STUDENT CENTERS POLICY AND PROCEDURE MANUAL

2018-2019

Table of Contents

Letter from the Director **8**

Student Centers Mission Statement **9**

Catering, Food and Beverage Policies **10**

Alcohol Service and Use in the Student Center facilities 10

Food/Catering 11

Food Donations 11

Student Centers Policies – Lincoln Park and Loop Campuses **12**

Application of Policies 12

Amplification of Sound 12

Animals 13

Bake Sales 13

Banks 13

Bicycles, Skates, Rollerblades, Scooters, Hoverboards, Skateboards and Motor Vehicles 13

Bulk Holds 14

Cleanliness 14

Digital Signage 14

Guidelines for advertising: 15

Drones 15

EMS Webapp 16

Film Screening 16

Fronting 16

Furniture and Room Set-Ups 16

Gambling 17

Graffiti 17

Illegal Drugs 17

Insurance 17

Lost and Found 19

Media 19

Metal Detectors 19

Minors 19

Money Collection/Donations 20
Political Activity 21
Promotional Tables 21
Property Damage 21
Protests/Demonstrations/Prayer Vigils 21
Security 22
Security Vendors 22
Smoking 22
Solicitation 23
Sponsorship 23
Table Tents 24
Undesirable Conduct 24
Weapons/Firearms/Fireworks 24
Window/Door Coverings 25
Lincoln Park Policies 25
Audio Visual 25
Labor Charges: 25
Balloons 26
Building Hours 26
Extending Building Hours (early open/late close) 27
Buses 27
Cancellation Policy 27
Chalking 28
Coat Check 28
Dance Floor 28
Decorations 29
Family Restroom 29
Donation Collection Boxes 30
Filming 30
Late Adds 30
Late Night Parties 30
Locker Rental 30
2. Locker Renewals: 31
3. New Locker Rentals: 31

Payment Options 31
No Shows 31
Parking 31
Room Opening Policies 32
Scheduling 32
Valet 33
Cortelyou Commons 33
Balconies 33
Ballroom 33
Freehan Room 33
Patio 34
Tenting 34
Trash Removal 34
Munroe Hall 34
Audio Visual Requests 34
Contact Information 35
Lincoln Park Student Center 35
Annex (Brownstone's Annex Room 103A) 35
Guidelines for use of the Annex: 35
Atrium 36
Guidelines for use of the Atrium: 36
Banner Policy 38
Easels 38
Front Porch 39
Interfaith Sacred Space 39
Mail Room 40
Media Table 40
Guidelines for use of the Student Center Media Table: 41
Multipurpose Room (Room 120AB) 41
Outdoor Postings and Advertising 41
Outdoor Spaces 42
Performance Area, Second Floor 42
Publication Distribution 42
Regulations and Safety Rules 42

Reservations at DePaul University 43
Reservation Time Frames 44
Saint Louise de Marillac Chapel 44
Scheduling 45
Storage 46
Event and Conference storage 46
Departmental or program storage 47
Collection Boxes 47
Student Lounge, Second Floor – "Demon Den" 47
Third Floor Lounge Space 47
Window/Door Coverings 48
Quadrangle, Saint Vincent's Circle and the Arts & Letters Patio 48
Amplified Sound 48
Non Amplified Sound 48
Amplified Sound 48
Sound Equipment 48
Hours 49
Notification of Neighbors about Amplified Sound 49
Animals 49
Safety Plan 49
Space Use 50
Clean Up 50
Arts and Letters Patio 50
Billing (if charges are applicable) 50
Cancellations 50
Cleanliness of the Quad 50
Contact List 51
Contingency Plans for Inclement Weather 51
Decorations/Advertising 51
General 51
Banners 51
Chalking 52
Posting 52
Electricity and power needs 52

Event Levels 53
Standard Event: 53
Special Events: 53
Event Planning Definitions and Timeframes 53
Standard Event Reservation Time Frames 54
Special Event Reservation Time Frames 54
Furniture Request and Set-Up 55
Grills 55
Insurance 55
Multiple quad events 55
Overnight Programs 55
Rental Charges and Event Responsibility 56
Tenting 56
Use of Motorized Vehicles 56
Concourse Performance Space- Lower Level; 1 E Jackson Blvd; DePaul Center 57
Space Availability 57
Stages 57
Standard Set-Up Rates 57
Work Order Provisions for Payments 58
Loop Campus Policy and Procedures 58
Advertising/Promotional Material 58
Animals 58
Banners 58
Building Entrances 59
Cancellation 59
Catering, Food and Alcohol Beverage Policies 59
Certificate of Insurance 60
Chalking 60
Clean up 60
Coat Room 60
Computer Lounge 60
Conference Center Meeting Rooms 61
Conference Services Contact Information 61
Decorations 62

Deliveries and Pickups 62
Easels 62
Emergency Evacuation/Fire Alarm 62
Extension of Facility Hours 63
Four Wind Monitors/Digital Signage 63
Loading Dock and Freight Elevator Services 63
Loop Locker Rentals 63
Loop Cafeteria/Dining Area 64
Loop Student Center Spaces 64
- DPC DePaul Club 64
- DPC North Café 64
- DPC 11013 64
- DPC Gallery 64
- Amenities 65

Lost and Found 65
Maximum Room Capacity 65
Media/Public Relations 65
No Show 65
Office Hours 66
Parking 66
Payment 66
Promotional Tables 66
Reserving Space 67
Room Availability 67
Room Rental Fees 67
Setups 67
Smoking 67
Storage 68
Sunday Events 68
Table Tents 68
Teleconferencing 69
Tours 69
Vending Machines 69
Wheelchair Accessible 69

Wireless Access Codes 70
Payment Guidelines 70
Billing (if charges are applicable 70
Deposits and Payments 70
Fee Guidelines 70
Rates 70
Room Rental Charge Policies 71
- Recognized Student Organizations: 71
- University Departments and Administrative Units: 71
- External Groups: 71

Room Rental Rates 72
See the Student Center Website for Lincoln Park Rates 72
See the Student Center Website for Loop Rates 73
Room Rental Charge Chart 73
Fundraising 73
Verification 74
Weddings and Wedding Receptions 74

Letter from the Director

September 5th, 2018

Dear Colleagues,

This purpose of the Student Centers Policy and Procedure Manual is to document the parameters and methods of administrating the Student Center facilities and program at DePaul University. This document offers a comprehensive listing divided into event planning and production, general facility use.

These guidelines take into account life/safety and legal aspects of administrating our facility; equal, respectful, and fair treatment to all our constituencies; and protection of our community, its guests, and the facility. We publish this document via our website so as to display openness and transparency in applying University guidelines.

DePaul University Student Centers is primarily a service department. Service to the University community should be the paramount consideration. If we can, we do.

It is preferred you keep this manual nearby and refer to it as necessary. It is advised to review it periodically. The goal of this work is to be comprehensive. If you discover an issue not covered in this work, please document it for the Associate Director so it can be added.

Thank you, I appreciate the quality work you do delivering services to the DePaul University community.

Rick Moreci
Director, Department of Housing and Student Centers

Student Centers Mission Statement

The Student Centers of DePaul University are the centers of community activity.

The Student Centers are looked to as DePaul's gathering places by providing amenities and services to promote out of classroom interaction between students, faculty and staff. We become the Main Street of DePaul inviting the community into our welcoming and comfortable environments.

Students are free to gather with others, indulge in a variety of dining experiences, meet new friends, and join others through a vast number of student groups and gathering places in the facilities.

With outstanding facilities and services for events, programs, and dining service's needs, the Student Centers facilitate cultural, social, and educational programs.

This support creates a partnership with student organizations, departments and other university community members, which upholds the holistic approach to the DePaul educational mission.

