

Northwestern | NORRIS UNIVERSITY CENTER

**NORRIS UNIVERSITY CENTER
EVENT PLANNING & PRODUCTION
POLICY MANUAL**

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NORRIS UNIVERSITY CENTER MISSION STATEMENT

We provide spaces, services, and guidance to promote student learning, to the Northwestern community, and cultural inclusion.

NORRIS EVENT MANAGEMENT EVENT POLICIES

PLEASE READ THESE GUIDELINES. We want your event to be successful, as such there are timeframes for ordering and canceling rooms, equipment, A/V, and catering that could affect your reservation and any applicable costs. **We may not be able to accommodate requests if we are not given adequate notice and/or additional fees may be incurred.** As such, Norris asks every client to adhere to the following guidelines.

NORRIS EVENT REQUESTS

To place a room request online, visit <https://reservenorris.northwestern.edu/virtualems/>

EVENT RESERVATION CALENDAR

Reservation requests for the academic year and summer are on a separate time-line.

Advanced Scheduling Reservation Requests

- Special campus-wide events, which have little or no flexibility with regards to date, are scheduled via advanced scheduling. These events are reviewed and approved by the Norris University Center Advisory Board based on the priority level assigned by the board. After approval these events are reserved in EMS prior to the books opening up for general campus use.
- An email will be sent out inviting the campus community to request space needs for the specified quarter. Information must be submitted through the Mach Form that is provided on the email from the Event Planning Office. The deadline for receiving the submissions will be set by the Assistant Director for Events Planning & Conferences each year. A confirmation or denial of request will be sent to the client by a specified date.
- Recognized student organizations and University departments may fill out an advanced scheduling request. Please contact the Event Planning Office for additional information. External events are not considered for advanced scheduling.

General Campus Use Reservation Requests

- Student Organizations, On Campus Departments and External Organizations may submit space requests for events during the specified times for the specified quarter. Restrictions for use of space are outlined in the information contained in this manual.
- Theatre groups that participate in advanced scheduling may book additional performance space on during these specified times for the upcoming quarter.
- Organizations and departments requesting space outside the academic calendar should consult the information below.

Summer Conferences and Event Reservations

- Summer Conferences that are multi-day and/or multi room revenue generating events may schedule space beginning July 1st for the upcoming summer. Reservations are made on a first come first serve basis.
- Requests for summer events that are non-revenue generating events will open in December for the upcoming summer. Requests for summer space must be made through the Event Planning Office and are on a first come first serve basis.

RESERVATION POLICIES AND TIME FRAMES

Extension of Building Hours Requests Out of House AV Requests Audio-Visual Requests within Louis and McCormick Security Requests Louis/McCormick Room Cancellations	10 business days
Catering Menu Selections Room Setup Requirements East lawn and South lawn Cash Box Requests	5 business days
Catering Guarantee Number Confirmation Catering Menu Cancellation Audio Visual requests in all other rooms in Norris	3 business days
Audio-Visual Cancellation (<i>does not include Louis or McCormick</i>) Meeting Room Cancellation (<i>does not include Louis or McCormick</i>)	2 business days

- In order to guarantee equipment, **room setup requirements must be submitted at least 5 business days in advance of your event.** We cannot guarantee the availability of equipment on shorter notice.
- Day of Event requests for equipment will be answered in as timely of a manner as possible.
- **An organization or department** may schedule only ONE series of general meetings and/or ONE series of executive committee/board meetings per week. This also applies to sub-committee meetings of larger student organizations. Auditions, petitions, interviews, etc. are not considered serial weekly meetings. *Norris reserves the right to move your meeting to the appropriate room, if necessary.*
- Rooms may be occupied only during specified event times.
- Events may not begin until 30 minutes after building has opened. Events must end at least 30 minutes before building closes.
- Groups exceeding these time limits without prior approval will be charged \$150 for any increment of the first hour and \$150 for each additional hour.
- The sponsoring organization is responsible for all charges, fees, and any damage resulting from any member of the organization or from anyone attending the event.
- The organization will be assessed the full replacement cost for any damaged furniture or equipment.
- Candles, incense, fire are not allowed in the Norris Center.
- Decorations must be flame retardant and may be attached **ONLY** to cement with masking tape. Decorations may not be attached to wood, metal, paint, ceilings, floor, or other surfaces.

NO SHOWS

- In order to accommodate all incoming event requests, organizations are responsible for confirming and honoring their reservations. Organizations that fail to use the reserved space (without prior notification) twice within a quarter will lose their right to meet in Norris for the next quarter.
- After the first offense, the reservation contact will be sent a “no-show warning” email. After the second offense, the reservation contact will be sent a “no-show policy violation” email and the above sanction will be enforced.

ROOM CHANGES

- The Norris Center reserves the right to move your event to a comparable room should circumstances require. You will be given advance notice of any change, and if you have already publicized your event, we will post “room change” signs in the building.

EXTENSION OF HOURS (EARLY OPEN/LATE CLOSE)

- Request must be made at least 10 business days (not including weekends or holidays) in advance of event.
- An operating cost of \$150 per hour will be charged to the organization responsible for the event. Fees are not pro-rated for partial hours. Extension of hours are not permitted if requested after the 10 business days.

BILLING (if charges are applicable)

- A CUFS or SOFO account number is required to secure and process all reservation requests. The account number will only be charge if there are billable charges.

GROUND FLOOR EVENT SPACE

These guidelines include the Gathering Place (TGP), which is the program space on the north side of the ground floor and 1999, which is the program space on the south side of the ground floor.

- Departments, student organizations and external clients wishing to hold events in TGP or 1999 can request the space directly through the Event Planning Office. Monday through Friday reservation requests for the hours between 8:30am and 3pm require approval from the Assistant Director of Event Planning. If amplified sound is used, Norris Administration reserves the right to control the volume. Events cannot be scheduled in 1999 and The Gathering Place simultaneously.
- All programs held in TGP or 1999 must notify the Event Planning Office 10 business days in advance of all programs requiring A/V.
- Access to TGP or 1999 for programs begins at 3:00 pm. Actual program times must begin after 3pm but may start later depending on event set-up and A/V requirements. Weekends will be approved on a case by case basis.
- Rebbie Movers are required to be hired to clear the tables from TGP or 1999. This does come with a charge at the client's expense. Norris Event Planning will coordinate with Rebbie for tables and chairs to be moved.

