

2001 Sheridan Event Space Guidance

This guidance applies to the *Steve and Tracy Cahillane Lounge and Terrace* and the *Joseph and Carole Levy Atrium*. Use of general purpose classrooms will follow the [Office of the Registrar Guidance](#), while use of school/unit specific spaces will adhere to the guidance established by the relevant room/department manager.

The building will follow Northwestern's [Standard Building Hours](#). The west doors (along Sheridan) and the Northeast entrance will be open from 7 AM to 6 PM, Monday through Friday.

2001 Sheridan does not have a dedicated event team. As such, please consider the necessary services in your planning to run a successful event. These may include the following:

- **Set-up/takedown of furniture** – Aramark must be contacted with sufficient advance notice in order to assist with the set-up and takedown of furniture for events held in the above noted spaces. Please account for potential additional costs in your event planning. These costs must be covered by your group (i.e., the unit/department requesting the space).
- **A/V assistance** – A/V equipment is included in each room per the notes below. Additional services/equipment must be arranged and accounted for (cost/management) by the group reserving the space.
- **Catering** – Caterers providing service in these locations must provide for the appropriate insurance and other noted requirements needed for events on campus. Please ensure that your contract/services meet this [guidance](#) (please also review [guidance](#) for events with alcohol).

Requests

Reservation requests will be processed on a first come, first serve basis **only after** groups/units with “home” space in the building have provided their requests for the academic quarter. There are no “guaranteed” spaces for any events. The Office of the Provost reserves the right to adjust or deny room confirmations with appropriate notice.

Room requests can be submitted to the Room and Event System (25Live) for dates in the upcoming quarter(s) according to the table below. Specific notes on each room follows.

Quarter:	2001 Sheridan Groups Request(s) must be received within the dates noted below to receive priority scheduling:	Other Northwestern Affiliated Groups Request(s) may be submitted after:
Fall Quarter requests*	June 1 - July 1	July 2
Winter Quarter requests	August 1 – September 1	September 2

Quarter:	2001 Sheridan Groups Request(s) must be received within the dates noted below to receive priority scheduling:	Other Northwestern Affiliated Groups Request(s) may be submitted after:
Spring Quarter requests	October 1 – November 1	November 2
Summer Session requests	December 1 - January 1	January 2

* Not available for Northwestern-affiliated groups outside of 2001 Sheridan building occupants in Fall 2026; exceptions approved by the Office of the Provost.

Northwestern-affiliated academic departments/units that may request the Steve and Tracy Cahillane Lounge and Terrace and the Joseph and Carole Levy Atrium include the following:

- Academic Departments and Schools
- University Administration
- University Library
- University Research Institutes and Centers

Steve and Tracy Cahillane Lounge and Terrace

Steve and Tracy Cahillane Lounge (Room 1205) and Terrace may be used by any Northwestern-affiliated academic unit/department (please see above). At this time, non-Northwestern-affiliated academic units/departments may not request this space.

The use of this location requires not only a reservation request but also email confirmation that services have been requested from Aramark for the set-up/takedown of furniture and post-event cleaning.

Furniture available for use in this room includes the following:

- Stackable chairs
- Banquet Tables
- Occasional Tables
- Counter-height tables
- Study Tables
- Lounge Chairs

Please email leslie.kirchlerowen@northwestern.edu for more information on the set-up of the space.

Audiovisual in this room includes two projection screens, a wireless connection, a computer connection, ADA hearing assist, microphones, and built-in speakers. If additional information is needed, please inquire with AV Support Services (847) 467-7666 (7-ROOM) or smartcls@northwestern.edu.

Joseph and Carole Levy Atrium

The Joseph and Carole Levy Atrium may be used by any Northwestern-affiliated academic unit/department (please see above). At this time, non-Northwestern-affiliated academic units/departments may not request this space.

Use of this space is limited to hours *outside* of the following times due to ongoing classroom and research activities:

- Monday through Friday – 10 AM to 2 PM

Exceptions to the above will be considered by Office of the Provost in consultation with units/groups within the building and other relevant parties.

Please note, the space cannot be “closed” while the building is open for use. Please be cognizant of this in your event planning.

The use of the Joseph and Carole Levy Atrium requires not only a reservation request but also email confirmation that services have been requested from Aramark for the set-up/takedown of furniture and post-event cleaning.

Furniture available for use in this room includes the following:

- Stackable chairs
- Banquet Tables
- Counter-height tables
- Study Tables

Please email leslie.kirchlerowen@northwestern.edu for more information on the set-up of the space.

Audiovisual in this room includes a projector, built-in speakers, microphones, wireless connection, and ADA hearing assist. If additional information is needed, please inquire with AV Support Services (847) 467-7666 (7-ROOM) or smartcls@northwestern.edu.