

2001 Sheridan – Outdoor Spaces

This guidance applies to outdoor spaces located on Floors 4 and 6 and the East Courtyard. Event guidance pertaining to the Steve and Tracy Cahillane Terrace is included as part of requests for the Steve and Tracy Cahillane Lounge (Room 1205).

General rules for the use of outdoor spaces at 2001 Sheridan:

- All health and safety regulations must be followed, including limits on capacity and activities.
 - The sponsoring department assumes responsibility for the guests attending each event.
- 4th and 6th Floor Outdoor Terrace keys must be requested from the 2001 Sheridan building manager in advance of the event.
 - A representative may pick up the terrace key either on the day of the event or the previous business day. The time for pick up and drop off should be arranged with sufficient advance notice.
 - It is the responsibility of the representative to ensure that the space is locked at the end of the event. The Office of the Provost assumes no responsibility for the closure of this space.
- Student groups (undergraduates and graduates) are not allowed to use the outdoor spaces located on Floors 4 and 6, even if “sponsored” by a university department; there are no exceptions.
- Aramark must be contacted to assist with event set-up/clean-up – no added furniture or other items are to remain in the outdoor spaces.
 - Tables and seating for your event must be brought into the space – 2001 Sheridan does not have furniture available for these spaces.
 - To confirm your reservation, confirmation of Aramark services must be received.
- Outdoor Event Guidance noted as the [Outdoor Event Request Information](#) is incorporated by reference, including the following sections:
 - Campus demonstration policy
 - Catering, food, and alcohol
 - Fundraisers with food
 - Required permits
 - University insurance requirements
 - Electricity, waste collection, and facilities
 - University disruption and demonstration policy
 - Event security

4th Floor Outdoor Terrace – Accessed Via Room 4449

The outdoor terrace on the fourth floor of 2001 Sheridan is available for events with approval from the Office of the Provost. All events held in this location must be staffed by Northwestern employees (faculty or staff).

6th Floor Outdoor Terrace – Accessed Via Corridor 6400A

The outdoor terrace on the sixth floor of 2001 Sheridan is available for events sponsored by the School of Education and Social Policy Dean's Office or with approval from the Office of the Provost (in coordination with the SESP Dean's Office). All events held in this location must be staffed by Northwestern employees (faculty or staff).

East Courtyard

The East Courtyard of 2001 Sheridan is available for events with approval from the Office of the Provost. All events held in this location must be staffed by Northwestern employees (faculty or staff).