Catering, Food and Beverage Policies

Alcohol Service and Use in the Student Center facilities

In general, alcohol cannot be consumed in Student Center facilities unless in accordance with the policies and procedures below.

- The use of alcohol at campus events and programs is strictly regulated.
- In accordance with DePaul University guidelines on 'Drug Free Workplace and Legal Drinking Age Compliance' (http://policies.depaul.edu/policy/policy.aspx?print=Y&pid=259), alcohol may not be consumed in Student Center facilities, except for planned programs that meet the criteria below.
- Alcohol for campus meetings, events, and catered programs must be served through DePaul University's caterer, Chartwells.
- Bartenders scheduled through Chartwells must be used. Typically, one bartender is scheduled for each seventy-five (75) guests expected. This is determined on an event to event basis for the particulars of each program. The cost for bartender service is the responsibility of the sponsoring organization.
- Security often needs to be present for programs with alcohol. Final determination is made by Student Centers in consultation with Public Safety. There is a cost for security. The cost for security service is the responsibility of the sponsoring organization.
- Alcohol can only be present in spaces where all attendees are the age of majority or older. In the State of Illinois, the age of majority is 21 years old. If guests may be under the age of majority, the alcohol must be in a defined space, such as a separate room, where only guests 21 and over enter. Alcohol must stay in that designated area. Alcohol is not allowed outside the designated area.
- All attendees will be required to show a valid picture ID card, typically a state driver's license or state issued photo identification card, clearly showing they are 21 years of age to enter the area with alcohol and be served.
- Some programs will require wristbands with tear off tabs to regulate number of drinks. Tear off tabs must be removed by the bartender. Torn off tabs will not be accepted by the bartender.
- A meal, hors d'oeuvres or snacks, and non-alcohol beverage choices in proportion to the number of guests attending, must also be ordered. Food and beverage costs are the responsibility of the sponsoring organization.
- Bartenders are empowered to discontinue service to any individual(s) or the entire group at their discretion. Sponsoring groups are required to support that decision.
- The general limits for alcohol consumption time is 2.5 hours and/or up to 3 drinks per guest. Shorter serving times will result in lesser drink limits.
- Programs with alcohol are not allowed on exterior campus premises.
- If alcohol is found in a Student Center Facility, Public Safety and the Dean of Students will be notified. If alcohol is found as part of a student group event, Student Involvement will be notified as well.

- Alcohol possession and/or consumption at an event in the Student Center will result in the loss of reservation privileges of the sponsoring organization for a minimum of ten weeks. In addition, all current reservations will be cancelled.
-
- Any damages that occur to facilities and furnishings from an event will result in automatic billing to the sponsoring organization at replacement cost. Future reservations may be impacted.

For Registered Student Organizations:

- Registered student organizations are those that are registered with the Division of Student Affairs' Office of Student Involvement.
- Registered student organizations must have the advance approval of the Associate Vice President for Student Development, Student Affairs. The request process is on Org Sync and takes a minimum of 4 weeks.
- The student organization must read and abide by the Student Code of Responsibility regarding Alcohol Policy, and will ensure that no minor be served alcohol.
- The advisor of the group must be present.
- The advisor of the group and student leaders are asked not to consume alcohol, in order to manage their program.

Food/Catering

Due to the nature of the contractual relationship of DePaul University and its dining service provider, Chartwells, no outside catered food for meetings, events, or groups may be brought into any DePaul University owned and operated facility.

- Chartwells holds an exclusive contract with DePaul University for catering in DePaul University owned and operated facilities. See the full exclusivity policy for full details - http://policies.depaul.edu/policy/policy.aspx?pid=124
- Chartwells must provide all food and beverage service at an event in any Student Center Facility or surrounding outdoor areas. This policy is strictly enforced.
- Recognized Student Organizations are allowed to bring up to $250 worth of outside food for campus events. The responsibility for cleaning up any remaining food or garbage for this or donated food (see below **"Food Donation"** policy) rests with the student organizations.
- Requests for exemptions for meetings must be submitted for approval of the Director of Student Centers no later than one week prior to the event. Written approval must be granted prior to the date of the meeting.
- 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 a minimum of one quarter or ten weeks.

Food Donations

Request for donations of food and beverages by recognized student organizations and departments are to be determined according to the following guidelines:

- All requests for donations of food and beverages by recognized student organizations are to be forwarded to the Director of the DePaul University Student Centers. He or she will review and approve or deny the request with a written communication.
- The sponsoring University department or student organization that is receiving the food/beverage donation is asked to complete the 'Catering Request Form' located on the DePaul University Policies and Procedures website http://policies.depaul.edu/ and send it to the Director of Student Centers no later than two weeks in advance of the event. In addition, the donating restaurant or organization is asked to complete the 'Catering Donations Form' also found on the DePaul University Policies and Procedures website http://policies.depaul.edu/, including information on the handling of prepared foods, and send that no later than two weeks in advance to the Director of Student Centers. A written response will then be given to the sponsoring/student organization department.
- Most donations will be done 'in-kind'. If a restaurateur or donor would like an acknowledgement letter of the donation, the Director of the Student Centers will forward the request to the Development Office. DePaul's Development Office acknowledgement letter does not include a dollar value.
- Please also note that requests that include donations of alcohol may need further approval from the Treasurer's Office and Office of the General Counsel for risk management purposes and will require a minimum of a two week lead time.
- The group receiving the donated food will be responsible for the cleanup of all items associated with the donated food. Failure to do so will result in a minimum cleanup fee of $50.00 depending on the nature of the event and the extent of the cleanup required.
- See the University policies on food donations - http://policies.depaul.edu/policy/policy.aspx?pid=254

Student Centers Policies – Lincoln Park and Loop Campuses

Application of Policies

The following policies and procedures are applicable to all Student Centers spaces on the Lincoln Park and Loop Campuses. Student Center administrated spaces include the Lincoln Park Student Center, Loop Student Center, Conference Center, DPC Concourse, any academic spaces on the Loop Campus scheduled throughthe Conference Services Office, Cortelyou Commons, the Quadrangle, and Munroe Hall Conference Rooms unless specifically noted in this manual.

Amplification of Sound

- In non-reservable open areas inside the Student Centers the use of loud speakers, play back devices, microphones, bullhorns or other noise making devices that interfere with other activities in the building are not allowed.
- Inside meeting rooms, amplified sound must be kept to acceptable levels.
- The Student Centers reserves the right to ask any group to bring their activity within acceptable sound levels.

Animals

- Animals are not allowed in Student Centers.
- Any animals found in the Student Centers will be removed.
- Service animals and approved security dogs with handlers are exempt from this policy.
- For further information please see the University policy - http://policies.depaul.edu/policy/policy.aspx?pid=305

Bake Sales

Student organizations that request permission to sell baked goods at the Student Centers are guided by the following:

- Student organizations may sell baked goods only at a pre-reserved 'promo tables' on the first or second floor of the Lincoln Park Student Center or Loop Student Union, Monday – Friday, from 9a – 5p.
- An organization may do this for a series of days, but not to exceed one week, or once per quarter.
- Student organizations may sell food items for fundraising purposes, subject to other existing guidelines for student organizations.
- Student organizations are allowed to sell manufactured and individually prepackaged items that need no heating or cooling to safely keep or consume. Frequently used examples include wrapped candies or individually wrapped taffy apples.
- Student organizations may also sell items that are fresh baked at their home to celebrate their culture or heritage during appropriate holidays, but these should also be individually wrapped. Frequently used examples include pastries or cookies.
- Items that need heating or cooling to safely keep or consume may not be given away or sold.
- A list of ingredients posted on the table is preferred, as sensitivity to patrons that may have food allergies.
- Student Organizations should request promo tables for Bake Sales through the Office of Student Involvement.
- All other guidelines for promo tables apply.