CAREER SERVICES EVENTS FOR RECRUITERS

- All reservations for rooms MUST be made through Career Services. Any company that calls to make reservations for space must be registered with Career Services and a representative from the department will request space on behalf of the recruiting company. The Event Planning Office will provide Career Services with a copy of all reservations made for companies.
- All catering and A/V requests will be made directly through Event Planning Office using forms provided to the company by Career Services.
- Companies will be billed directly from Event Planning Office for catering, A/V and room charges. Career Services' CUFS number will be used as a guarantee. If accounts become more than 60 days past due, Career Services will be charged and that office will work as a "collection agency" to recover the fees.
- Companies that are past due will not be allowed to make any further reservations until all billing(s) is cleared.

NORRIS RATE STRUCTURE

Norris University Center defines organizations in four types as follows for purposes of determining room rental charges:

1. Recognized Student Organizations

The program, meeting, performance or event is an initiative of, and was created/developed by one or more Northwestern University student organizations for the primary benefit of the Northwestern Community.

There is no charge for recognized student organization meetings or events if they meet the following criteria:

Origin: Event is requested by a student organization

Audience: Event is primarily for the NU community and 51% or more of the guests are faculty, staff or students

Funding Source: Event fees are paid through SOFO funds or one or more university chartstrings

Partnership: The event is not being planned or supported through a partnership with an outside organization

Planning: Student Organization representatives serves as primary contact/planner for all event-related details

2. University Departments and Administrative Units

The program, meeting, performance or event is an initiative of, and was created/developed by one or more Northwestern University departments for the primary benefit of the Northwestern Community.

There is no charge for university department meetings or events if they meet the following criteria:

Origin: Event is requested by a university department

Audience: Event is primarily for the NU community and 51% or more of the guests are faculty, staff or students

Funding Source: Event fees are paid through one or more university chartstrings

Partnership: The event is not being planned or supported through a partnership with an outside organization

Planning: The event is not being planned or supported through a partnership with an outside organization

3. Sponsored Affiliate Groups

The program, meeting, performance or event is consistent with the mission of Northwestern University and was created/developed by Northwestern University and involves external partnership, funding or guests.

There is a charge for recognized all sponsored meetings or events if they meet the following criteria:

Origin: Event is requested by a student organization or university department

Audience: The event is not primarily for the NU community and is open to non-university students, guests/attendees (through advertisement or invitation) and 51% or more of the guests are external

Funding Source: Event fees are paid for by external funding sources. Some sources include outside sponsorship, admission fees, registration fees, fundraisers or ticket sales collected by an outside organization.

Partnership: Through partnership or collaboration with the university department or student organization is providing a non-university organization share access to space

Planning: NU representative must serve as primary contact/planner for all event-related details

Event Planning responsibility for Sponsored Events - The sponsoring departmental or student organization must assist with and take an active role in planning the event with the sponsored outside 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.
- Staff from either the on camps sponsoring department or student organization is present to supervise the event production.
- Time restrictions are enforced.
- The sponsoring department or student organization must provide a valid account number (CUFS or SOFO) for all charges.

4. External Organizations

The program, meeting, performance or event is an initiative of a private company, non-profit or individual. The event is in alignment with the Northwestern University and Norris Center missions, and enhances the reputation of the Northwestern University as a global education leader.

There is a charge for recognized all sponsored meetings or events if they meet the following criteria:

Origin: Event is requested by a private company, non-profit or individual

Audience: The event is not primarily for the NU community and is open to non-university students, guests/attendees (through advertisement or invitation) and 51% or more of the guests are external

Funding Source: Event fees are paid for by external funding sources.

Partnership: No partnership between planners or university

Planning: External representatives serve as primary contact/planner for all event-related details

Event Planning responsibility for External Events - 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.
- All external organizations will be required to sign a Memorandum of Understanding and provide the Event Planning team with appropriate Certificates of Insurance and waivers (if applicable).
- 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.
- Staff from either the external organization is present to supervise the event production.
- Time restrictions are enforced.
- The external organization must provide a method of payment at time of confirmation of reservation.

ROOM RENTAL RATES

- Room rental rates are intended to allow Norris University Center to recover costs associated with extraordinary service to University groups and to be certain University funds are not being used to support non-University activities. These rates are approved by the Executive Director of Norris with review by the Norris University Center Advisory Board. Ultimate approval is made by the Vice-President for Student Affairs. The Executive Director of Norris or Vice-President for Student Affairs must approve waivers of rental fees.

Norris Room Rental Rates

Rooms	Hours	Student and Department Rate	Sponsored	External
Norris Standard Set Conference Rooms (Capacity 2-18)	0-8 hours	\$0	\$100	\$200
	8+ hours	\$0	\$125	\$240
Rooms: Casbah, Chicago, Scholars, Alumni Includes: conference table and chairs, 70" monitor with built in PC Casbah: Projector Only				
Norris Flexible Meeting Rooms (Capacity 20-180)	0-8 hours	\$0	\$200	\$380
	8+ hours	\$0	\$240	\$500
Rooms: Evans, Armadillo, Rock, Arch Includes: tables (choice 5ft rectangle or 60" rounds), chairs, 70" monitor with built in PC Rooms: Wildcat A, Northwestern A, Louis North Includes: tables (choice 5ft rectangle or 60" rounds), chairs, and projector Rooms: Wildcat (B), Northwestern (B), Lake Includes: tables (choice 5ft rectangle or 60" rounds), chairs, projector, smart lectern, sound system with one wireless microphone (handheld or lav) and one wired microphone				
Norris Large	0-8 hours	\$0	\$410	\$1250

Venues (Capacity 150-500)	8+ hours	\$0	\$550	\$1750
Rooms: Louis Room, McCormick Auditorium Includes: tables (choice 5ft rectangle or 60" rounds), chairs, projector, sound system with four handheld microphones and two lavalier microphones Rooms: East and South Lawns Includes: lawns only. Equipment and AV extra				

