

<b>Volume E4:</b> Event Planning and Space Management	<h2 style="margin: 0;">E4.3</h2> <h1 style="margin: 0;">USE OF RESERVED UNIVERSITY FACILITIES AND SPACES</h1> <p style="margin: 10px 0 0 0;"> <b>Effective Date:</b> 03/04/15  <b>Last Revision:</b> 09/19/16         </p>	<b>Responsible Office:</b> Student Union, Event and Conference Services
		<b>Responsible Officer:</b> Director

## POLICY STATEMENT

Northeastern Illinois University (the “University”) shall provide facilities, spaces, and resources in good, useable condition for the fulfillment of its mission, vision and values.

## PURPOSE OF THE POLICY

This policy will set acceptable limits on use of University facilities, spaces, and resources, and assign responsibility for any Damage or Alterations to its physical property.

## WHO IS AFFECTED BY THIS POLICY

All students, faculty, staff and community individuals or organizations who wish to use University facilities.

## DEFINITIONS

**Damage:** Injury or harm that reduces value or usefulness.

**Alteration:** A change or modification.

**Sponsoring Individual/Organization:** also referred to as clients, individuals/organizations recognized by the University as having the authority to use University facilities, spaces, and resources to produce or present events that provide benefit to the University.

## REGULATIONS

1. Already approved facility and space requests, and attendant sponsorship responsibility, may not be transferred from one Sponsoring Individual/Organization to another without cancelling the original event via adequate notice in writing.
2. Any Sponsoring Individual/Organization reserving a University facility, space, or resource assumes responsibility for maintaining their condition throughout the approved use. The Sponsoring Individual/Organization will be responsible for all Damage to, or misappropriation of, University facilities, spaces, and equipment occurring as a result of their use including any Damage or loss caused by attendees, authorized or unauthorized. In addition, Sponsoring Individuals/Organizations are required to remove all non-University equipment, props, signage, etc. from University facilities and spaces at the conclusion of their event.
3. Any physical changes to University facilities, spaces, or resources must be approved in advance by the appropriate person: the Director of Student Union, Event and Conference Services, or the Assistant Vice President for Facilities Management, or the appropriate facility coordinator. Such Alterations will include, but not be limited to the removal, moving or addition of equipment, decorations, or stage properties, and may result in an assessed service charge. Any unauthorized Alteration of facilities, spaces, or resources will be corrected by University personnel at the expense of the Sponsoring Individual/Organization.



4. The following are regulations to help ensure the proper use and maintenance of the specifically listed spaces and resources within the named University facilities. Questions beyond the information outlined below will be addressed on a case by case basis by the Director of Student Union, Event and Conference Services (SUECS).

## 4.1. ALUMNI HALL

### 4.1.1. Capacity

- For the safety and security of all, Student Union, Event and Conference Services staff is [required by law](#) to adhere to all space and room capacities. Once capacity is reached for the requested layout, no additional chairs, tables, or other resources will be added. Standing-room capacity will be enforced at the discretion of the SUECS staff.
- SUECS reserves the right to restrict entry and close doors once capacity is met.
- All emergency egresses must be kept clear of any obstructions at all times.
- Capacity for Alumni Hall is as follows:

	Reception	Lecture	Banquet	Classroom	Closed-Conference	U-Shape
<b>Full Room (North &amp; South)</b>	~420 *Depending on # of tables	378	256 (32 rounds of 8)	210 (3/table) 140 (2/table)	N/A	N/A
<b>Half-Room (North OR South)</b>	~210 *Depending on # of tables	176	112 (14 rounds of 8)	108 (3/table) 72 (2/table)	48	38

### 4.1.2. Damages and Cleanliness

- Student Union, Event and Conference Services clients will leave all University rooms and spaces in the condition in which they were found.
- Clients will be assessed charges for any Damages and resources (tables, chairs, etc.) that may result in repair or replacement.
- Clients who sponsor outside agencies will also be held accountable for any Damages incurred by the sponsored agency.
- Clients will be assessed charges for any necessary extensive cleaning following an event.

### 4.1.3. Staging

- Portable stage pieces may be requested for use in Alumni Hall.
- For safety reasons, clients are prohibited from dancing or jumping on Portable stage pieces.

### 4.1.4. Room Prohibitions

- The following are prohibited from use in Alumni Hall:
  - Helium filled balloons
  - Open flames/candles
  - Glitter or confetti
  - Unlicensed music (Pandora, Spotify, I-Heart Radio, etc.)

## 4.2. AUDITORIUM AND RECITAL HALL

### 4.2.1. Capacity

- For the safety and security of all, Student Union, Event and Conference Services staff will strictly adhere to all space and room capacities. Once capacity is reached for the requested layout, no additional chairs, tables, etc. will be added. Standing-room capacity will be enforced at the discretion of the SUECS staff.



- SUECS reserves the right to restrict entry and close doors once capacity is met.
- All emergency egresses must be kept clear of any obstructions at all times.
- Capacity for the Auditorium is 439.
- Capacity for Recital Hall is 171.

#### **4.2.2. Damages and Cleanliness**

- Student Union, Event and Conference Services clients will leave all University rooms and spaces in the condition in which they were found.
- Clients will be assessed charges for any Damages and resources (tables, chairs, etc.) that may result in repair or replacement.
- Clients who sponsor outside agencies will also be held accountable for any Damages incurred by the sponsored agency.
- Clients will be assessed charges for any necessary extensive cleaning following an event.