Banks

- Wintrust is the banking partner of DePaul University.
- No other bank may promote, advertise, or reserve promotional tables any time within the first two weeks of any academic quarter, nor during DePaul orientation programs.

Bicycles, Skates, Rollerblades, Scooters, Hoverboards, Skateboards and Motor Vehicles

- Bicycles, skates, rollerblade, scooters, hoverboards, skateboards and motor vehicles shall remain outside the Student Centers.
- Bicycles, skates, rollerblades, scooters, hoverboards and skateboards should be secured to bicycle racks only.
- The Student Centers are not responsible for any bicycles, rollerblades, scooters, hoverboards, skateboards or motor vehicles that are left outside of the facility.

- Skateboarding, hoverboarding, scootering, rollerblading and/or roller-skating are prohibited inside the building.
- Individuals engaged in such acts shall be requested to discontinue the activity. Failure to do so may result in Public Safety notification.
- Public Safety may remove bicycles found in the building or chained to places other than bicycle racks from the premises.
- Bicycles, skates, rollerblades, scooters, hoverboards and skateboards may not be used on the base of the statue at the east entrance to the Student Center.

Bulk Holds

- Due to the high demand for room reservations and the limited availability of space, the Student Center will not allow multiple dates, times and spaces to be held for a single event. Student Organizations, departments and external clients may request a single preferred date to be reserved under a "Pending Request" status.
- A group may only place 2 more event space reservations beyond the amount of events the organization held the previous quarter, excluding regular weekly meetings.
- A room hold is at the discretion of the Student Center.
- Groups will not be allowed to hold multiple spaces for the same event.
- Reservations event title must be confirmed by the quarter before the event. For example, all reservations in Winter Quarter must have a specific speaker or event connected to it by the start of Fall Quarter.

Cleanliness

- Groups using Student Centers facilities are expected to maintain the general cleanliness of the room which they are using.
- All rooms should be left in the condition in which they were set, including the cleanliness of the rooms. This includes removing garbage, papers, and used disposable catering items such as plates and napkins.
- Waste receptacles are available upon request.
- Groups failing to maintain the cleanliness of a room will be assessed a cleaning fee of at least $150.00.

Digital Signage

The DePaul University Student Centers department is the administrator of a Digital Signage system comprised of several screens located at the Loop and Lincoln Park campuses. In the Lincoln Park Student Center, the screens are located on the first floor near the Information Desk, outside of Room 120, in the east window of Brownstone's Café , and near each set of elevators on all three floors. At the Loop campus, in the DePaul Center, screens are located in the Loop Student Center on the eleventh floor, in the Conference Center on the eighth floor, and on the first floor near the main elevators.

The screens offer the University community and its guests information on the location of events and programs being held in facilities that are administered by the Student Centers department. In addition, the screens offer advertising and information for events and programs that are of interest to the student and University communities that are sponsored by Student Centers,

Conference Services, University departments, recognized student organizations, and DePaul's affiliated partners.
As space and time allows, Student Centers will make space available on the screens for advertising for programs and events. The guidelines for advertising your event are listed below. Failure to adhere to these policies could affect the playing of your ad. We may not be able to accommodate requests if not given adequate notice.

Guidelines for advertising**:**

- Digital signage is primarily intended for the advertising of events and programs that are occurring in spaces that are administrated by or sponsored by the Student Centers department. In addition, it is intended for use by DePaul recognized student groups, University departments and partners of DePaul University.
- All ads must focus around DePaul University students. If advertising an event that is taking place outside of a facility administered by the Student Centers department, the main focus of the event must be DePaul University students.
- The Student Centers department has the right to review and approve or deny all advertisements submitted. The Student Centers department may refuse advertisements based on content, language, pictures, images, or references to alcohol.
- Advertisements may not be in conflict with the mission of DePaul University or the Student Centers department.
- All ad submissions must be made to the Student Centers department using the Student Centers Website at least five (5) business days in advance. Failure to give proper time to post the ad may result in the ad not being displayed.
- All ad postings will be based on availability and will be accepted on a first-come-first-served basis.
- All advertisers must design their own ads.
- All ads will be posted as they are submitted. The Student Centers department will not correct spelling, grammar or formatting errors.
- The Student Centers will not be responsible for the storage of any submitted ads beyond their scheduled run dates. All files and ads will be discarded after the last scheduled run date. Groups wishing to re-run the ad or a similar ad will have to resubmit the ad at the later date.
- All ads must be in one of the following file formats: Power Point , Flash, jpeg, Windows Media videos, Quicktime videos, or pdf.
- All other Student Center and University policies apply.

Drones

- Drones in Student Center managed spaces must follow the University Unmanned Aircraft Systems (Drones) policy - http://policies.depaul.edu/policy/policy.aspx?pid=335

EMS Webapp

- All reservation requests for Lincoln Park Student Center Facilities must be made using EMS Webapp, the online reservations system for Student Center Facilities. The system may be accessed by visiting the following website: https://ems.is.depaul.edu/
- A log in and password are required to use this system.
- The use of this system is reserved for DePaul University Faculty, Staff and Student Organizations.
- When making a room request using EMS WEBAPP, the online room request system, all requests will be given the status of Web Request until approved by the Student Centers.
- All event planning information must be provided at the time that the request is made.
- If request is not able to be processed due to conflicting events, double booking, lack of event information, violation of policy or any other reason, the request will be sent back to the client with a request for more information.
- Web Requests will be held for two weeks after the date that additional information is requested and then the requested space will be cancelled and a cancellation report will be sent to the client.

Film Screening

- The screening of any copyrighted movie is illegal without obtaining the proper licenses.
- When a student group is found to be showing a movie in the Student Center, Student Involvement will be notified.

Fronting

Student Center spaces are for the exclusive use of department, recognized student organization or contracted external organization that have reserved the space. Groups may not reserve space for a different organization. In addition, any changes to the event topic or description must be communicated to the Student Centers. Failure to do so may result in the immediate cancellation of the event. See also "**Sponsorship.**"

Furniture and Room Set-Ups

- Student Centers equipment may be used at no charge to DePaul University Recognized Student Groups and University Departments.
- Student Centers furniture is not permitted outside the building.
- If additional furniture is needed beyond what the Student Centers has in inventory, it must be rented from an outside vendor. All costs are the responsibility of the sponsoring organization.
- All furniture and equipment must be approved by Student Centers Administration before delivery and use.
- Groups interested in moving to another room location or a different furniture set-up must check with Student Centers Administration for assistance.
- The removal of permanent furniture from a space, such as dining tables and chairs or lounge furniture, may be requested through the Student Centers Administration office. The Student Centers determines if partial or full removal of furniture is necessary. Such requests should be made at least 5 business days prior to the event.

- The furniture in the DePaul Club and Student Center rooms 220, 324, 325, and 380 cannot be removed.
- All load in and load out of rented furniture must take place through the following locations-
  - In Lincoln Park use the Student Center Loading dock on the south side of the building.
  - In the Loop use the loading dock in the alley between the DePaul Center and the Lewis Center and the adjoining freight elevator.

Gambling

- No event taking place in a Student Center Facility that involves gambling, raffles or games of chance may take place unless they have obtained the proper licenses from the State of Illinois**.**
- Student Groups should work with the Office of Student Involvement to host such events.
- Gambling includes but is not limited to poker, card games, games of chance, raffles and betting.

Graffiti

- If graffiti is discovered on interior or exterior surfaces if the Student Centers, Public Safety should be called immediately. Student Centers staff should work with Public Safety and Facility Operations to document, photograph and clean the affected area(s) immediately.