Satellite Venue Room Rental Rates

All satellite room rental rates are hourly

Rooms	Student	Department	Sponsored	External
Guild Lounge (Max Capacity 130-200)	\$50	\$62.50	\$100	\$125
guild-lounge@northwestern.edu Includes: tables (choice of four 6ft rectangles, six 8ft rectangles and 10 66" rounds), 120 chairs, lectern and microphone, projector and screen.				
Ryan Auditorium (Max Capacity 600)	\$15	\$20	\$50	\$75
ryan-auditorium@northwestern.edu Includes: two podium microphones, six wireless microphones (four handheld and two over-the-ear lavalier), a built-in computer, input for laptop or iPod, an audio system, video projector and screen.				
The Great Room (Max Capacity 68)	\$15	\$20	\$50	\$75
great-room@northwestern.edu Includes: 68 chairs, tables (choice of four 3ft café, four 6ft rectangles, two 8ft rectangles and eight 66" rounds), portable screen and projector.				
2122 Performance Hall (Max Capacity 120)	\$15	\$20	\$50	\$75
2122-performance-hall@northwestern.edu Includes: tables (eight 8ft rectangles) and 170 chairs				

Cahn Auditorium	Student	Department	Sponsored	External
Rehearsal/Setup Work	\$15	\$20	\$50	\$150
Presentation	\$50	\$75	\$100	\$250
Performance	\$125	\$200	\$250	\$450
UP Traffic Control	\$58	\$58	\$58	\$58
cahn-auditorium@northwestern.edu				

Cahn Pass Through Rate (One Time Fee)

Piano Move	Piano Tune	Dumpster	Fire Alarm Mode Change Occurance
\$600	\$150	\$450	\$80

DANCE AND PARTY POLICIES

All student groups planning a dance or party are required to adhere to the following policies. Please note that these policies are enforced for any student organization's party or event where non-Northwestern students from other schools are invited.

Prior to Event

- A student from the group who will be responsible for each scheduled dance party must meet with their Advisor and one representative from Norris Event Planning at least 10 working days prior to the event. If the student responsible does not meet with the Advisor, the party will be canceled. The Advisor will notify Events Planning and a cancellation notice will be sent to the group.

Cancellation of Event

- The sponsor of the event must cancel the party on or before the preceding Monday prior to the event. All cancellations must be done in writing, signed by the student responsible for the party, and be delivered to their appropriate advisor. The sponsoring organization must also contact University Police, Norris Event Planning and the advisor of the student organization about the cancellation.
- The sponsor of any other party must cancel the party no later than ten (10) working days prior to the event, and notify its Advisor. University Police must also be contacted about the cancellation.

Security

- The University requires that all late-night parties on campus must have University Police (UP) officers if off-campus students or guests are invited. **A two-week (10 working days) notice is required to schedule UP officers.**
- Failure to have security present, for any reason, will result in the cancellation of the party.
- If University Police determines that more than two (2) officers are required for a particular party, the sponsoring group will be responsible for payment of additional UP officers.
- If the sponsor cancels the event without notifying the Events Planning Office or University Police at least five (5) working days prior to the dance, the group hosting the party/dance will be billed for the police officers scheduled.

Cash Bags

- When collecting and handling money, all policies outlined in the SOFO Treasurer's Handbook must be followed.
- A cash bag from the Norris cashier's office must be requested 5 business days prior to the event.

Protocol for Sponsor and Center Manager

- The student responsible for the party must meet with the Center Manager (CM) on duty at Norris approximately 1 hour before the scheduled starting time and immediately following the scheduled end time.
- If a problem occurs during the party (i.e., damage to the facilities, fights), the student responsible for the party must contact the CM to discuss the problem and appropriate resolutions. The CM will contact the Norris Center full-time staff, if necessary.

Night of the Event Policies

- Alcohol is not permitted.
- The party will end 30 minutes before event end time. If the event goes beyond Norris Center's scheduled closing time, the event will be subject to an extension of hours charge. This charge will follow the policies for the extension of building hours. The CM will begin turning the lights up in the Louis Room and the lights will be fully illuminated and the party must end. Unscheduled extension of building hours will cost the sponsoring organization \$150 per hour or any fraction thereof.
- At the discretion of the Center Manager, University Police, the sponsoring organization or the Advisor, the party may be terminated prior to the scheduled end time of the event.
- The sponsoring organization must follow all University and any additional organization policies (i.e. national or international organization policies) regarding parties on campus.
- The DJ and any performances must clear the Louis Room within one half-hour of the end of the party. The on-site contact person with the sponsoring organization must remain at Norris until the DJ is completely loaded out of the building.

Entrance to Event

- Entrance for all dances will be the 2nd floor Louis Room, South Lobby. At the entrance, at least two representatives from the sponsoring group will check ID's to ensure that all persons admitted to the dance have a VALID college ID.
- Guests who do not have a valid college ID must sign in with sponsors and show proof that they are at least eighteen (18) years of age.
- Each Northwestern student may bring two guests, but the guests must have ID's indicating they are at least 18 years old. Exceptions to the two-guest policy can be made in advance by the Office of Fraternity and Sorority Life.
- The University Police Officers, the Chapter Advisor, the sponsoring group, or the student responsible for the party reserves the right to deny access to any individual.

Collecting Admission Fees

- Admission fees will be collected by the sponsoring organization at the Louis Room, South Lobby. Students and guests will be asked to show required identification prior to paying the admission fee or prior to entering the party.

Security

- The 2nd floor North Stairwell entrance will be locked 1 hour prior to the party and will remain locked for the duration of the party
- Lights in the Louis Room may not be turned off completely, but may be dimmed at the discretion of the Center Manager.

FILMING IN NORRIS

At all times, Norris University Center will determine the time, place and manner of filming may occur in the Center. When the Assistant Director of Event Planning has given approval to an individual or group for filming, the Center Manager will direct the appropriate use of space with regard to the safety and welfare of the public.

Outside Organizations and Media

- University Relations must authorize all requests to film in the Norris University Center. University Relations should instruct all organizations to report to the Main Desk and ask for a Center Manager, with a minimum of 24-hour notice prior to a potential filming in the Center.
- University Relations will contact the Assistant Director of Events Planning of the Norris University Center if an outside organization has been given permission to film in Norris.
- The Assistant Director will notify the Center Manager that a film crew has been approved.
- Upon arrival, the film crew should check in with the Center Manager who will show the film crew to the approved filming area.
- Filming will take place in the pre-determined designated area only. Norris University Center patrons cannot be filmed without their knowledge and permission.

