Reason for Policy/Purpose

This Policy is required to define the types of events for which 2122 Performance Hall may be reserved, which organizations may utilize 2122 Performance Hall, and the procedures for reserving and planning an event in 2122 Performance Hall.

Who Needs to Know This Policy

This policy is for any entity that wishes to host an event at 2122 Performance Hall.

Contacts

If you have any questions on the 2122 Performance Hall Reservation Policy, you may:

1. Call the Event Planning Coordinator for Performance and Satellite Venues, Norris University Center at 847-491-7285
2. Send an e-mail to 2122-performance-hall@northwestern.edu

Policy/Procedures

Use of 2122 Performance Hall

1. 2122 Performance Hall may be reserved by **Recognized Student Organizations, University Departments and Administrative Units, and Sponsored Affiliates**. Norris University Center defines organizations in the three 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, the University Chaplain's Office, 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 and 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.

The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

- A. **Financial responsibility** - The sponsoring organization is liable for all expenses billed to the organization using 2122 Performance Hall, 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).
 - B. **Program content responsibility** - Programs should be in line with the educational mission of Northwestern University and should benefit NU students and the University community.
 - C. **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.
 - Norris Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
 - Food and 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.
2. 2122 Performance Hall is best suited for single-speaker lectures and presentations and small, acoustic concerts. However, due to the natural acoustics of the room and neighboring residential buildings, events with multiple speakers, percussive or amplified instrumentation, requiring multiple microphones, or otherwise exceeding a modest volume are not suitable.
 3. In order to respect and preserve 2122 Performance Hall's history, some events may have to be approved by the Northwestern University Chaplain's Office.
 4. Northwestern Catering must be engaged for any food service in 2122 Performance Hall. Contact the Northwestern Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.
 5. 2122 Performance Hall is available to be booked for events from 8:00am through 11:00pm.

6. 2122 Performance Hall can accommodate a maximum of 100 guests. 72 guests can be seated at banquet rounds, and approximately 96 with both rounds and rectangular tables.
7. The 2122 Performance Hall does not have an air conditioning system. Events held during warmer weather may find conditions in the room uncomfortable.

Reservation Deadlines and Procedures

1. Norris University Center and the Satellite Venues (including 2122 Performance Hall) host thousands of events each year. Demand is great and space is limited. To manage the process as equitably and efficiently as possible, Norris manages the Advanced Scheduling process each year. In late January Norris sends out information to student group leaders, departments, and other Northwestern groups about how to apply for Advanced Scheduling. The process includes review by the Norris Advisory Board, approvals of reservation requests, and an appeal process. Advance Scheduling is completed by late April. After Advanced Scheduling is complete, the books for general reservation requests open for the following academic year on the following schedule:
 - A. May 1st, general reservation requests are accepted from recognized Student Groups.
 - B. May 15th, general reservation requests are accepted from University Departments.
 - C. General reservation requests are granted on a first-come, first-served basis. They are accepted through the end of the academic year in which they occur.
 - D. You can make general reservation request by calling the Norris Satellite Venue office at 847-491-7285 or email 2122-performance-hall@northwestern.edu
2. Reservation requests must be made at least ten business days in advance of the event date. Requests made with less than ten business days' notice will be reviewed by the Performance and Satellite Venue Office for approval.

Rental Fees

1. The rental fees for 2122 Performance Hall are: **\$19.00** per hour for **student groups**, **\$32.00** per hour for **departments**, and **\$63.00** for **sponsored** events. This fee applies for the duration of any event, including set up and rehearsal time.
2. Additional charges may occur for piano tunings, cleaning charges for extraordinary situations, and damage charges resulting from the misuse or poor treatment of 2122 Performance Hall.

Equipment and Staffing

1. 2122 Performance Hall is equipped with 8 rectangular 8' tables, 8 6' banquet round tables, 120 chairs, basic room lighting, and basic stage wash lighting. All basic equipment is included with the rental fee.
2. Audio and Video equipment must be arranged and approved by the Performance and Satellite Venue Office prior to event. Basic Audio and Video Equipment is included in the rental fee; additional equipment may incur a rental fee depending on the size and scope of items needed.
3. A Performance and Satellite Venue staff member will staff each event at 2122 Performance Hall. Groups acknowledge that PSV staff members are scheduled to work only the scheduled reservation time and agree to end their event on time. Groups that run over their reserved time may be subject to a fine.

General Policies

1. Scenery and other décor are not permitted in 2122 Performance Hall.
2. The use of glitter, confetti, open flame and similar décor products is prohibited.
3. Alteration to the permanent structure of the Performance Hall, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. This includes taping or fastening things to the walls, floors, and ceiling. Any damage to the Performance Hall will be charged to the group at the replacement/repair cost.
4. Northwestern Catering **must** be engaged for any food service in 2122 Performance Hall. Contact the Northwestern Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.
5. Any and all items to be sold (including - but not limited to - merchandise and concession sales) must be approved ahead of time by the Performance and Satellite Venue 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 concession sales at any time.
6. 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.
7. Any violations of The Great Room policy may result in the loss of future reservation privileges and immediate cancellation of future reservations.

Cancellation Policy

1. You may cancel your event any time up to **ten business days** before your event. Full charges (room and staffing) will apply to all scheduled events that were not canceled before this time frame. You will receive a cancellation confirmation when you cancel your event. If you do not receive a confirmation, contact Jason Harber (Event Planning Manager– Satellite Venues) at (847) 491-7285 or jason.harber@northwestern.edu