



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

LUTKIN HALL RESERVATION POLICY

Policy Statement

Lutkin Hall is a 289 seat performance space that is available to Northwestern University and Affiliate Organizations as a space to host lectures, small presentations, and intimate concerts.

Reason for Policy/Purpose

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

Who Needs to Know This Policy

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

Contacts

If you have any questions on the Lutkin 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 lutkin-hall@northwestern.edu

Policy/Procedures

Use of Lutkin Hall

1. Lutkin 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 Lutkin 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.
- D. Lutkin Hall is best suited for lectures, presentations and small concerts/performances.
- E. Northwestern Catering must be engaged for any food service in Lutkin Hall. Contact the Northwestern Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.
- F. Lutkin Hall is available to be booked for events from 8:00am through 11:00pm.
- G. Lutkin Hall can accommodate a maximum of 289 guests.

Reservation Deadlines and Procedures

1. Norris University Center and the Satellite Venues (including Lutkin 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 lutkin-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 Lutkin Hall are: **\$19.00** per hour for **student groups**, **\$32.00** per hour for **departments**, and **\$63.00** per hour 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 Lutkin Hall.

Equipment and Staffing

- 1. Basic equipment for events (tables, chairs, etc.) will be arranged with the Performance and Satellite Venue Office prior to event. Please note: Lutkin Hall is a fixed seat auditorium with limited space for additional equipment.
- 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 Lutkin 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 Lutkin Hall.
2. Alteration to the permanent structure of Lutkin 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 Lutkin Hall will be charged to the group at the replacement/repair cost.
3. Northwestern Catering **must** be engaged for any food service in Lutkin Hall. Contact the Northwestern Catering Manager at 847-467-6114. No homemade or retail (purchased or donated) food or drink is permitted.
4. 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.

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