Recognized Student Organizations

- Student organizations may request meeting room space for filming purposes provided the production needs (specifically lights) do not exceed the meeting room resources. Theatrical lighting is not permitted.
- Student organizations wishing to film in public spaces or film particular events and requiring special production resources in the Center must make arrangements a minimum of 24-hours in advance and are subject to the terms and conditions outlined above.
- If a student organization wishes to film an event in the building, which is sponsored by another department or student organization, the Event Planning Office will obtain permission from the sponsoring group. The filming group cannot proceed if permission is denied. If permission is granted, the Event Planning Office will notify the Center Manager. The requesting student organization will be instructed to report to the Center Manager to receive filming instructions. Norris University Center patrons attending sponsored events may not be filmed without their acknowledgement. Employees of the Norris Center cannot be filmed without the specific approval of the Assistant Director for Event Planning.
- If a student organization wishes to film in a public space not associated with a specific event, the Event Planning Office will place a sign in the space alerting patrons that a film crew will be in that area during a particular time. The film crew will be instructed to report to the Center

Manager to filming instructions. Norris University Center patrons may not be filmed without their acknowledgement. Sodexo employees cannot be filmed.

Filming for Class Projects

- Students wishing to film in public spaces for a class project assignment must contact the Event Planning Office to make arrangements a minimum of 24-hours in advance. (Students that are not recognized as representing a particular student organization do not have access to meeting rooms in Norris.)
- Once approval has been given, the same policies will apply as identified above for student organizations. Notification of approved filming locations and times will be sent to the Center Manager and a sign will be placed in the designated area(s).

STUDENT ORGANIZATION THEATRE GUIDELINES

Please refer to the complete Norris Theater and Shanley Theater guidelines on the Norris website <http://www.northwestern.edu/norris/events/policies/index.html>.

RELIGIOUS ORGANIZATIONS

Any group organized for religious observance must be recognized by the University Chaplain in order to use University facilities and services.

NORRIS PRODUCTION POLICIES

TECHNICAL SERVICES/AV GUIDELINES

To reserve tech online, visit <http://www.northwestern.edu/norris/events/event-management/tech-services/index.html>

Reservation Procedures

- Reservation for Norris Technical Services Equipment or staffing must be made by calling the Technical Services office (847-491-2335) or email norristechservices@northwestern.edu.
- In order to guarantee service or equipment, **AV requests must be submitted at least 5 business days in advance of your event for Louis, McCormick, East Lawn or South Lawn event.** All other AV requests must be made within two business days before the event. We cannot guarantee the availability of equipment or staff on shorter notice.
- Day of Event requests for AV will be answered in as timely of a manner as possible. All clients who have reserved AV prior to the required time period will receive first priority. Repeated last minute AV requests may be subject to a service charge.

Services and Fees

- All charges for AV requests are built into the appropriate room rental cost for the event. Please refer to the room rental rates for more information on cost.
- All requests for Louis, McCormick and Guild will be mandated to hire a professional tech at the rates below.
- Events taking place outside of Norris will be subject to the rates below for equipment pickup and delivery and a technician.
- Cancellations made within the timelines below will be subject to the below cancellation fees.

Services and Fees	Student	Department	Sponsored	External
Student Tech	\$15	\$20	\$25	\$25
Professional Tech	\$30	\$40	\$70	\$70
Equipment Delivery	\$30	\$40	\$50	\$50
Equipment Pickup	\$30	\$40	\$50	\$50
Unauthorized Use of Built In AV	\$50	\$100 (or double to the rental	\$100 (or double to the	\$100 (or double to the rental

Equipment		cost)	rental cost)	cost)
Tech Cancellation (Day of)	Full Cost of Labor and Equipment	Full Cost of Labor and Equipment	Full Cost of Labor and Equipment	Full Cost of Labor and Equipment
Tech Cancellation (<48 hours)	Full Labor Cost 50% of Equipment	Full Labor Cost 50% of Equipment	Full Labor Cost 50% of Equipment	Full Labor Cost 50% of Equipment

Equipment Rental Fees

- Events taking place outside of Norris will be subject to equipment rental fees below.

Equipment	Student	Department	Sponsored	External
Large Powered Speaker	\$75/day	\$100/day	\$125/day	\$125/day
Medium PA - Sound System	\$100/day	\$150/day	\$200/day	\$200/day
Large PA - Sound System	Custom Quote. Norris or Norris Lawns only. Requires 2 Techs. Prices start at \$225/day, not including staff.			
TV Carts (Norris)	\$25	\$50	\$100	\$100
Laptop	Only provided in the event of Resident Computer failure			
Conference Phone (portable)	\$25	\$50	\$100	\$100
Conference Line	No longer offered. Contact NIUT.			
Webcam (Requires Conference Phone)	\$25	\$50	\$100	\$100

Regulations & Safety Rules

- With limited exceptions, all equipment in the Norris Technical Services inventory **must be setup, operated & removed by a member of our staff**. For a list of equipment that can be reserved, setup & operated by clients please contact Norris Technical Services.
- AV equipment in the Norris Technical Services inventory may only be used on the grounds of Northwestern’s Evanston Campus. Private use at any off-campus location is prohibited.
- The unauthorized use of Norris Technical Services equipment is prohibited. This includes both installed meeting room equipment and portable equipment. Violations of this policy will be subject to the above fee.

OUTDOOR EVENT REQUESTS

The Norris Event Planning office facilitates the approval process for the outdoor event spaces on Northwestern’s campus. The Event Planning Office will advise groups on policies and procedures involved with the implementation of outdoor events. The “Outdoor Events Form” is on-line and all requests must be made electronically. Requests must be made a minimum of 10 business days in advance of the event. All information requested on the form must be filled out or the request is subject to being denied. To submit outdoor requests, go to the “Outdoor Event” website:

<http://www.northwestern.edu/norris/events/event-management/outdoor-event-requests/index.html>

OUTDOOR EVENT POLICIES

The following policies must be adhered to ensure approval of the event and provide for a successful and safe event for all participants.

- All events must be sponsored by a recognized student organization or a university department and be associated with the mission of the sponsoring organization.
- The person whose name appears on the outdoor event request will be considered the person responsible for and in charge of the event. This person must be in attendance at the event and

must have a **completed copy** of the final approval outdoor event form (and any other required permits) as evidence of permission granted to hold the event. This person must ensure that the University grounds be kept clean and not abused in any way by persons, vehicles and/or equipment associated with their event and all state and local laws and University regulations are followed by guests at the event.

