Thank you for choosing the DePaul University Student Centers to service your event.

These policies are for the Lincoln Park Student Center, Munroe Conference Rooms 114-116 and Cortelyou Commons.

**For more information, please contact the Student Centers Administration office:**

- Walk in- Student Center Suite #303
- Web- http://studentcenter.depaul.edu
- E-mail- studentcenters@depaul.edu
- Phone-773-325-7346
- Fax-773-325-7347

**PLEASE READ THESE GUIDELINES.** We want your event to be successful, so we have outlined policies and time frames for ordering and canceling services such as rooms, equipment, and Audio Visual Services. We may not be able to accommodate requests if not given adequate notice.

We are here to assist you, but it is your responsibility to make sure that these guidelines are followed. Failure to do so could affect your reservation and could result in additional costs or the cancellation of your event.

Please be mindful that the contact information you provided on the reservation request for your event is the information we will use to contact you about your event. It is your responsibility to make sure that information is current and correct.

1. **Reservation Time Frames**—You must provide the following information in the following time frames:

   Ten working days notice for:
   - Food and Beverage menu selections (through Chartwells)
   - Building hour extension
   - Telephone/computer line activation
   - Security
   - Teleconference arrangements
   - Confirmation of the use of Student Center Room 120
   - Deadline for Late Add Reservations for Cortelyou Commons
   - Confirmation of the use of Cortelyou Commons

   Five working days notice for:
   - Room set-up requirements
   - Audio-visual requests
   - Cancellation of food service order(s) (through Chartwells)
   - Deadline for Late Add Reservations of the Student Center and Munroe Hall Conference Rooms

   Three working days notice for:
   - Confirmation of food service guarantee numbers (through Chartwells)

   Two working days notice for:
   - Cancellation of audio-visual equipment

   After the Late Add Deadline for all spaces, no changes will be allowed to your reservation, including set-up information and AV requests.

2. **Audio/Visual Policies**

   - The use of all audio/visual equipment requires a reservation placed five working days in advance of the event date.
• Any equipment that must be sub-rented will be charged to the sponsoring group.
• If there are any special audio/visual requests, these must be made at least two weeks in advance to allow for equipment rental and technician scheduling.
• Fulfilling requests submitted less than three business days before your event will depend on equipment and technician availability.
• An AV Technician will be available for setup and training on equipment but will not be available for the entire event to operate equipment unless specifically requested.
• Any special circumstances can be discussed with the AV Coordinator at 773-325-4079.

3. Catering, Food Donations and Alcoholic Beverages
• Chartwells holds an exclusive contract to provide all catering for DePaul University for any event held at DePaul facilities of the Loop or Lincoln Park campus. This policy is strictly enforced.
• Donated food requires a special request and signed approval process. A two week minimum request is necessary for approval.
• When serving alcohol, arrangements must be made through the Student Centers to ensure that no one under 21 will be consuming alcohol. Security is required at the organizing group’s expense. Any student organization events with alcohol need to be approved by the Associate Vice President for Student Advocacy and Community Relations.
• Any organization bringing in its own food or beverages in violation of these policies will lose their right to meet in the Student Center for one quarter. In addition, Student Centers will assess a minimum $50.00 fee if cleanup is required.
• All rooms should be left in the same condition in which they were set. This includes the cleanliness of the room. Additional waste receptacles are available upon request.

4. Billing (if charges are applicable)
• Chartfield, deposit, or payment arrangements are required to process reservations with billable charges.
• All invoices must be paid within 30 days.

5. Cancellations
• Standard room reservation cancellations (except for Cortelyou Commons ballroom and Student Center Room 120) should be made at least 2 business days in advance for weekday events, and 3 business days in advance for weekend events.
• Cancellations for Student Center Room 120 and Cortelyou Commons ballroom must be made at least 3 weeks before events.
• Failure to notify Student Centers of event cancellations will count as a no show and may result in suspension, or loss of reservation privileges in Student Center facilities.

6. No Shows
• In order to accommodate as many request for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior written notification) three times within a school year will be unable to meet in the Student Centers for ten (10) weeks not including breaks and summer quarter.
• The Student Centers reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.
• Failure to cancel reserved space within the proper timeframes will count as a No Show.