Illegal Drugs

- The manufacture, sale, distribution, possession, or use of narcotic, hallucinogenic, hypnotic, depressant, and/or stimulating drugs by anyone in Student Centers buildings without proper prescription or required license is prohibited. Appropriate civil action will be initiated for violators of this policy.
- If illegal drugs are found, Student Centers will contact Public Safety and the Dean of Students Office.
- See the University Policy on Drug-Free Workplace and Legal Drinking Age Compliance - http://policies.depaul.edu/policy/policy.aspx?pid=259

Insurance

Generally the following must be met by groups wishing to rent Student Center facilities within the terms of a contractual agreement. All insurance requirements must satisfy the needs of the Office of Compliance and Risk Management at DePaul University.

[Company] shall procure and maintain during the time of the Conference insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Conference.

Acceptability of Insurers. All insurance described below shall be placed with insurance companies licensed to do business in the State of Illinois, and with a minimum rating of A-, VIII from the AM Best Company. DePaul reserves the right to reject insurance written by an insurer it deems unacceptable.

Evidence of Coverage. At least two (2) weeks prior to the Conference, [Company] shall furnish DePaul with a certificate(s) of insurance showing compliance with the insurance requirements described herein. Failure of DePaul to demand such certificate(s) or other evidence of compliance with these insurance requirements or failure of DePaul to identify a deficiency from evidence that is provided shall not be construed as a waiver of [Company]'s obligation to maintain such insurance. Failure to provide evidence of coverage by this date or to maintain the required insurance may result in the Conference being immediately cancelled at DePaul's option, with no refund of any amounts already due.

No Representation of Coverage Adequacy. By requiring insurance herein, DePaul University does not represent that coverage and limits will necessarily be adequate to protect [Company] and such coverage and limits shall not be deemed as a limitation on [Company]'s liability under the indemnities granted to DePaul in this Agreement.

Waiver of Subrogation. [Company] waives all rights against DePaul and its officers, directors, trustees, employees, and agents for recovery of damages to the extent these damages are covered by the insurance maintained pursuant to this provision.

Specific Coverage Requirements. [Company] shall obtain insurance of the types and in the amounts described below.

Commercial General and Umbrella Liability Insurance. [Company] shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $3,000,000 each occurrence. CGL insurance shall cover liability arising from bodily injury/property damage, personal/advertising injury, contractual liability, completed operations liability and product liability. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, employment-related practices, or damage to the work.

Automobile Liability. If the Conference involves [Company] operating automobiles at DePaul's campus, [Company] must have automobile liability insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000 per occurrence.

Workers Compensation. [Company] must have workers compensation as required by federal and state law, and Employer's Liability Insurance of not less than $100,000 per accident for injury, and $100,000 per employee for disease with a $500,000 policy limit.

Sexual Abuse/Molestation Liability Insurance. If the Conference involves participants under the age of 18, [Company] must have sexual abuse/molestation liability insurance with limits of at least $1,000,000 each occurrence and $2,000,000 in the aggregate, written on an occurrence basis.

Liquor Liability (Dram Shop) Insurance. If alcohol will be served at the [Company], [Company] must have liquor liability (dram shop) insurance with limits of at least $1,000,000 each occurrence.

All such insurance policies, except Workers' Compensation and Automobile Liability, shall name DePaul, its affiliates, trustees, directors, officers, faculty, employees and agents as additional insureds. Insurance policies issued on a "claims made" basis shall extend for two years past completion of the Conference. [Company]'s insurance must be primary with respect to any insurance or self-insurance maintained by DePaul. [Company] and its insurers waive all rights of subrogation against DePaul, its affiliates, trustees, directors, officers, faculty, employees, and agents.

Lost and Found

The Student Centers is not responsible for items that are lost or stolen from the facilities.

Media

Media are not allowed without advance approval of the Office of Public Relations and Communications. Any broadcast or print media requests must be coordinated in advance through the Office of Public Relations and Communications. Their offices are located at CNA building:

55 E Jackson, 18th floor
Chicago, IL 60605
312-362-8666

- See also **"Filming"**.

Metal Detectors

The following scenarios are when the Student Centers would consider to use Metal Detectors at events in any of our spaces.

- Threats of weapons and/or violence are received. Threats can be brought to the University's attention from law enforcement organizations, the program sponsor, guest speaker(s), social media, or members of the campus community.
- By request of the sponsoring organization or speaker.
- For DePaul University Late Night Events. Late Night Events consist of events that start at or after 9:00pm and/or conclude after 11:00pm including any event that has a DJ and/or dance floor/dance environment that is open to guests outside of DePaul University students, faculty, and staff. This pertains to all student organizations.
- By request of DePaul University's Public Safety office or executive leadership of the University.

Minors

DePaul University has a responsibility to plan with its event sponsors the safety of guests seventeen years of age and under. When guests age seventeen and under are attending

reserved events or programs in Student Center administrated spaces, the following guidelines will apply.
(Note: Student Center administrated spaces include the Lincoln Park Student Center, Loop Student Center, Conference Center, DPC Concourse, any academic spaces on the Loop Campus scheduled thru the Conference Services Office, Cortelyou Commons, the Quad, and the Munroe Hall Conference Rooms.)

- All Policies found in the DePaul University minor children website must be followed. https://resources.depaul.edu/minor-children/Pages/default.aspx

- Adult supervisors, which may include parents and legal guardians, must be present at any program or event that guests age seventeen and under are invited as part of an event or program.

- In cases of externally sponsored events and co-sponsorship with external entities, facility rental contracts and certificates of insurance will apply.

- Adult supervisors must comply with all legal and campus guidelines for guests of the University. See https://resources.depaul.edu/minor-children/Pages/default.aspx for full details.

- Adult supervisors must be present and actively involved in the oversight of guests age 17 and under. That is, adult supervisors must be with minors at all times, including in the reserved spaces, the hallways, dining and recreation rooms, on tours, and as appropriate, stationed at restrooms during breaks.

Money Collection/Donations

- Any event that involves the collection of money, an admission fee or a donation may be required to have security present.
- Groups must notify Student Centers Administration at least two weeks before an event if money is going to be collected.
- Security will be provided at the cost of the sponsoring group.
- The amount of money will be considered when requiring security to be present at an event where money is being collected. At any event where $1000 or more is expected to be collected, security will be required.
- Due to safety and security concerns and the uncertain nature of the amount of money actually expected to be collected at an event, the final decision to require security is left to the Student Centers Administration.
- If a group fails to notify Student Centers Administration that money will be collected, staff reserve the right to cease the collection of money or cancel an event.
- Any event that is collecting money outdoors or at night will be given extra consideration as to the need for security.

Political Activity

All student organizations, academic, and operating departments are expected to abide by University policies regarding political campaign activities. A full description of this policy can be found at http://policies.depaul.edu/policy/policy.aspx?pid=117

The following departments must be notified of any planned visit by an announced candidate for elected office –

- Community and Government Relations
- Office of Public Relations and Communications
- Public Safety
- Student Centers
- Student organizations must notify the Office of Student Involvement

Planning meetings will be required to ensure campus coordination. Security may be required. See also **"Security"**

Promotional Tables

- Promotional tables in the Student Center can be reserved or rented through the Office of Student Involvement.
- All requests to set the tables must come from the Office of Student Involvement.
- All groups or vendors must stay behind their promotional tables. They shall not walk around and solicit people or hand out goods or pamphlets.
- Only one table may be set in each of the promo table spots. The space near and adjacent to the promo tables is not reservable.
- All guidelines and policies set forth by the Office of Student Involvement apply to promotional table rental.

Property Damage

All groups using the DePaul Student Centers facilities are responsible for any and all damages in the facility resulting from their event. The Student Centers reserve the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment.