- No swimming is allowed in the lakefill lagoon or Lake Michigan. Swimming is only allowed at the North Beach when appropriate lifeguard staff is available. Arrangements for lifeguard staff are made through Recreational Sports. There is a cost involved in staffing.
- State and local laws and University regulations prohibit the sale of alcoholic beverages. (See alcohol policies in the next section.)
- Northwestern Catering must provide food and beverage service for events taking place on the Norris East and South lawns. Organizations may not bring food to these areas.
- Only fires in charcoal grills, similar devices, and fires in the lakefill fire pit are permitted on the lakefill. While fires in grills do not require any special permits, bonfires in the fire pit require a "Fire Permit" from the City of Evanston. Bonfires are not permitted on the beach.
- Any amplified sound will require a "Sound Permit" from the City of Evanston. Permits will be granted for events occurring on the lakefill from South Point to and including the North Beach and East of Norris Center. Permits will be granted for events on Sunday - Thursday between 8:00 am and 10:00 pm and for Friday - Saturday between 8:00 am and 11:00 pm. In all cases, speakers must face East (toward the lake). Per City Ordinance no sound permits will be issued for events west of Sheridan Road.
- Any program that uses a freestanding tent or canopy will require a "Tent Permit" from the City of Evanston.
- In the case of a foot, bike or skate race through the campus, all participants must sign a **waiver form** releasing Northwestern University of all liability in case of injury. A waiver form will be provided by the Director of Risk Management upon approval of the event.

Alcohol Service at Outdoor Events

- Alcohol service must be limited to an area where entrance can be restricted to persons age 21 and over. Alcohol must be consumed in the restricted area. Alcohol service must be provided and served by a licensed caterer.
- Alcohol should not be the primary focus of any event and may be provided only when food and a non-alcoholic alternative are also available.
- Alcoholic beverages provided for events exceeding 300 persons must be held on Norris East or South lawns. The Norris Center Catering must exclusively provide food and beverage service. Arrangements with Norris Center Catering are made through the Events Planning Office.

Outdoor Events and Technical Services

- Norris Technical Services provides AV equipment for outdoor events happening on campus & east of Sheridan Road. Evanston City Ordinance prevents us from operating amplified sound equipment west of Sheridan Road or without necessary permits.
- With no exceptions, AV requests will not be processed or guaranteed until an **Outdoor Event Request Form**, including loudspeaker permit application, have been approved by the Assistant Director of Event Planning. Outdoor Event Requests can be made via the Norris website <http://www.northwestern.edu/norris/events/event-management/outdoor-event-requests/index.html>.

THE ROCK

- Reservations are required for use of space surrounding The Rock. Reservations can be made through the Outdoor Event Request form online. No reservation is required to paint The Rock.
- If a large group gathering is planned (such as for a speaker, as part of a march or if it requires amplified sound, etc.) or the event involves food or beverage, then an Outdoor Event Form is necessary. (See "Outdoor Events" for the webpage address.)
- No music or other projected or amplified sound is allowed at the Rock until after 5:00 pm on weekdays. Amplified sound after 5pm at the Rock will be considered case-by-case because of evening classes.
- Only student organizations and departments can reserve the Rock. No vending or sales by commercial enterprises (whether they are students or not) is allowed.

PUBLICITY LOCATION REQUESTS AND EVENTS

To place a **banner, promotion space, and table tent request(s)**, please call the Event Planning office at 847-491-2330, email norris-events@northwestern.edu or request online at

<https://reservenorris.northwestern.edu/virtualems/>.

POSTING IN NORRIS

- The general posting location in Norris is near the West Main Entrance stair well at the Community Posting Board.
- Flyers must be no larger than 11 inches by 17 inches and must CLEARLY state the name of the sponsoring student organization.
- All flyers will be removed Sunday evening. New flyers may be posted beginning Mondays at noon.

FLYERS/CHALKING/TAPING

- Taping flyers and chalking are allowed on campus sidewalks that are exposed to the elements, except on Crown Plaza. Taping and chalking are not allowed on walls, doors, windows, trees, or any other surface.
- Taping and chalking are NOT allowed under the Norris overhangs at either the West Main Entrance or South Ground Entrance.
- Painting any campus property other than the Rock, including any part of the sidewalks, trees, benches, and/or plaza around the Rock or the stone wall in front of it, is strictly prohibited.
- A violation of this policy will result in a warning email sent to the student organization's president and a \$50 fine per flier/chalk/taping will be assessed. Subsequent violations will be subject to further consequences. Violators of the above may be charged for time and materials for removal.
- According to an Evanston city ordinance, "it is unlawful for any person to place any sign on any sidewalk" along Sheridan Road. The city removes signs at violators' expense.

NOTE: For the complete set of Campus Publicity Policies and Procedures, visit:

<http://www.northwestern.edu/msa/communities/student-groups/resources/assets/campus-publicity.pdf>

BANNERS

- Only members of recognized student organization or department of the Northwestern community are allowed to display banners on campus. Banners must identify the sponsoring student(s) and/or organizations.
- Banner space is available only by booking a reservation through the Events Planning Office of the Norris Center.
- Only one banner space can be reserved each week at each location per event. Banner space can be reserved for one week per event, i.e., from Monday mornings at 8:00 am through 5:30pm Sunday evening.
- Student groups are responsible for removing banners within 24 hours of the event or on Sunday evening. Banners that remain after the event or past 5:30 pm Sunday evening, will be removed and discarded and can be subjected to a \$25 fee for removal of the banner.
- At the Arch, banners are to be hung between the trees along the archway only. Please note that the trees are not numbered. Banners should be hung at the first available set of trees coming in from the archway. There are currently seven (5) sets of trees available to hang banners.
- Banners can be hung with cord, rope, or twine only. Do not hang banners with wire, nails, or any other substance that could damage the trees. It is suggested that wind-holes be cut in the banner. This will help keep the banner from being torn by the wind.
- Norris Center staff is not responsible for saving banners from any posting area. Hanging of banners is at the group's own risk.
- Abuse or continual disregard of the policy will be adjudicated administratively or through the University Hearing and Appeals System.

TABLE TENTS

- The use of table tents is intended as a way of promoting campus events only. Advertisement of commercial activities or off-campus events is prohibited.
- Only recognized student organizations and University departments are eligible to display table tents.
- Table tents may be displayed on tables in 1999 and The Gathering Place only after making a reservation through the Events Planning Office.