#### **4.2.3. Room Prohibitions**

- The following are prohibited in the Auditorium and Recital Hall:
  - Helium filled balloons
  - Open flames/candles
  - Glitter or confetti
  - Unlicensed music (Pandora, Spotify, I-Heart Radio, etc.)
  - Food and drink

### **4.3. STUDENT UNION, EVENT AND CONFERENCE SERVICES SPACE AND RESOURCES**

#### **4.3.1. Space Requests and Reservations**

- All space requests and reservations must be made through the University's online reservations system. Internal clients (Faculty, Staff, & Students) may find the Reservation Request Form located in the Event and Conference Services Channel within the Campus Life Tab on NEIUport. External clients such as vendors or non-profit agencies may find the Non-University/External Organization Request Form under the Event and Conference Services page within the Northeastern Illinois University webpage (neiu.edu).
- Requests should be placed at least 48 hours prior to the event. Requests submitted with less than 48 hour's notice are not guaranteed space or resources.
- All space and resource requests will be addressed in the order in which they are received.
- Space and resource requests are not guaranteed until the client receives a confirmation email from the Student Union, Event and Conference Services Department.

#### **4.3.2. Cancellations, Changes, and "No Shows"**

- Clients wishing to cancel a space or resource reservation must contact a Student Union Space Administrator at least 48 hours prior to their scheduled event via email or phone.
- Any changes that need to be made to an already confirmed reservation must be made directly to a Student Union Space Administrator.
- Failure to honor an existing space reservation (i.e. "No Show") without notification may jeopardize future scheduling privileges. SUECS reserves the right to determine consequences for "No shows" ranging from warnings to sanctions.

#### **4.3.3. Space/Room Capacity**

- For the safety and security of all, Student Union, Event and Conference Services staff will strictly adhere to all space and room capacities. Once capacity is reached for the requested layout, no additional chairs, tables, etc. will be added. Standing-room capacity will be enforced at the discretion of SUECS staff.



- SUECS reserves the right to restrict entry and close doors once capacity is met.
- All emergency egresses must be kept clear of any obstructions at all times.

#### **4.3.4. Damages and Cleanliness**

- Student Union, Event and Conference Services clients will leave all University rooms and spaces in the condition in which they were found.
- Clients will be assessed charges for any Damages to rooms or resources (tables, chairs, etc.) which may result in repair or replacement of resources.
- Clients who sponsor outside agencies will also be held accountable for any Damages incurred by the sponsored agency.
- Clients will be assessed charges for any necessary extensive cleaning following an event.

#### **4.3.5. Resource Requests**

- Clients are required to meet with a SUECS Event Planner for events requiring multiple resources (tables, chairs, etc.), including any audio-visual needs.
- Last minute resource requests are not guaranteed and are subject to resource and staff availability.

#### **4.3.6. Food and Drink**

- The University's exclusive food service concessionaire is the sole provider of food and drink for NEIU events taking place on the main campus.
- Clients wishing to provide food for events from an outside vendor must first receive a catering waiver from the University's food service concessionaire.
- Food is permitted in Student Union Conference rooms and Alumni Hall.

#### **4.3.7. Window Painting**

- Clients may reserve windows located in the cafeteria for the purpose of decorating. Windows must be reserved through the University's online reservation system. Windows may be reserved for up to two-weeks.
- Any paint or materials used must be pre-approved by the SUECS department.
- Clients are restricted from standing on ladders, tables, chairs, etc. when painting a window; all art must be within arms-length.
- At the completion of the reservation, Facilities will provide cleaning supplies to the client to remove all paint from the windows.

#### **4.3.8. Table Tents**

- Clients may request placing table tents on cafeteria tables through the University's online reservation system. Table tents can be requested to remain for up to two weeks pending availability.
- All table tents must be brought to the SUECS Office (SU 207) for approval prior to being placed on cafeteria tables.
- Table tents that have not been approved will be removed and discarded.

#### **4.3.9. Sidewalk Chalking**

- Clients wishing to chalk campus sidewalks must first notify SUECS.
- Clients are only permitted to chalk on the concrete walkways within the University Commons. Clients are not permitted to chalk on brick pavers, building walls or sidewalks on the outside of the Commons.
- Chalking must be done in open space which can be reached by the natural elements and easily washed away. Chalking is not permitted under covered walkways.



#### 4.3.10. Staging

- Portable stage pieces are restricted to use within Alumni Hall and the cafeteria east, and are not for use outdoors.
- For safety reasons, clients are prohibited from dancing or jumping on portable stage pieces.

#### 4.3.11. General Prohibitions

- The following are prohibited from use in the Student Union event spaces:
  - Helium filled balloons
  - Open flames/candles
  - Glitter or confetti
  - Unlicensed music (Pandora, Spotify, I-Heart Radio, etc.)

### PROCEDURES

The request to use any University facility, space, and resource at any campus is initiated through the University's preferred online reservation system found on NEIUpport.

### GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and property to any organization whose activities or intentions are not consistent with the University's mission, policies or procedures, or whose actions are in violation of local, state, or federal law.

### HISTORY

8/17/2016 - Changed the name of the policy from Responsibility for Use of University Facilities, revised regulation language, and added regulations regarding Student Union rooms and spaces, as well as the Auditorium and Recital Hall.

### RELATED POLICIES, DOCUMENTS, AND LINKS

- [E2.3 University Smoking Policy](#)
- [E4.1 General Facilities Use](#)
- [G1.2 Insurance for Use of University Facilities by Non-University Organizations](#)
- [Chicago Building Code – 13-84 – Assembly Units](#)
- [25Live Online Reservation System](#)

### CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Student Union, Event, and Conference Services	(773) 442-4630	<a href="mailto:SUECS@neu.edu">SUECS@neu.edu</a>

### DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.