- No property of the Student Centers may be removed from the building without the consent of the Student Centers Administration.
- The Student Centers reserve the right to assess a charge for cleaning or repairing the area to return it to a condition adequate for continued use by other groups.
- The Student Centers do not assume responsibility for damage to or loss of any materials or equipment left in the building or in storage.
- See also **"Decorations"**.

Protests/Demonstrations/Prayer Vigils

- Protests, demonstrations and prayer vigils are not allowed to take place inside a Student Centers Facility.
- Protests, demonstrations, or prayer vigils should take place outside of the East or West Entrance of the Student Centers or on the Quad. Groups should work with Student Centers

Administration at least 5 business days in advance to notify them that a protest or demonstration will take place.

- Only one demonstration/protest/prayer vigil may take place at a time.
- People, groups and signs are not to block entrances or exits and should not interfere with regular Student Centers business.
- All protests, demonstrations and prayer vigils should be planned in conjunction with the Office of Student Involvement, the Dean of Students Office and Student Centers and the Office of Community, Government and International Affairs.
- See also **"Front Porch"**, **"Outdoor Space" and the Quad policies**.

Security

The determination of security needs are decided through a number of factors including, but not limited to:

a) Percentage of DePaul/non DePaul attendees
b) Entry fees collected at entrance/donations collected
c) Start and end time of event
d) On site presence of lead advisor or Student Involvement/Student Affairs staff at event
e) Potential guests protesting/disrupting the event
f) Previous incidents at similar past events
g) Previous incidents at clients past events
h) Required by Public Safety
i) Large concert events
j) A student event providing alcohol
k) All "Late Night" event programs will require security
l) Social Media attention
m) Attendance anticipated to exceed room capacity
n) Requested by client
o) Public figures, including elected officials, candidates for public office, or celebrities

The security ratio may range from 1:10 to 1:100 depending on event details.

Security Vendors

- All security officers or vendors in Student Center facilities will be ordered by the Assistant Director of the Student Centers. Groups may not order their own security officers.

Smoking

- Smoking is not permitted anywhere within the Student Centers buildings.
- For the entire policy please check the University policy website - http://policies.depaul.edu/policy/policy.aspx?pid=220

Solicitation

- Solicitors, sales persons, or canvassers seeking student contact, unless approved by the Student Centers Administration, may not use the Student Center's grounds and buildings for their sales and solicitations.
- Individuals engaged in such activities will be asked to leave the premises. Failure to do so will result in a criminal trespass citation through the Office of Public Safety.

Sponsorship

Assessment of the "DePaul Related" rental rate will be considered if the purpose of the event furthers the academic mission of the university department or school.
The Student Centers will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Meetings and events reserved by University student organizations, individuals or departments must fall under the following guidelines:

- The event/meeting must be conceptualized, planned, and managed by the University student organization or department and must truly be an organization or department initiative.
- The majority of those attending events/meetings scheduled by University student organizations or departments must be DePaul University students, faculty or staff.
- Any costs associated with the event/meeting must be paid by the student organization either by providing a University chart field number or from the checking account belonging to the student organization.

University student organizations, individuals or departments may not serve as "fronts" for off-campus groups in order to gain free use of meeting space for the off-campus user. The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

1. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using Student Center whether these expenses result from routine use and fees or from extraordinary circumstances or damage to Student Center facilities. The sponsor must provide a billing number.
2. Program content responsibility - Programs should be in line with the educational mission of DePaul University and should benefit the University community.
3. Event Planning and Production responsibility - The sponsoring organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
    - Reservation deadlines are met in a timely manner.
    - Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
    - Food and beverage policies are adhered to.

- Adequate staff from either the sponsored or sponsoring organization is on hand to supervise the event production.
- Time restrictions are enforced.
- A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter of sponsorship to the Student Centers, by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

4. The approval of the Department Head or Dean must be given in writing to Student Centers Administration acknowledging that the event is a being sponsored by their department or school.
5. See the university policy for full details - http://policies.depaul.edu/policy/policy.aspx?pid=74 and **"Fronting."**

Table Tents

- Student groups and departments may display information on 3 sided, free standing table tents on 2nd floor dining room tables.
- Content must be approved by Student Involvement.
- Length of time that the table tents sit on the tables is at the discretion of Dining Services cleaning staff.
- No single sheet advertisements, flyers, postcards, leaflets or pamphlets are permitted.
- Outside vendors may display table tents only with Student Center Administration approval.
- All unapproved items will be discarded immediately.

Undesirable Conduct

- Any person who engages in misconduct in the Student Centers may be requested to leave the premises.
- In the event that any person(s) engaged in misconduct refuses to leave the premises, Public Safety assistance will be requested. Misconduct shall be defined as behavior, which in any way defaces or damages the premises, or obstructs or interferes with the intended use of the premises.
- Federal and state law, city ordinances and University policies apply.

Weapons/Firearms/Fireworks

- The possession of and/or discharge of firearms and/or explosives on DePaul University property is prohibited except by designated University agents or designated employees in the line of duty. Appropriate civil and/or criminal actions will be initiated for violators of this policy.
-
- Public Safety will be contacted and will confiscate the weapon and contact local authorities if necessary.
- The use of fireworks is prohibited in the Student Center and on DePaul University property surrounding the Student Center.
  - See the University policy on Prohibition of Weapons - http://policies.depaul.edu/policy/policy.aspx?pid=308

Window/Door Coverings

- Groups using Student Centers Facilities may at no time place, tape, glue, tack or support anything that blocks a window, doorway or entrance way.
- No signs or postings may be taped to any window that is not part of an office suite.
- Groups doing so will be asked to remove the blockage.
- Failure to comply will result in the cancellation of the event and could affect future reservations.

Lincoln Park Policies

Please refer to Commons, Munroe, LP Student Center, and Quad sections for specific information for those spaces.

Audio Visual

- The use of all audio/visual equipment requires a reservation placed at least five working days in advance of the event date.
- Requests for use of audio/visual equipment received less than five working days in advance of the event date must receive approval from the AV Services Coordinator, subject to the availability of equipment and staffing.
- There is no charge unless there is dedicated labor assigned to the event or rental of equipment is necessary.
- The use of Student Centers Audio Visual Equipment is not permitted outside of the facility. If equipment is required for an outdoor space or a non-Student Center Administrated space, it must be rented from an outside vendor. Student Center Audio-Visual equipment is not available for use on the Quad.
- Student Center computers are not able to be used for Org Sync "swipe" access.

Labor Charges: The following charges are for a dedicated AV technician to be present at your event.

Position	Wage
AV Technician	$12/hr (minimum of 4 hours per AV technician)

- Additional fees may apply, please contact AV and Event Coordinator for updated pricing.
- 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 five 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. If specifically requested, a technician will be provided, if available and may be subject to additional charges.
- Any special circumstances can be discussed with the AV Coordinator at 773-325-4079.

- SC sound system does not permit direct tie-ins to the sound system. Please advise artist sound system (amps, speakers, mixers, etc.) must be provided for this event. SC sound system cannot support live instrumentation and/or professional DJ equipment. If you have any questions please contact the AV Coordinator at 773- 325-4079.

Balloons

- Helium filled balloons are only allowed in 120 when they are securely attached to independent weighting. Balloons should not be tied to furniture, fixtures or any part of the facility.
- Balloons used in the Student Center Atrium must have a ribbon attached with sufficient length to reach the floor of the first level.
- Balloons are not to be used in the Cortelyou Commons.

Building Hours

The hours of the Student Centers facilities are set to provide maximum service to meet the needs of the University community. The building hours are based on the following criteria:

- Academic calendar including quarter breaks, summer sessions, December holiday closing, and residence hall openings and closings
- University and National holidays.