- Only ONE organization or department can display table tents at a time and that group may display only one table tent per table.
- Table tents may be reserved for a period of one week (Monday through Sunday) per quarter per event.
- Table tents must be pre-printed (not handwritten), three-sided, four-sided, or circular with a flat base or freestanding.
- Table tents that do not meet the above criteria will be removed from the tables. Violations of these policies will result in suspension of table tent privileges for a period of no less than one academic quarter.

WINDOW PAINTING IN 1999

- Reservations are made for Sunday beginning at 4:00pm through the following Sunday ending at 2:00pm.
- The windows are the middle set of windows in the 1999 area.
- Paint must be water-based paints. Water-based paints can be rented from Artica Studios for \$15.
- Student organization must provide either a SOFO account number or a CUFS account number prior to the reservation being confirmed.

SALESPERSONS, DISTRIBUTIONS, SOLICITATION AND DRIVES

All salespersons and solicitors, including canvassers, distributors, and students conducting charitable drives, must obtain permission from the Norris Center Events Planning Office. Charitable drives may be held only with permission of that office. Non- student salespersons or solicitors will not receive such permission.

Solicitation or sales within a specific University building may be conducted with the permission of the appropriate living unit officer or University staff member and/or Norris Center Events Planning Office. Salespersons and solicitors must provide evidence of such permission upon request by any member of the University community. Any person without appropriate permission will be reported to the University Police and asked to leave campus if permission is not obtained.

PROMOTIONAL/SOLICITATION TABLE SPACE IN NORRIS (NO OUTSIDE VENDORS)

- There are four tables located in the ground floor for University sponsored promotions. These tables are available for recognized student groups and University departments ONLY.
- Patrons must initiate the conversation. We expect that organizations will not approach patrons to hand out materials, petitions, or initiate conversations.
- In order to protect the rights of patrons, distributions or solicitation is not allowed away from assigned space in other parts of Norris Center or outside of Norris Center.
- Tables can be used only by groups whose promotion or activity requires table space; i.e., handing out flyers, T-shirt sales for fundraising, ticket sales, etc. Tables cannot be used for the purpose of surveying students.
- All student organizations selling at their table must have a cash bag from the cashier's office, and follow all SOFO policies found in the SOFO Treasurer's Handbook.
- Student Organization or department member(s) must remain with the table at all times. Tables cannot be setup then left unattended.
- Amplified sound (i.e., radios, TVs, etc.) is not allowed on the Ground Level without prior approval from the Norris Administration.
- Tables can be reserved for up to one week (Monday-Friday) for a specific activity or promotion.
- Student groups must adhere to the same policies as outside vendors regarding the prohibition of credit cards, cellular/paging, etc. (See "Outside Vendors" and "Credit Card Solicitation" elsewhere in this manual for further explanation.)
- No reservations are allowed on weekends or during the summer quarter.

OUTSIDE VENDOR PROMOTIONAL/SOLICITATION TABLE SPACE IN NORRIS

- There is one space available for outside vendors. This table is reservable for outside vendors only, not student groups or departments.
- NO CREDIT CARD VENDORS, nor vendors whose products conflict with University contracts, ARE ALLOWED TO RESERVE SPACE.
- Vendors can come once per quarter for up to five days.
- Vendor's fee is \$100, whichever is larger, to be payable to Northwestern University.

- Payment must be received in person on last day of sale. Vendors who do not make payment will not be allowed to return to Norris Center.
- Vendors will be provided with a contract stating conditions of sale. Contract must be signed and returned by first day of sale. If contract is not signed, vendor will not be allowed to sell merchandise in Norris Center. If any conditions of contract are not met, vendor will not be allowed to return to Norris Center.

CREDIT CARD SOLICITATION

- Credit card solicitation is not allowed on Northwestern's campus.

HANGING ADVERTISEMENT POLICIES

The following guidelines are specific to Norris Center only. All advertisements are subject to Northwestern University posting policies.

General Guidelines

- Space must be reserved in the Event Planning office
- Space will be made available for a maximum of 7 day period Monday-Sunday
- Advertisements must be limited to the five locations specified below
- Only one group may reserve hanging advertisement space at a time
- Norris staff will hang, remove and destroy advertisements for the event
- Advertisements must hang no lower than 7' from the floor and weigh no more than 3lbs.

Specific Locations (These locations are non-negotiable)

- Ground floor, immediately North of the elevators
- 1st floor, West Main Entrance
- 1st floor, immediately South of the elevators (must not obstruct the Lester Norris bio)
- 2nd floor, Immediately South of the elevators
- 3rd floor, immediately North of the elevators

NORRIS TV ADS

Ad Schedule

- New ads begin Monday morning (Norris opens at 8 AM) and run until Sunday night at midnight (or when your event/promotion ends if this occurs earlier in the week).
- Prices are fixed at the weekly rate, there are no pro-rating of prices.
- TV ads must be reserved online by the Thursday before the week you request your ad to run.
- To reserve ad space, the online reservation form must be completed.
- You must provide your Chart String or SOFO number in order for ad to run in order to prove you are an authorized department or student group (you will not be charged)
- You will receive an automatic email confirmation when you submit your online request

If your request is accepted based on Norris TV Advertising Policies, you will be asked to email your completed ad in the appropriate format to norristechservices@northwestern.edu (please note Specifications of Ads) by the end of day Sunday before your ad is set to run.

Cost

Note: Please read carefully, there is a difference in price based on the event type in each category.

Student Organizations (Free event, no fees or charges for event/service advertised)

- Static Ads: 1 week =Free
- Static Ads: 2+ weeks= \$25 per week after first week
- Video Ads \$25 per week

Student Organizations (Revenue generating, cost for attendance, service fees)

- Static Ads: \$25 per week
- Videos \$35 per week

University Departments (Free event, no fees or charges for event/service advertised)

- Static Ad \$25 per Week
- Video Ads \$35 per week

University Departments (Departments charging for event or service)

- Static ad: \$35 per week
- Video \$40 per week

Duration

- Each ad will be displayed for 8 seconds.
- No more than 30 ads will run per week.
- Your ad will be displayed at least 240 times per day per screen - or 13,440 times per week (240 times x seven days x eight screens)

Technical Specifications

Static Images

- JPG format
- 915 pixels wide by 687 pixels tall
- 72 dpi or higher resolution
- RGB color

Flash Files

- SWF Flash file format
- 915 pixels wide by 687 pixels tall
- RGB color
- 12 frames per second (fps) or less
- Duration: 8 seconds or less

CATERING/FOOD POLICIES

To place your orders, contact Northwestern Catering at 847-467-6114.