7. Time Restraints
• Rooms may be occupied only during specific event times.
• Events may not begin until 30 minutes after building has opened.
• Events must end at least 30 minutes before building closes.
• Groups exceeding these time limits without prior approval will be charged $100 for any increment of the first hour and $100 for each additional hour.
• The building hours of the Cortelyou Commons are 8:00am-11:00pm.
• Events in the Cortelyou Commons must be completed and guests must have completely exited the building by 11:00pm.

8. **Extending Building Hours (early open/late close)**
   • Requests must be made at least ten (10) working days in advance of event.
   • An operating cost of $100 per hour will be charged to the organization responsible for the event for an early opening. A fee of $100 per hour will be charged to keep the building open late. Fees are not pro-rated for partial hours.
   • Cortelyou Commons events must end by 10:45 pm.
   • Events on the Quad must end by 9:45 pm.

9. **Event Security**
   • Student Centers Administration or Public Safety may require security officers to be present at an event. This expense is the responsibility of the sponsoring organization, and the sponsoring group must provide a completed and signed budget transfer form to the Student Centers.
   • Request must be made through the Student Centers Administration 10 working days in advance of event.
   • The sponsor may be required to provide security to check for DePaul ID cards.
   • If security requirements are not completed, the event will be cancelled.
   • Security ratios are determined by a 1:50-75 person count. DePaul University contracts the security service and groups shall not make their own arrangements.
   • Contracted security may be required for events in the Student Centers facilities when events have one or more of the following components:
     a) Percentage of non DePaul attendees exceeds 50%
     b) Entry fees, admission charges, or donations are collected at the entrance
     c) Start and end time of event that is late night in nature, or extends building hours
     d) No on site presence of organization’s advisor or Student Life/Student Affairs staff at event
     e) Equipment or product is stored in a reserved space overnight
     f) All “Late Night” dance/party event programs will require security or any combination event that includes a late night dance/party
     g) All late night events that include a “show” component in the program, including but not limited to fashion show, talent show, cultural show, or a concert
     h) Alcohol is served at an event where students are in attendance
     i) Minors are in attendance

10. **Decorations**
    • Must be flame retardant.
    • Must be attached only to cement with masking tape.
    • Decorations may not be attached to wood, metal, glass, paint, ceilings, floors, or other surfaces, as they scar the finishes of the facility.
    • No smoke/fog machines are allowed in any Student Centers Facility.
    • Balloons are not to be used in the Cortelyou Commons.
    • Helium filled balloons are only to be used in Student Center Room 120 when they are securely attached to independent weights. They may not be attached to furniture, fixtures or other parts of the facility.
    • No decorations with diameters smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc.. A cleanup fee may be accessed if these items are used.
    • The use of paint is prohibited in Student Center Facilities.
    • Candles, incense, fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
    • Balloons used in the Student Center Atrium must have a ribbon attached with sufficient length to reach the floor of the first level.

11. **Rental Charges and Event Responsibility**
    • There is no charge for use of Student Center space for internal use by DePaul University departments and recognized student organizations.
• An event that is attended predominantly by non-University guests will be charged room rental. A chartfield must be given to reserve space and a rental costs will be charged against that chartfield.
• An event that is reserved by a University staff member or department on behalf of a non-University organization will be charged rental for University space.
• The sponsoring organization is responsible for all charges, fees, and any damage resulting from member of the organization or from anyone attending the event. The sponsoring organization will be assessed the full replacement cost for any damaged furniture, draperies, carpeting, etc.

12. Parking
• All events with parking inquiries should contact the Parking Services Office as far in advance as possible.
• There are no parking spaces at the Cortelyou Commons. Load-In and Load-Out for an event must take place during the building hours of the Cortelyou Commons (8:00am-11:00pm).
• Vehicles used for loading and unloading may only stand at one of two locations: 1) just to the east of the building in the nook between the two entrances and 2) directly to the north of the building on the slab of concrete. Vehicles MAY NOT park in these locations.
• No vehicles may block any traffic lanes, fire lanes or building entrances/exits.
• If vehicles will be used for load in and load out, Student Centers Administration must be notified at least three weeks prior to the start of the event.
• Valet service can be used for events taking place in the Cortelyou Commons.
• Drop-off and pick-up for a valet service must occur off of Belden Ave to the south of McCabe Hall.
• If valet is to be used, Student Centers must be notified at least three weeks prior to the start of the event.