The hours of operation are posted at appropriate locations on the Student Center website – https://offices.depaul.edu/student-centers/. The Student Center and its associated facilities are closed on most University recognized holidays. These dates include: Labor Day, Thanksgiving Day, Thanksgiving Friday, Thanksgiving Saturday, Thanksgiving Sunday, December holiday break as designated by the University, Martin Luther King Jr. Day, Good Friday, Holy Saturday, Easter Sunday, Memorial Day, and Independence Day. Reservation requests for these days are reviewed by Student Centers Administration. Building extension hour charges apply.

Typical Hours Lincoln Park Student Center
Academic quarter 7:00am-1:00am everyday
Summer and break hours Monday-Friday 7:00am-8:00pm; Saturday 10:00am-2:00pm; Sunday Closed

Typical Hours Cortelyou Commons
Building will operate on an as-needed basis and will only be opened for events that are scheduled according to the proper guidelines. The following are typical hours that are available for the building to be opened for events.
Academic quarter 9:00am-10:00pm everyday
Summer and break hours Monday-Friday 8:00am-8:00pm; Saturday 10:00am-2:00pm; Sunday Closed

Typical Hours Munroe Hall
Academic quarter 8:00am-11:00pm Monday – Thursday; Saturday & Sunday closed
Summer and break hours Monday-Friday 8:00am-8:00pm; Saturday & Sunday closed

Exclusive Use

- The Student Center is not available for exclusive use to a single group. It is intended to be a place of community for the University Community.
- If the building is open, during normal hours or during extended hours, it will be open to the entire University Community. It cannot be closed for a private event to an exclusive audience.

Extending Building Hours (early open/late close)

- Requests to open the Lincoln Park Student Center early or close late must be made at least 10 working days in advance of event.
- An operating cost of $150 per hour will be charged to the organization responsible for the event for an early opening. A fee of $150 per hour will be charged to keep any facilities open late. Fees are not pro-rated for partial hours.
- Cortelyou Commons closing time may not be extended beyond 11:00pm
- Any event wishing to use the Cortelyou Commons outside of the typical building hours for that facility, will be charge $150 per hour to open the building.
- Events may not start within 30 minutes of a building's opening time.
- Events must end 30 minutes prior to building closing.
- All extension of building hors requests are subject to the approval of Student Centers Administration.

Buses

- School and Coach buses dropping off or picking up visitors to the Lincoln Park Student Center Facilities must park in front of the Athletic Training Center facing south on Sheffield AVE.
- Buses may not park or double park in front of any Lincoln Park facilities for the loading and unloading of passengers.

Cancellation Policy

- In order to accommodate as many requests for events as possible, all organizations must honor their reservations. Organizations, which fail to use reserved space (without prior notification, a "no-show") three times within an academic quarter, will be unable to meet in Student Center facilities for one quarter or ten weeks.
- Standard room reservation cancellations (including the Cortelyou Common ballroom and Student Center Room 120) should be made at least 3 business days in advance for events. Failure to notify Student Centers of event cancellations may result in suspension, or loss of reservation privileges in Student Center facilities. When this occurs, it will count as a "no-show".
- 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.

Chalking

- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person based or group of people on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website).
- Per the University policy titled Display of Materials (http://policies.depaul.edu) chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicated the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by Facility Operations and the cost of the removal may be charged back to the responsible party.
- Additionally, no harassing or profane language or references to alcohol may be used in the chalking of sidewalks.

Coat Check

- A coat check room is available for use for events taking place in the Cortelyou Commons and room 120AB of the Student Center, and the 8th Floor of DePaul Center.
- If groups wish to use the coat check, the Student Centers Events Coordinator should be notified at least two weeks prior to the event.
- The Student Center is not responsible for lost or stolen items from the coat check.
- If the coat check is used, it must be staffed at all times, either by the sponsoring organization or the Student Centers.
- Student Center staffing is available but not mandatory, to manage the coat check and is subject to availability. The coat check will be staffed one hour before and one hour after the event, in addition to the entire event. The cost is $12.00 per person per hour. The coat check will be staffed for a minimum of one hour before and one hour after an event, and will include the entire event.
- The appropriate level of Student Centers staffing for the coat check will be left to the determination of Student Centers Administration.

Dance Floor

- All student groups, departments, and off-campus guests of DePaul Student Centers are required to use a dance floor when dances are held in the Cortelyou Commons ballroom, room 120AB of the Student Center or any other carpeted room or area.
- Customers wanting to have a dance in a carpeted room must request the dance floor when making the reservations. Extra setup time of one hour is required for groups using a dance floor. When planning an event, please allow for the additional setup time.
- Dance Floor Sizes:
    - Cortelyou Commons

1/2 dance floor 15’ x 15’
Full dance floor 20’ x 20’

- Student Center

1/2 dance floor 20’ x 20’
Full dance floor 39’ x 39’

- The Student Centers retain the right to deny the use of the dance floor or limit the size based upon the availability of staff, equipment or intended use. If Student Centers do not have a dance floor available for an event, the sponsoring group is responsible for the renting, set up and removal of a dance floor from an outside vendor.
- The Student Centers staff must pre-approve the use of any outside dance floor.

Decorations

- All decorations must be flame retardant**.**
- Decorations may not be attached to wood, metal, glass, paint, ceilings, floors, or other surfaces, as they scar the finishes of the facility.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, candles, or staging for attaching any materials is not permitted unless by special permission from the Student Centers Administrative offices.
- Pictures are not to be removed from walls.
- The use of paint is prohibited in Student Center Facilities without prior written permission from the Assistant Director of the Student Centers.
- 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 of $150.00 may be assessed if these items are used.
- Candles, incense, fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
- Smoke or fog machines are not allowed.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits that require flame or water.
- The Student Centers reserve the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.
- All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery. All deliveries must adhere to the parking policies for the Commons or loaded in and out through the loading dock door on the south side of the Student Center.

Family Restroom

- A family restroom located on the first floor of the Student Center will be available to students, faculty and Staff through their DePaul ID via swipe access.

DePaul guests may gain access to the space by going to the information desk on the first floor. They will need to leave a state issued ID to receive a DePaul swipe card to use the family

restroom. The state ID will be returned once the swipe card is brought back to the information desk.

Donation Collection Boxes

Space for collecting donations is not available in any public spaces of the Student Centers. University departments or recognized student organizations can request space for donation receptacles from departments in the Student Center to host a box within their suite space.

- Boxes must be completely covered/decorated and should include the sponsoring organization or department's name, dates of the collection, and the place where items will be donated.

- Groups and departments are responsible for maintaining the cleanliness of the donation area and should not allow donated items to exceed the space of the box.

- Donations must be emptied daily and moved to a secure location. DePaul Student Centers does not offer temporary storage space for donations. Unattended cash donation collection containers are not allowed in the Student Centers.

- Donation boxes may be requested for a maximum of two weeks.

Filming

- Any DePaul students, staff and faculty filming in the Student Center Facilities must complete the filming permission form, located in room 303 of the Student Center between 9am – 5pm or the 1st Floor Information Desk after business hours.
- Any non-DePaul community members looking to film on campus must first contact the DePaul University Office of Public Relations and Communications for approval and to learn next steps for filming on campus.
- See the University policies on DePaul filming on campus here - http://policies.depaul.edu/policy/policy.aspx?pid=325
- See the University policies on non-DePaul filming on campus here - https://offices.depaul.edu/public-relations-communications/about/Pages/Filming-at-DePaul.aspx

Late Adds

- Late adds are defined as any request for a room, furniture or audio visual equipment within 5 business days of an event.
- Late adds are not allowed within 5 business days of the start or an event**.**

Late Night Parties

- For complete list of Late Night Party Policies, contact the Lincoln Park Assistant Director for the "Late Night Events Manual".