NOTE: For a detailed description of the *Northwestern Catering Policies & Procedures*, visit <https://northwestern.sodexomyway.com/catering/index.html>

SODEXO CATERING POLICIES

Please refer to the complete Sodexo catering policies on the Northwestern Dining website <https://northwestern.sodexomyway.com/catering/index.html>.

FOOD AND ALCOHOLIC BEVERAGES

- Sodexo holds an exclusive contract with Norris Center. All food and beverage service (alcoholic or non-alcoholic) served at an event in Norris or surrounding outdoor areas must be provided by Sodexo. This policy is strictly enforced. All prohibited food will be confiscated.
- When serving alcohol, arrangements must be made through Norris Center to ensure that no one under 21 will be consuming alcohol.

STUDENT GROUP SNACK POLICY

Sodexo holds an exclusive contract with the Norris University Center to provide catering service for all events and programs held in the Center's meeting rooms and adjacent lawn areas. In an attempt to support the needs of University recognized student organizations, Sodexo and Norris University Center will allow recognized student organizations to bring a limited amount of food and non-alcoholic beverages into these spaces provided the following guidelines are maintained:

Student organizations are allowed to bring in the approved snacks below for the *organizational meetings only*. Organizational meetings are defined as weekly or bi-weekly meetings that consist of organizational members only. Meetings that include multiple organizations are not included in this policy. Student organizations are allowed to bring into the Norris Center the below purchased snack food and beverages not totaling more than \$35 in value. Please note this policy does not include departments.

Approved snacks include:

- Pretzels
- Chips

- Salsa/dips
 - Crackers
 - Candy
 - Popcorn
 - Cookies/brownies
 - Peanuts
 - Vegetable and fruit platters
 - Whole fruit
 - Sodas
 - Bottled Waters
 - Iced tea
 - Juice
 - Punch/lemonade
 - Pre-made hot beverages
- Student groups who plan to bring food into Norris must contact the Event Planning Office prior to the scheduled meeting to request permission to bring in outside food. That request is subject to approval and the client will be notified when their request has been approved.
 - All incidental items (e.g. paper plates, tableware, napkins, cups) must be provided by the student group. Norris Sodexo Catering can provide these items for a charge if requested in advance.
 - The use of appliances that require an electrical supply (coffeepots, etc.) is not permitted.
 - No food preparation is allowed in the meeting rooms.
 - Rooms must be left in the condition they were found. All trash must be placed in the meeting room's trash receptacle.
 - If a student group sponsors a university department or an outside organization, this snack policy becomes void; departments and outside organizations must use Norris Sodexo Catering to provide catering services.
 - Violation of this policy will result in a \$150 dollar fine - paid for by the student organization.

STUDENT ORGANIZATION DONATED AND PURCHASED FOOD REQUEST POLICY

Sodexo holds an exclusive contract with the Norris University Center to provide catering service for all events and programs held in the Center's meeting rooms and adjacent lawn areas. In an attempt to support the needs of University recognized student organizations, Sodexo and Norris University Center will allow recognized student organizations to bring food and non-alcoholic beverages (donated and/or purchased by local vendors) into these spaces provided the following guidelines are maintained:

- Student organizations requesting to bring **donated or purchased** food items into the Norris University Center must complete and submit the *Special Food Request Form* at least **ten (10) business days prior to the event date - no exceptions**. All donated and purchased food items must be approved by the Assistant Director of Event Planning. (Recognized student organizations must follow all policies established by the Northwestern Office of University Relations when approaching area businesses for donations). Exceptions to Sodexo's exclusive catering contract will be given to events requiring special dietary considerations or unique cultural food items. *(It is in the best interest of student organizations to submit aforementioned forms as far in advance of the event date as possible. Because requests may be denied, student organizations may require the services of another venue and time will be needed to secure alternative event locations.)*
- Food service items (e.g. cups, utensils, linens, etc.) may be provided by the student organization or purchased/rented from Norris Center Sodexo Catering. Arrangements for purchase or rental can be made in the Events Planning Office and require a University billing number.
- Refrigeration, cooking, and heating services using the catering kitchen or Willie's Food Court kitchen are prohibited. Chafing dishes and warming ovens may be rented through Norris Sodexo Catering. Arrangements for purchase or rental can be made in the Events Planning Office and require a University billing number.
- Unused donated pre-packaged foods that do not require temperature control may be taken home with the students in the organization.
- All student organizations that receive approval for food donations or special food requests are required to leave meeting rooms and lawn areas in the condition in which they found them at the beginning of their meeting, program, or event. *Clean-up after all events with donated or outside food is the responsibility of the student organization.* Organizations that leave meeting rooms or surrounding lawns dirty will be charged a minimum clean-up fee of \$150.00. Any

student organization charged more than once per quarter will lose its privilege to bring in donated food for one academic year (total of three quarters) and reservation privileges may be revoked for an entire quarter.

- All food and beverage service in Norris University Center meeting rooms and surrounding lawns not approved in **advance** or not provided by Norris Sodexo Catering will be considered in violation of Norris Center policies. If a group purchases food and claims it as a donation, a \$150 fine will be imposed and reservation privileges may be revoked for an entire quarter.
- Student organizations do not have the necessary credentials or health permits to sell donated food items in the Norris University Center and surrounding lawns.
- *Donated Food Forms* and *Special Food Request Forms* are available in the Events Planning Office located on the 3rd floor of the Norris University Center and can be found on the Norris University Center's website (http://www.norris.northwestern.edu/em_policies.php or http://www.norris.northwestern.edu/org_policies.php).

NORRIS FACILITIES

All Norris and Satellite facility requests must be submitted online

<http://www.northwestern.edu/norris/about-us/meet-the-staff/facilities-management/index.html>.

