

DEPAUL UNIVERSITY



Space Reservations at University Student Center Facilities

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: Vice President for Facilities

Effective Date: 10/22/2015

Policy Summary

This policy establishes the criteria for reserving meeting and event space in DePaul University Student Center facilities for internal and external audiences, and the associated rental costs.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

Policy

DePaul University Student Center facilities are the primary site for meeting locations on campus. The Student Center facilities include:

- Lincoln Park Student Center at 2250 N. Sheffield Ave.
- Cortelyou Commons at 2324 N. Fremont Ave.
- Munroe Hall Rooms 114-116 at 2312 N. Clifton Ave.
- Loop Student Center at the DePaul Center, 1 E. Jackson Blvd., 11th Floor
- DePaul University Conference Services at the DePaul Center, 1 East Jackson Blvd. 8th Floor

Use of Facilities for Events with Internal Audiences

Student Center facilities are available for academic departments, administrative units, and recognized student organizations to conduct university business, without incurring a rental fee. For the purpose of this policy, university business is any event organized and executed by a University academic or business unit where the majority audience is made up of DePaul community members (faculty, staff, students, alumni, trustees).

Use of Facilities for Events with External Audiences

The Student Center facilities are available to outside organizations for use; however those groups must pay a fee to use space. This includes programs for which space is reserved by a university unit but the majority of the audience is not members of the DePaul community. This includes events for professional associations or academic societies of which an academic department, administrative unit, or employee may be a member. If there are any questions about the purpose of an event or the composition of the audience, the academic or administrative officer of the university unit will be asked by the Student Center Administration to verify via email that an event or program is directly related to the business of their area.

Recognized student organizations are allowed to sponsor external groups to campus only if the mission of the external group is in line with the mission of the campus student organization. Fees for use of space will apply. Student organizations wishing to serve alcohol at their events must have advanced permission from the Dean of Students.

A signed Space Request Form "External Clients" contract will be required for all external groups. Certificates of Insurance naming DePaul as additionally insured will be required for all non-DePaul groups. University departments that bring external groups to campus assume institutional responsibility for ensuring that event organizers are familiar with all applicable university policies and that the event or program follows University guidelines for contracts, insurance, payment, as well as all campus guidelines for use of space.

Fees for Use of Space

The rental fee for an external group and/or audience event is incurred regardless of whether registration or admission fees are collected to attend. The Student Center Administration can assess room rental fees anytime during the course of the event planning process as information becomes available.

Fee Assessment Breakdown

Type of Event	Room Fee Charges
External Group Event	100% of the Rental Fee
DePaul and External Group Event: Majority External Audience	75% of the Rental Fee
DePaul Event: Majority External Audience	75% of the Rental Fee
DePaul Event: Majority Internal Audience	No Rental Fee Charged

Additional fees may be charged for facility opening/closing during academic quarter breaks, as well as for set up of audio-visual services in some facilities.

Current fees can be found on [the Student Center website](#).

Related University Policies

It is incumbent on all individuals/groups using Student Center facilities to know understand and comply with DePaul university policies, including:

[Use of DePaul Facilities by External Groups](#)

[Political Campaign Activities](#)

[Fundraising Events and Activities](#)

[Contacts with Public Officials](#)

[Catering Service Exclusivity](#)

[Drug-Free Workplace and Legal Drinking Age Compliance](#)

Procedures

DePaul Clients:

1. Requests are accepted up to five business days before an event at the Lincoln Park Student Center, Loop Student Center, Conference Services, and MunroeHall Rooms 114-116 and ten business days for the Cortelyou Commons.
2. You must be a DePaul University faculty/staff member or representative of a recognized student organization in order to be eligible for an account. If you do not have an account, you may request one after reviewing the [online tutorial](#). It is strongly recommended that you either print and/or save the training information to your desktop for later reference. After you've reviewed the tutorial, please email the following details to studentcenters@depaul.edu : First/Last name, DePaul department or recognized student organization, phone number, DePaul email address.
3. Go to <https://ems.is.depaul.edu/VirtualEMS/> and submit a request for an available space.
4. Student Centers will respond within two business days.
5. Once any event questions have been answered, the space will be confirmed.
6. After the event, the room rental fee, if applicable, will be invoiced on a "Net Thirty" basis.

External Clients:

1. Requests are accepted up to five business days before an event at the Lincoln Park Student Center, Loop Student Center, Conference Services, and Munroe Hall Rooms 114-116 and ten business days for the Cortelyou Commons.
2. Call the Lincoln Park Student Center at 773/325-7346, or email studentcenters@depaul.edu with preferred date(s), time(s) and spaces for Lincoln Park spaces. Call the Loop Student Center and Conference Services at 312/362-8624 or email confservices@depaul.edu for Loop spaces.
3. Student Centers will respond within two business days.
4. If the space is available, a signed contract, event description, event request form, certificate of insurance, and 50% deposit are required to hold the space.

5. 100% of the total room rental fee is required at least two weeks before the scheduled event to confirm the space. If reservation made under two weeks, payment due in full before program.

For information regarding cancellations of space and rental fees, consult the Student Centers website at <http://studentcenter.depaul.edu>

Divisional Collaborations

Student Affairs

Contact Information

Facility Operations

Vice President for Facility Operations

312/362-8682

Student Centers

Director

(773) 325-4075

Appendices

None

History/Revisions

Origination Date: 02/01/1995

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