Locker Rental

This policy covers the policy regarding policies, payment options, rental process and collections for locker rentals in the Lincoln Park and Loop Student Centers.

1. The locker rental period ends the Friday before graduation. Renters canceling the use of a locker before the end of the rental agreement will not receive a prorated refund.

2. **Locker Renewals:** Lockers are renewed for $10 annually (between April 1st and the Friday before graduation).

3. **New Locker Rentals:** Any locker rentals **AFTER** the Friday before graduation will be considered new locker rentals. New locker reservations are $20.00.

4. All lockers must be renewed by the Friday before graduation. If you do not renew your locker by the deadline, all materials will be removed from the lockers and disposed of.

5. Renters are responsible for locker contents. DePaul University and Student Centers and its employees are not responsible for lost or stolen contents.

6. Lockers are the property of DePaul University and any damage beyond normal wear and tear will be the financial responsibility of the renter.

7. Lockers are subject to search, without notice, by the DePaul University Public Safety Office.

Payment Options

1. Methods of payment accepted are via the online locker process on Campus Connect. No other forms of payment will be accepted.

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 quarters.
- Failure to cancel reserved space within the proper timeframes will count as a No Show.

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. It is the responsibility of the planning organization to making parking arrangements for any vendors.
- 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.
- There is no bus parking available on campus. Arrangements must be made at least two weeks in advance with Parking Services to arrange bus drop-off and pick-up.
- All city laws apply when parking on the city streets surrounding Student Center Facilities.
- Parking near the Student Center, on campus, and in the surrounding neighborhood is difficult. The red and brown lines of the CTA are easily accessible to campus and should be suggested to all visitors to campus.
- Parking is available in the parking garages at 2335 North Sheffield and 2330 North Clifton. Stubs can be validated for a discounted rate at the Student Center Information Desk or the Commons Manager.
- Event parking needs must be communicated to Parking Services at 773-325-7275 or http://parkingservices.depaul.edu
- Under no circumstances is the Student Centers Administration responsible for any University or City of Chicago Parking violation.
- If valet is to be used, Student Centers must be notified at least three weeks prior to the start of the event. See **"Valet"** for more guidelines.

Room Opening Policies

- All reserved rooms in a Student Centers facility will be unlocked fifteen minutes prior to the start of the meeting.
- If audio visual equipment is part of the room's set-up, a Student Centers employee should be in the room until the sponsoring organization arrives.
- If group does not arrive by start time of scheduled event, the room will be locked and group must request that it is opened when they arrive.
- If a room is not unlocked and a group has the proper reservation, they should contact either Student Centers Administration in Suite 303, ask for the Building Manager at the Information Desk, or call the Information Desk at 773.325.7400.
- Reservations will be considered a no-show after half of the event reservation time is over. See **"No Shows"** for full policy guidelines.

Scheduling

- Scheduling and reserving of all Student Centers Facilities should be done by working with Student Centers Administration.
- Groups and departments should check the availability of space online using EMS WEBAPP (see the EMS WEBAPP section)
- Groups and departments should make reservation requests by using EMS WEBAPP.
- Reservation confirmations will be emailed following the verification that the space is available.
- Student Center event policies will be sent with all confirmations.
- Groups can only reserve one dress rehearsal per event using the Commons in advance.
    - Groups are allowed to request the Commons within 2 weeks for rehearsals, if it is open on EMS.

- Summer reservations will be considered separately from the academic year. The academic year is defined as the first day of residential move in through the Saturday following spring commencement.
- 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.

Valet

- Internal DePaul groups are responsible for contacting Parking Services and the office of Community and Government Relations and following their guidelines for valet service.
- External groups must inform the Student Center Administration of the need for valet service and the Student Center will then contact Parking Services and the Office of Community and Government Relations in order to follow their guidelines for valet service.
- All requests for valet service must be approved by the Assistant Director of the Student Center at least three weeks in advance.
- Valet service can be used for events taking place in the Cortelyou Commons and the Student Center.
    - Commons: Drop-off and pick-up for a valet service must occur off of Belden Ave to the south of McCabe Hall.
    - Student Center: Drop-off and pick-up for a valet service must occur off of Sheffield to the south of Belden.

Cortelyou Commons

Balconies

- Groups may reserve the north or south balcony in the Cortelyou Commons
- Reservations in the balconies will not be allowed if they interfere with an event in the ballroom.
- Furniture may not be removed, relocated or added to the standard balcony set-ups.
- A lift is only available for events in the South Balcony.

Ballroom

In order to maintain the Student Centers availability in the Cortelyou Commons ballroom for University users, the general guidelines follow:

- Meetings should only take place in Cortelyou Commons if 60 or more guests will be present.
- The ballrooms may not be reserved on a weekly or bi-monthly basis for an entire quarter.
- Groups can only reserve one dress rehearsal per event using the Commons ballroom.
- The kitchen and the back of the house areas are not reservable and cannot be used as part of an event taking place in the Commons.

Freehan Room

- The Freehan Room may only be used for Presidential and high-end University functions.

- If a group wishes to use the Freehan Room, they should contact the Assistant Director of Student Centers.

Patio

- The Patio is the space directly to the west of the Commons, between the Commons and Wish Field.
- This space may be requested in the same way as the other spaces in the Commons.
- The patio is available for reservations from April 1st to October 31st.
- Outdoor patio furniture is available for use. If the sponsoring group would like to use the outdoor patio furniture, they should work with Student Centers Administration at least two weeks in advance to make the proper arrangements.
- Patio furniture may not be used anywhere besides the patio.
- Grilling is not allowed on the patio.
- Amplified sound is not allowed on the patio.
- No stakes or pegs may be driven into the surface of the patio.
- Chalking is not allowed on the patio surface.

Tenting

- Tenting at the Commons is only allowed with the proper permits from the city of Chicago, the approval of Student Centers Administration, Facility Operations and the Office of Community, Government and International Affairs.
- If an event is planning to use tenting, preparations should begin at least three months in advance.
- Student Centers Administration reserves the right to deny tenting at any time.

Trash Removal

- After an event, all trash must be removed from Cortelyou Commons.
- Small trash items should be placed in the provided trash receptacles.
- Large trash items, including bags of trash, must be removed from the building and placed in the McCabe Hall dumpsters.
- Any self-catered food must be disposed of by the sponsoring organization.
- Failure to remove trash or to place trash in proper location may result in a minimum cleanup fee of $150.00 being assessed, depending on the nature of the event and the extent of the cleanup required.

Munroe Hall

Audio Visual Requests

- Munroe Hall student center controlled rooms are equipped with a standard computer and projector. We do not provide any amplification of sound in these spaces, including speakers and microphones. Please contact the AV Coordinator at 773.325.4079 for additional inquiries.

Contact Information

- If a group or department experiences problems with the facility, the furniture, the set-up or the audio visual equipment before or during an event, they should contact the Student Centers staff person on hand at the event or call the information desk at 773.325.7400.

Lincoln Park Student Center

Annex (Brownstone's Annex Room 103A)

The space adjacent to Brownstone's Coffee Bar, the Brownstone's Annex (The Annex) is a lounge environment open to the entire DePaul University community. It serves various functions such as a lounge space, a study space and a computer lab.

The Annex may be reserved by recognized student organizations and University Departments for programs and activities taking place Monday-Friday, between the hours of 5:30pm and Midnight. A group wishing to request to reserve the space should make a request using the online reservation system, EMS WEBAPP.