FACILITIES FEES

Services and Fees	Cost	Note
1 Additional Custodian	\$45/hour	Recommend 1 male & 1 female for large events (700 or more people)
East Lawn Electrical	Event Specific	Quotes provided by Facilities Management require 2 week lead time
Extension Cord Rental	\$4/cord	If not returned \$75 replacement fee
Lounge/Lobby Furniture Removal	\$200/hour	Based on 3 person moving crew, requires 2 week lead time

MISCELLANEOUS INFORMATION

UNIVERSITY POLICE EVENT OVERTIME AND CANCELLATION POLICIES

- All requests for officers to work special event overtime must be submitted at least 10 working days in advance of the scheduled event. UP is not obligated to staff events where less than 10 working days' notice has been provided.
- NUPD must be informed by event sponsors of all cancellations for special event overtime at least five (5) working days in advance of the event in order for the sponsors not to be assessed a minimum overtime charge.
- If NUPD is notified by event sponsors of a canceled event and the notice given is less than five (5) working days but more than eight hours prior to the event, the sponsors will be charged a minimum of two hours of overtime for each officer scheduled to work the event.
- If NUPD is notified by event sponsors of a canceled event, and the notice given is eight hours or less prior to the event, or if the event is canceled without notice, the sponsors will be charged for the full time of the originally scheduled event up to a maximum of four hours per officer.
- Upon notification of a canceled event NUPD communications shall notify all affected officers immediately.
- The scheduled hours for the event must be set 10 working days prior to the event. Significant changes to the scheduled hours of the event may not be made without the prior approval of NUPD. If the event is shortened by the sponsoring party without the approval of NUPD, the officers will be paid for the hours originally scheduled.

BICYCLES AND ROLLERBLADING

- Bicycles and rollerblading are not permitted in Norris Center.
- Bicycle racks are provided outside the West Main entrance, South Ground Level entrance, and North Ground Level entrance.

PETS

- Pets are not permitted with the exception of service animals.

POLITICAL ACTIVITIES - USE OF UNIVERSITY FACILITIES

Northwestern University's status as a tax-exempt organization under Section (501)(c) (3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.

Notwithstanding these limitations, Northwestern University recognizes that students, faculty, and staff may wish to participate in the political process and that such participation may, in fact, contain an educational component. Northwestern adheres to the principle enunciated by the American Council on Education (ACE) in 1970 that "every member of the academic community has a right to participate or not, as he [or she] sees fit, in the election process. On the other hand, no member of that community should speak or act in the name of the institution in a political campaign."

The following statement of policy and the accompanying guidelines regarding the use of University facilities for political activities, as amended, are being reissued to provide guidance in adhering to these fundamental principles.

Political Policy

It is the policy of Northwestern University not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Recognized student organizations may reserve University facilities, including lecture halls, outdoor reservable space, and any other space available to all recognized student groups, to conduct organizational meetings or to host, sponsor and/or publicize an event on behalf of a candidate. However, no organization or individual may:

- Use the name or seal of the University or any of its schools or other units on letters or other written materials intended for support of a political campaign on behalf or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities. This includes prohibition on the use of University letterhead, envelopes, email accounts, telephone lines and voicemail systems for communication. This also includes the prohibition of soliciting funds in the name of the University (or in the name of a University student organization) to be used in off-campus political intervention or participation.
- Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.
- Use University funds (including student fees) to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
- Use University funds (including student fees) to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, or any other costs for candidates for public office or for speakers and presenters at an event on behalf of a candidate.
- Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, or facsimile and duplicating machines, for political campaigns or solicitation/endorsement of candidates for public office.
- Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
- Host a campaign rally at University facilities.

Additional guidelines for student organization event on behalf of a candidate

The following additional requirements apply for recognized student organizations that reserve University facilities to host, sponsor and/or publicize an event on behalf of a candidate.

- At the beginning of the event the sponsoring student organization should deliver the following disclaimer: "This event is sponsored by _____. The use of Northwestern University facilities for this event does not constitute an endorsement by the University. The views of those invited to speak on campus are the views of the speaker and not of Northwestern University."

Northwestern University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."

- Any communications advertising the event must contain the following disclaimer language: "This event is sponsored by _____. The use of Northwestern University facilities for this event does not constitute an endorsement by the University. Northwestern University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election." Event announcements must not contain explicit or implicit endorsements or opposition of a candidate for public office. The use of University email accounts to send mass emails in support or opposition of a candidate is not permitted. The name of the sponsoring student organization must be clearly stated on all material advertising the event.
- The sponsoring student organization is responsible for communicating these guidelines to the speakers at the event (including the political candidate if applicable) to ensure awareness of and compliance with the University's Political Policy.
- Use of University facilities for candidate debates are subject to the "Guidelines for Use of Facilities for Political Forums or Debates" below.

Guidelines for Use of Facilities for Political Forums or Debates

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums, candidate speeches, and/or debates provided no candidate either directly or indirectly receives an endorsement, preference, or support from the University. Only recognized student organizations may use University facilities to host, sponsor and/or publicize an event on behalf of a single candidate, subject to the guidelines set forth above. Any other University organization (such as University Departments or Administrative Units) may only sponsor political forums or debates. Where recognized University organizations (including student organizations) sponsor political forums or debates, the following guidelines apply:

- The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the University community.
- A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
- The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
- Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
- While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, intra-party debates are permissible. However, where a general election serves as the basis for the forum or debate, sponsorship of an intra-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.
- Regarding intra-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
- Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.
- Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.
- At the beginning of each political forum, candidate speech or debate, a representative of the sponsoring group or organization should deliver the following disclaimer: "This event is sponsored by _____. The use of Northwestern University facilities for this event does not constitute an endorsement by the University. Northwestern University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."

BOOK SALES

- Barnes and Noble (Norris Center Bookstore) holds an exclusive contract with Norris Center.
- The Norris Center Bookstore must provide all publications, including books and related reading materials, to be sold in conjunction with an event at the Norris Center. This policy is strictly enforced.

OTHER INFORMATION

- Permits are required to park on campus Monday-Friday, 8am-4:00pm. One-day parking permits can be purchased at the Cashier's Office (on the 1st Floor of Norris) or through the Parking Office (491-3319).
- The Norris University Center is a smoke-free building.
- Information Technology requests must be submitted through NUIT (847-491-HELP). Norris Center is not responsible for guest Net ID or password requests. Likewise, Norris Center has limited resources for network connection troubleshooting. Guests may use the Northwestern Guest Wi-Fi Network.