



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

## GUILD LOUNGE RESERVATION POLICY

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### Policy Statement

The Guild Lounge in Scott Hall is a unique and attractive facility that is available to Northwestern University Organizations as a space to host special occasions.

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### Reason for Policy/Purpose

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

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### Who Needs to Know This Policy

Any entity that wishes to host an event at the Guild Lounge.

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### Contacts

If you have any questions on the Guild Lounge Reservation Policy, you may:

1. Call the Guild Lounge Coordinator, Norris University Center at (847) 491-4279
2. Send an e-mail to [guild-lounge@northwestern.edu](mailto:guild-lounge@northwestern.edu)

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### Policy/Procedures

#### Use of the Guild Lounge

1. The Guild Lounge 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:
  - a. **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.

- b. **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.
- c. **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 Guild Lounge, 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:
    - o Reservation deadlines are met in a timely manner.
    - o Norris Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
    - o Food and beverage policies are adhered to.
    - o Adequate staff from either the sponsored or sponsoring organization is on hand to supervise the event production.
    - o Time restrictions are enforced.
2. The Guild Lounge is not suitable for personal parties, wedding receptions, or dances. The Guild Lounge shall not be utilized for regularly scheduled staff, department, or committee meetings. The Guild Lounge is not suitable for performances of any type without approval from the Norris Performance and Satellite Office.
  3. The Guild Lounge can accommodate the maximum number of attendees, by event type:  
 Reception: 200 max (Max capacity based on event setup)  
 Meals: 90 (130 if additional tables and chairs rented)  
 Lecture/Meeting: 120
  4. All food and beverages must be provided by Northwestern Dining or by a professional catering service approved by the Performance and Satellite Venues Office. No homemade or retail (purchased or donated) food or drink is permitted. Contact the Northwestern Catering Manager at 847-467-6114.
  5. The Guild Lounge is available to be booked for events from 8:00am through 11:00pm.

## Reservation Deadlines and Procedures

1. Norris University Center and the Satellite Venues (including the Guild Lounge) 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.
2. You can make general reservation request by calling the Guild Lounge Coordinator, Norris University Center at (847) 491-4279 or send an e-mail to: [guild-lounge@northwestern.edu](mailto:guild-lounge@northwestern.edu)
3. 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 Guild Lounge for events is **\$50** per hour for **student groups**, **\$70** per hour for **departments**, and **\$170** per hour for **sponsored events**. This fee applies for the duration of any event, including set up and cleanup 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 Guild Lounge.

## Equipment and Staffing

1. The Guild Lounge is equipped with 4 rectangular 6' tables, 4 rectangular 8' tables, 11 circular 60" tables, 120 chairs, 1 podium and microphone, and 3 projectors and screens. All 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 Guild Lounge. 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.

### **Catering**

1. All food and beverages must be provided by Northwestern Dining or by a professional catering service approved by the Performance and Satellite Venues Office. No homemade or retail (purchased or donated) food or drink is permitted. Contact the Northwestern Catering Manager at 847-467-6114.
2. All outside caterers must have a Certificate of Insurance on file with Northwestern University's Office of Risk Management. The Performance and Satellite Venues Office maintains a list of caterers that have certificates on file. Caterers with questions about the insurance requirements can be referred to the Performance and Satellite Venues Office at 847-491-3787.
3. Only the event caterer may bring food or beverages into the Guild Lounge, and only at the time of the caterer's arrival for the event.
4. 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 without approval from Satellite Venues office.
5. The Guild Lounge kitchen provides only minimal resources. It is suitable for plating and serving food prepared ahead of time; it is not suitable for preparing or cooking food onsite.
6. At least one staff member from the catering service must be hired to remain on the premises for the entire duration of food or beverage service during an event.

**NOTE:** An exception to the wait staff requirement can be made for small events only if the following requirements are met:

- A. Northwestern Dining must be engaged as the caterer. No other caterers may be used for "drop off" service. Homemade, donated, or retail purchased items are not permitted.
  - B. Approval from the Performance and Satellite Venues Office is secured in advance.
  - C. The event is for 80 people or less.
  - D. No hot food or warming trays, etc. permitted.
  - E. No alcohol may be served.
7. The sponsoring organization is responsible for making sure the following requirements are communicated to the caterer and that the caterer follows through on the requirements. A cleaning fee (minimum \$100.00) may apply if these requirements are not met:
    - A. All food preparation and disposal areas must be thoroughly cleaned after the event.
    - B. All kitchen appliances are to be emptied and cleaned at the conclusion of an event.

- C. All garbage and recycling bins in the entire facility must be emptied. Bags should be taken to the dumpster and recycling containers west of the building entrance on University Place.
- D. The elevator is for passengers only; the elevator may not be used to transport food, beverages, or equipment to or from the Guild Lounge.

### **General Policies**

1. The Scott hall elevator is for passenger use only and may not be used by delivery company personnel or caterers to transport equipment or food to or from the Guild Lounge without prior consent.
2. The Guild Lounge is furnished with antiques. The Guild Lounge office must approve, in advance, any rearranging of the furniture. Care is to be taken with the items in the Guild Lounge, and repair costs for excessive damage will be charged to the sponsoring organization.
3. As the Guild Lounge is now climate controlled to protect the art in the space, windows and curtains may not be opened.
4. The use of glitter, confetti, and similar décor products is prohibited.
5. The use of helium balloons is prohibited; they can interfere with the fire alarm system in the Guild Lounge.
6. Alteration to the permanent structure of the Guild Lounge, 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 Guild Lounge will be charged to the group at the replacement/repair cost.
7. Candles are not allowed in the Guild Lounge.
8. Chafing Dishes with fuel for heating are allowed in the Guild Lounge.

### **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)