



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

## THE GREAT ROOM RESERVATION POLICY

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### Policy Statement

The Great Room is a beautiful 1920's former dining hall that is available to Northwestern University Organizations for special events, such as receptions, meals, and meetings.

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### Reason for Policy/Purpose

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

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### Who Needs to Know This Policy

This policy is for any entity that wishes to host an event at The Great Room.

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### Contacts

If you have any questions on The Great Room 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 [great-room@northwestern.edu](mailto:great-room@northwestern.edu)

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### Policy/Procedures

#### Use of The Great Room

1. The Great Room 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 The Great Room, 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. The Great Room is best suited for single-speaker lectures and presentations, receptions and meetings. 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. Northwestern Catering must be engaged for any food service in The Great Room. Contact the Northwestern Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.
  4. The Great Room is available to be booked for events from 8:00am through 11:00pm.
  5. The Great Room can accommodate a maximum of 68 guests.
  6. There is only one single stall bathroom in The Great Hall. Additional bathrooms can be found in the 2122 Sheridan building.

7. There is not a modernized HVAC system (there are radiators for heat, but no Air Conditioning system). Users who plan an event in The Great Room during times when extreme outdoor temperatures are possible may want to consider booking a backup venue in case the space is uncomfortable.
8. The Great Hall is not an ADA accessible space. Increasing physical access to buildings and facilities is a goal of the University, but not all buildings and venues have been updated. Users should contact Norris Event Management ahead of time if accommodations will be required for an event.

### **Reservation Deadlines and Procedures**

1. Norris University Center and the Satellite Venues (including The Great Room) 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 [great-room@northwestern.edu](mailto:great-room@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. Effective September 1<sup>st</sup>, 2017, the rental fee for The Great Room for events is **\$18.00** per hour for **student groups**, **\$30.00** per hour for **departments**, and **\$60.00** 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 The Great Room.

## Equipment and Staffing

1. The Great Room is equipped with 2 small café tables, 4 6' rectangular tables, 2 8' rectangular tables, 8 66" banquet round tables, 68 chairs and basic room 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 The Great Room. 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 The Great Room.
2. The use of glitter, confetti, open flame and similar décor products is prohibited.
3. Alteration to the permanent structure of The Great Room, 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 Great Room will be charged to the group at the replacement/repair cost.
4. Northwestern Catering **must** be engaged for any food service in The Great Room. Contact the Northwestern Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.
5. The floor of The Great Room is delicate. Great care must be taken when moving objects (such as furniture) across the floor of The Great Room.
6. 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.
7. 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.
8. 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](mailto:jason.harber@northwestern.edu)