



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

RYAN FAMILY AUDITORIUM RESERVATION POLICY

Policy Statement

Ryan Family Auditorium is a 600 seat smart classroom/lecture hall that is available to the Northwestern University community for events on weekday evenings and weekends.

Reason for Policy/Purpose

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

Who Needs to Know This Policy

This policy is for any entity that wishes to host an event at Ryan Family Auditorium.

Contacts

If you have any questions on the Ryan Family Auditorium 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 ryan-auditorium@northwestern.edu

Policy/Procedures

Use of Ryan Family Auditorium

1. Ryan Family Auditorium 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 Ryan Family Auditorium, 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. Ryan Family Auditorium is best suited for lectures, presentations, concerts, dance showcases, and movie screenings.
 3. Ryan Family Auditorium is utilized as a classroom, managed by The Office of the Registrar, on weekdays during the academic year. During the summer, Ryan is offline, utilized by the School of Continuing Studies.
 4. Ryan Family Auditorium is available to be booked for events only at the following times during the academic year:
 - Monday to Thursday: 6:00pm – 11:30pm
 - Friday: 6:00pm – 11:30pm
 - Saturday: 8:30am – 11:30pm
 - Sunday: 10:30am – 11:30pm
 5. Ryan Family Auditorium can accommodate a maximum of 600 guests.

Reservation Deadlines and Procedures

1. Norris University Center and the Satellite Venues (including Ryan Family Auditorium) 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 for weekend use of Ryan Family Auditorium. 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 for weekend use of the following academic year.
 - B. May 15th, general reservation requests are accepted from University Departments for weekend use of Ryan Family Auditorium.
 - C. Because Ryan Family Auditorium is also a classroom, Northwestern University Office of the Registrar must finalize class and exam schedules for a quarter before weeknight reservations may be made for that quarter. **For this reason, weeknight reservation requests will only be accepted two weeks before that quarter begins.**
 - D. You can make general reservation request by calling the Norris Satellite Venue office at 847-491-7285 or email ryan-auditorium@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.
3. Events will only be allowed in Ryan Family Auditorium during fall, winter, and spring quarters. This excludes finals weeks and breaks. Reservations will be given on a first-come, first-served basis.

Rental Fees

1. Effective September 1st, 2017, the rental fee for Ryan Family Auditorium for events is **\$18** per hour for **student groups**, **\$30** per hour for **departments**, and **\$60** 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 Ryan Family Auditorium.

Equipment and Staffing

1. Ryan Family Auditorium is 600 seats, basic room lighting, and basic stage wash lighting. All basic equipment is included with the rental fee.
2. Audio and Video equipment must be arranged and approved by the Performance and Satellite Venue Office prior to event. The use of the Ryan Technology System is included in the rental fee. The system includes:
 - 2 wired microphones (built into podiums), 4 wireless handheld microphones and 2 wireless lavalier microphones. Input for Laptop or iPod audio.
 - Built in Video projector for the installed DVD, VHS, Document Camera and resident computer. External Laptops can be connected to the system.
 - The Ryan Technology System is password-protected. The Ryan Auditorium Manager is the only person authorized to activate the system. Passwords will not be given directly to clients.
3. A Performance and Satellite Venue staff member will staff each event at Ryan Family Auditorium. 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 Ryan Family Auditorium.
2. Painting of any kind is not permitted in the space.
3. The use of glitter, confetti, open flame and similar décor products is prohibited.
4. Candles, incense, pyrotechnics, open flames, or theatrical smoke, fog, or haze are not permitted in Ryan Family Auditorium.
5. Alteration to the permanent structure of Ryan Family Auditorium, 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. The stage curtains may not be taken down for any reason. Any damage to Ryan Family Auditorium will be charged to the group at the replacement/repair cost.
6. No extra lighting equipment may be brought in without prior approval of the Performance and Satellite venues office. Extra equipment may require hiring a NU Electrician for tie-in. Cost: \$500.00.
7. Additional sound or A/V equipment, if necessary, can be rented from Norris Tech Services. If a group brings in rented or other external A/V equipment, they are responsible for the set-up and operation of that equipment. Performance and Satellite Venue staff will not set

up or operate equipment that isn't a part of the built-in system or rented from Norris tech Services.

8. Alcoholic beverages are not permitted in Ryan Family Auditorium.
9. Auditorium fire rated capacity (600) shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the Ryan Auditorium Manager.
10. No items may be stored in Ryan Auditorium overnight on weeknights. Groups with multiple day reservations may request permission to store items overnight on Friday and Saturday nights. Groups must receive permission from McCormick Engineering (Jason Grocholski: j-grocholski@northwestern.edu, 847-491-5550). All items must be packed neatly and stored backstage right. Ryan Family Auditorium is unsecured, users store items in Ryan at their own risk.
11. Groups are responsible for returning Ryan Auditorium to its original state after the completion of the event. Violations of this policy may subject the user to a cleaning fine.
12. 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.
13. Any violations of Ryan Family Auditorium 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