

Norris Outdoor Lawn Policies

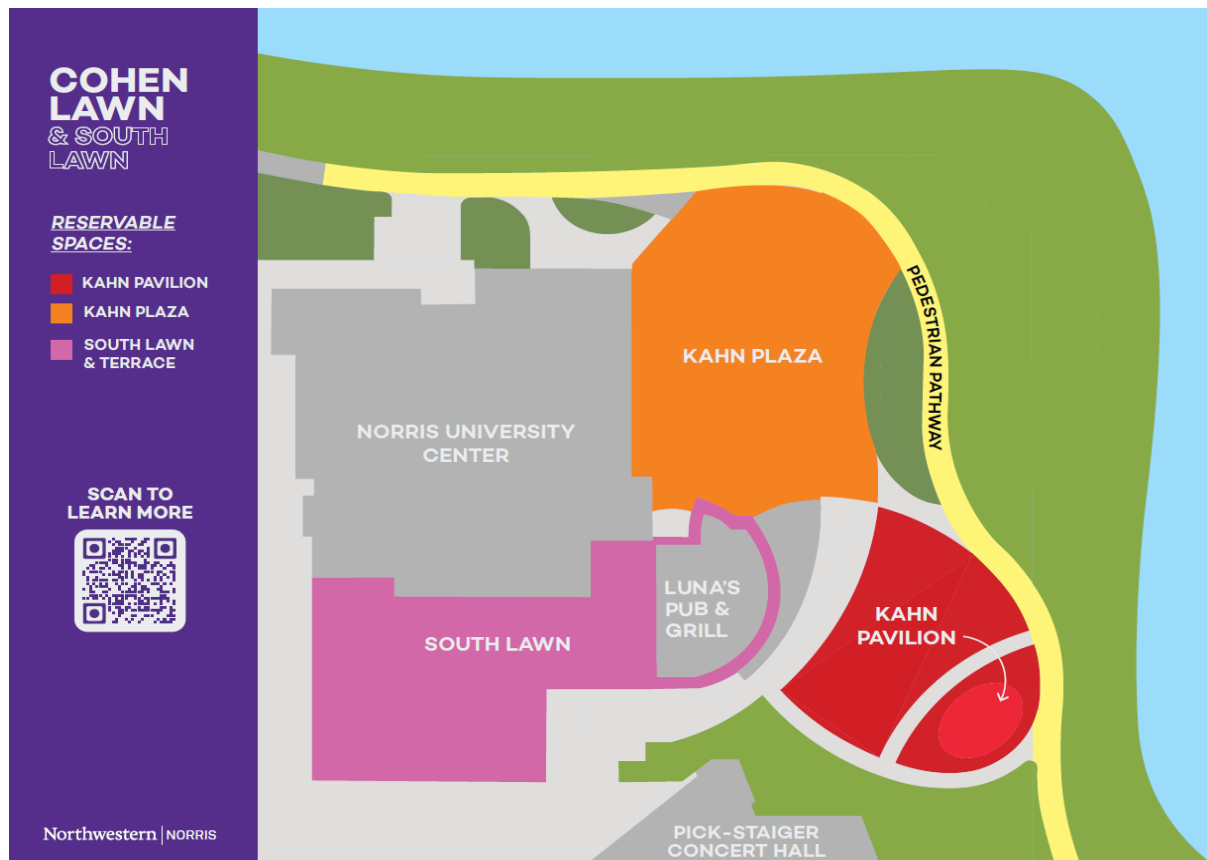
Policy Objectives

These policies establish reservation deadlines, ensure guest safety, and promote fair use of Norris outdoor spaces, including the South Lawn & the Cohen Lawn's Kahn Plaza and Kahn Pavilion. They apply to Northwestern community members, their guests, third-party vendors, and the public. Specific information regarding Luna's Pub is still pending, but it will not be a requestable private event space.

Planning

Reservations

- Reservations can be made in-person, by phone (847-491-2330), email (norris-events@northwestern.edu), or through Mazévo (<https://mymazevo.com/login>).
 - Reservations are part of the quarterly [Advanced Scheduling](#) process.
 - The Norris Event Management Office is located on the 3rd floor of Norris across from the elevators in the Administration Office (M-F 8:30AM-5:00PM).
 - A request for space does not guarantee a reservation. Reservations must be confirmed by Norris Event Management. A reservation only becomes an approved event once you have received your event confirmation email. Confirmed reservation paperwork serves as a “contract” for each event.
- Two separate events/reservations cannot occur simultaneously on the Kahn Pavillion and Kahn Plaza. Please note that if both spaces are not reserved the other will be accessible to the public.
- External organizations should reach out directly to Norris Event Management to plan their event. Approval for external events is subject to event details and availability.
- The Kahn Plaza (Orange), Kahn Pavilion (Red) and South Lawn & Terrace (Pink) are outlined below. All other spaces, including Luna's Pub, Owen Family Patio and fire pits, are non-reservable spaces. Reservations for Kahn Plaza, Kahn Pavilion & South Lawn do not affect the surrounding green spaces, as those remain open to the public regardless of reservations. Events cannot restrict access to those areas.



Important Reservation Deadlines

- Failure to follow deadlines may result in the event being cancelled.
 - **4 weeks prior to event (minimum):** Event Request should be submitted by client. Events submitted after this deadline may not be accommodated. After your event reservation is confirmed, the Norris Event Planning team will follow up with you to schedule a required pre-production meeting.
 - **3 weeks prior to event:** In order to guarantee staff and equipment support, reservation details must be finalized. Events cancelled after this date will also be subject to cancellation fees. Any requests through Reebie for patio furniture to be moved off the event site must be made at this time.
 - **2 weeks prior to event:** If applicable, loudspeaker [application](#) must be submitted by the client to the City of Evanston. Extension of Hours must be put in at this time.
 - **48 hours prior to event:** If applicable, client must submit an approved loudspeaker permit to Norris & notify Norris of weather-related cancellations

Cancellation Policy

- Clients must provide written notice to cancel an event. Events cancelled fewer than three weeks before the event may be subject to cancellation fees. Please email the member of the planning team you have been working with, or norris-events@northwestern.edu
- Events are held rain or shine. Clients are responsible for booking a rain location separately, pending availability.
 - In the case of extreme weather (lightning, extreme cold, etc), Norris reserves the right to delay outdoor events, within Norris' operating hours.
 - If a client decides to cancel their event due to weather, cancellations must be made in writing 48 hours in advance before additional fees are incurred.
- Clients that fail to use their reserved space without proper cancellation may receive restrictions on future reservations.

Operations/Facilities

- The outdoor event spaces are subject to the same hours as Norris. A fee will be charged for events requiring an extension of hours. (See [Norris Rates](#)) Extension of Hours must be confirmed 2 weeks prior to the event.
- Event equipment and people may not block corridors, safe passage of patrons, or egress throughout any space.
- No equipment or vehicles may block fire lane paths.
- Tables and tents are only permitted on Kahn Plaza and on the South Lawn. Clients looking to move plaza furniture should inform their event planner at least 3 weeks prior to their event in order to obtain approval and be connected to Reebie to coordinate Plaza furniture movement, as needed.
- Vehicles are not permitted on grass at any time.
- Tents placed on the Kahn Plaza must be properly secured and weighed. Anchoring or drilling into the ground or concrete is strictly prohibited. Please reach out to Event Planning for details or assistance around event tents.
- Heat producing items (candles, matches, sparklers, etc) require the client to obtain approval from [Environmental Health & Safety](#) in conjunction with any food service or existing Norris policies.
- Chalk and paint are strictly prohibited in all Norris spaces, indoor *and* outdoor.
- No affixing any adhesive materials, including tape, stickers, or similar items, to any surface in or around the Cohen Lawn and Norris.

- Balloons are permitted on the Cohen Lawn. Clients are responsible for disposing of all balloons and balloon structures. Norris strongly recommends using non-helium balloons. Under no circumstances are helium balloons allowed inside Norris, even for weather relocations.

Staffing

- Staffing for the Cohen Lawn, and specifically Kahn Pavillion is outlined below. Norris Event Planning reserves the right to determine if additional staffing is required based on event needs. Additional staffing would result in additional charges.
 - **1 Production Manager:** provides oversight to an event and maintains house equipment. Included in the room rate for the space.
 - **1 Technical Staff:** provides lighting, sound, and other technical support. Required for all events at Kahn Pavillion, at an additional [fee](#). Events that begin 15 minutes after their scheduled start time or run over their reserved time may be subject to additional fees.
- Staff are available for a minimum amount of 2 hours and a maximum of 12 hours per day for a single event.

Amplified Sound

- Amplified sound may only be used after 5pm M-F, except during the weekend, breaks and summer quarter.
- Clients using amplified sound must obtain a [Loudspeaker Permit Application](#) from the City of Evanston and adhere to the city's rules, including but not limited to:
 - Permits must be submitted to the city at least 14 days before the event.
 - An approved/confirmed permit must be sent back to Norris 48 hours before the event.
 - No amplified sound after 10PM Sun-Th or after 11PM Fr-Sat and Holidays.
 - Additional loudspeakers must be east facing, directed toward the lake.
 - Norris reserves the right to lower or change an event's sound amplification.
- External to Northwestern activations are not allowed to have amplified sound without prior written approval.

Equipment

- Clients may not rearrange existing Plaza furnishings on their own. Clients must request house furniture to be moved (by Reebee) at least 3 weeks in advance, for an additional fee.
- Available Event Furniture: 10 folding tables, 90 white chairs, 4 sandwich boards for signage. Existing Kahn Plaza furniture may be used as is.
- Any additional furniture must be rented through an outside vendor.
- Available Pavillion Tech Equipment: 2 wireless microphones, music hookups, and a PTZ camera.
 - Additional equipment (with labor charge): projector screen and subwoofers
- In cases of inclement weather, including low temperatures and strong wind, Technical Services reserves the right to not set up projector screen.
- Certain technical aspects of Kahn Pavillion will sometimes not be accessible due to winterization of equipment. The space is still reservable during that time.
- The largest tent size the Plaza is able to accommodate is 80'x130'.
- The plaza concrete and fire lane have a max load capacity of 1500lbs/sq ft. Any vehicle or activation cannot exceed that capacity. Water barrels and concrete blocks must have plywood or heavy duty rubber bases underneath them when placed.
- You will address all load in/out needs at your required pre-production meeting and the details will vary depending on event needs, time and location. All vehicle traffic will come to the event site(s) from the north side of the building and **require a staff member on foot to walk in front of all vehicles while in motion**. Vehicles may only be on event site to briefly load and unload and must be attended. Please reach out to the Northwestern [Parking Office](#) to arrange for any parking needs if vehicles need to be left unattended.

Fees

- [Norris Fees](#) & [Tech Fees](#) - All rates are hourly, unless specified otherwise.

| | Students | Departments | Sponsored | External |
|---------------|-----------|-------------|-----------|----------|
| Kahn Plaza | No Charge | No Charge | \$208 | \$520 |
| Kahn Pavilion | \$52 | \$91 | \$208 | \$520 |

- Additional charges and Excessive Cleaning Fees may occur for excessive trash, left materials/equipment or the misuse/poor treatment of the space and equipment of Cohen Lawn. This includes patio furniture movement. This can be quoted upon request.
- Substantial adjustments to reservations after the 3-week deadline may incur late fees and may not be accommodated.

Safety & Security

- Northwestern reserves the right to set and modify security and staffing requirements for all events, at the cost of the client.
- If needed, clients are responsible for arranging and paying proper security through approved Northwestern vendors. The provision of security services is not a guarantee of the safety or security of the premises and/or its occupants.
- Soliciting is not permitted. Any person without appropriate permissions will be asked to leave and if not compliant reported to the University Police and asked to leave campus. See Northwestern's [Demonstration and Display Policies](#) and Norris' [Event Management Policies](#).

• General

- All events in any Norris adjacent spaces are required to use Compass Catering for all food & beverage needs. Food trucks will be permitted on the Plaza, but must also be arranged through Compass Catering.
- Trash for all events in Norris outdoor spaces will be serviced by Aramark. The Norris Event team will work with you to determine your event and post event custodial needs and schedule Aramark on your behalf. Aramark will bill clients directly for their services.
- The Cohen Lawn spaces are subject to the same policies as [Norris](#) and [Event Management](#), unless otherwise specified.
- Clients are responsible for sharing Cohen Lawn policies to all members of their planning team and external contractors. They are also responsible for communicating any relevant restrictions to their event attendees. Fines may be incurred for any policy violations.

- Any student groups contracting with an outside entity (ex. a performer), must send contract draft to Norris prior to being signed. Student groups must also submit contracts to the Campus Life Office at least six weeks before the event.
- No professional filming or videography is allowed on any Norris property without prior approval. Drone usage requires additional approval.
- Norris is not liable for any equipment or structures left on Cohen Lawn, Kahn Plaza, Pavilion or South Lawn terrace. Any damages or loss is the clients' responsibility. If additional storage space is needed for items to be temporarily stored, this must be booked with Event Management in advance, but may not be available.