Guidelines for use of the Annex:

- The Annex may only be used for programs open to the entire University community. Examples include but are not limited to: open mic nights, musical performances, board game tournaments, television program viewing.
- The Annex space may not be used for closed events. These types of events should take place in meeting rooms. Examples include but are not limited to: group or departmental meetings, rehearsals, banquets, private receptions or parties.
- The Annex must remain open to the University public during any event or program that takes place there. The space must still be available for use as a lounge space, study space or computer lab.
- The Annex cannot be reserved during Finals Week or Finals Frenzy.
- No furniture will be removed from the Annex. Student Centers will make the final determination of how much, if any, of the furniture will be rearranged.
- Some furniture can be added to the Annex. Student Centers will make the final determination of how much furniture will be added.
- Admission charges cannot be charged to enter an event in the Annex.
- Audio Visual (AV) equipment is available for use in the Annex with at least five business days' notice.
- Amplified sound, music and noise levels in the Annex must be kept at or below 70 decibels. Amplified sound equipment must point away from offices, the Student Center Information Desk and the Chapel, facing north or east.
- Any changes to the lighting in The Annex must be requested at least five business days in advance and must be approved by the Student Centers Administration.
- Groups must comply with any reasonable request to turn down the volume, even if it is at or below 70 decibels. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.

- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safety policies and procedures or the University or other safety regulations, that interferes with other normal business operations of the University and its facilities, or that otherwise violates Section F(3) of the "Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus.
- The use of any decorations must be approved by the Assistant Director of Student Centers.
- Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the DePaul University Student Center.
- Programming in the Annex may be prohibited when there is concurrent programming in the Atrium to avoid event conflicts.
- All other Student Center and University Policies apply.

Atrium

The carpeted atrium space in front of the Information Desk on the first floor of the Student Center ("Atrium") is a lounge environment open to the entire DePaul University community. The Atrium serves as a living room for the campus.

The Atrium may be reserved by recognized student organizations and University departments for programs and activities. A group wishing to request to reserve the space should make a request using the online reservation system, EMS WEBAPP.

Guidelines for use of the Atrium:

- All programs or displays must be kept to the carpeted space of the Atrium.
- No event or program may take place in the Atrium that consistently has more than 75 people in attendance. People attending an event in the Atrium may not block doorways, stairways or disrupt the normal flow of traffic in the Student Center and at no time may events or people attending an event extend beyond the carpeted area of the Atrium.
- Furniture removal in the Atrium may be requested through the Student Centers Administration. Student Centers will make the final determination of how much of the Atrium must be cleared or reconfigured to allow for a particular reservation.
- The atrium space may only be used for programs open to the entire University community. The determination of whether or not an event is open to the entire University will be left to Student Centers Administration.
- When not being used as a lounge, the Atrium is intended to be a programming space and therefore must only be used for programming and events.
- The atrium space may NOT be used for the following:
    1. Departmental or organizational meetings
    2. Guest lecturers or speakers
    3. Drag Shows
    4. Rallies
    5. Dance Competitions
    6. Theatrical performances
    7. Step Shows
    8. Film presentations

9. Advertising done in the absence of an event
10. Promotion tables, vendor tables
11. Sales of goods, services or tickets

- Departmental or organizational meetings, guest lecturers, speakers and closed events should occur in meeting rooms.
- Advertising of events and programs are allowed using only the banner space above the Atrium. It is not permissible to use the Atrium as an advertising forum. This should take place at a promotional table or the Media Table.
- Any sales of goods, services or tickets should take place at a Promo Table, reserved through the Office of Student Involvement.
- Any promotion or advertising should take place at the Student Centers Media Table, located under the east, inner stairwell. If requested properly, this space can include the use of multimedia advertising equipment.
- Audio Visual (AV) equipment is available for use in the Atrium with at least 5 business days' notice. Student Center AV equipment is not available for use by disc jockeys, spinners or any event where the changing of songs is a focus of the event. Student Center audio equipment should only be used to provide continuous background music.
- Before 6:00pm, amplified sound, music and noise levels in the Atrium must be kept at or below 70 decibels from a distance of 50 feet. Amplified sound equipment must point away from offices and the Student Center Information Desk, facing north, east or west.
- After 6:00pm, amplified sound, music and noise levels in the Atrium must be kept at or below 80 decibels from a distance of 50 feet. Amplified sound equipment must point away from offices and the Student Center Information Desk, facing north, east or west.
- Groups must comply with any reasonable request to turn down the volume, even if it is at or below the regulated decibel level. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.
- A dance floor is available with at least 5 business days' notice. The dance floor must be confined to the carpeted Atrium area.
- Decorations including balloons, streamers, cutouts, or any temporary display for a program. Decorations must be approved at least 5 business days in advance by the Assistant Director of Student Centers. Decorations cannot be fixed to the wood, painted surfaces or railings for damage and safety reasons. All decorations used it the Atrium must be removed by the reserving group immediately at the conclusion of the program. Decorations are not permitted on the north side of the Atrium wall below the railing due to the permanent art displays located there. Decorations cannot suspend below the soffit line. Ladders cannot be used except by work order to Facility Operations. Walkways (slate floor) cannot be blocked. Decorations cannot be suspended from the ceilings on the first, second or third floor.
- Balloons must have ribbon/string that reaches from the balloon at the ceiling to approximately 5 feet or lower to the Atrium floor.
- Nothing may be constructed or built in the Atrium without the approval of the Assistant Director of Student Centers at least 5 business days in advance.

- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safe and orderly operation of the University and its facilities or that otherwise violates Section F(3) of the 'Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus."
- Any event in question must receive the approval of the Director of Student Centers at least 5 business days in advance.
- Programming in the Atrium may be prohibited when there is concurrent programming in the Annex to avoid event conflicts.
- All other Student Center Policies and Guidelines apply.
- Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the DePaul University Student Center.
- Only Student Center provided and approved furniture may be used in the atrium. Clients may not add additional furniture from adjacent lounges or dining areas.

Banner Policy

Banners are assigned on a first-come, first-serve basis. Only recognized student organizations, University departments, and Student Centers tenants may reserve the banner space. An individual may not reserve the banner space.

The content of a banner must be approved by the Office of Student Involvement.

- Banners may not exceed twelve (12) feet in length and four (4) feet in height
- There is not a fee for reserving the banner space(first come, first serve basis)
- The location and methods for displaying banners is determined by the OSI staff.
- Banner reservations are for a maximum of one week (seven days).
- Banners may not be used for advertising vendors, product names or logos, or any special acknowledgment other than the activity, date(s), location, and name of student organization/department.

- Banners are displayed from the east, south, and west sides of the second floor of the atrium.
- The Student Centers are not responsible for banners torn down or damaged.
- Banners cannot be displayed on the exterior of the Lincoln Park Student Center.

Easels

- Easels can be requested during business hours by contacting the Student Centers building manager at the information desk on the first floor and may be used to display advertising for the day of the event only. An equipment release form must be filled out before the easel can be checked out.
- Easels can also be requested for use as part of an event reservation within the reserved room. These easels should be made at the time of the room reservation.
- Easels are limited in number and subject to availability.
- The content of the material placed on the easels is subject to the approval of the Office of Student Involvement.

- Posting requests for the promotional walls and bulletin boards must be approved and stamped in the Office of Student Involvement.

Front Porch

- Though not formally reservable in EMS, the space outside of the east and west entrance and exit of the Student Center (the "front porch") can be reserved and approved on a case by case basis for demonstrations and protests. All efforts should be made to keep activity on the west side of the facility and only during business hours.
- No signage or objects may be placed on the Fr. Egan Statue.
- Furniture may not be requested for the space and no amplified sound may be used
- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person or group of people based on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website) (see "Chalking")
- See also **"Protests/Demonstrations/Prayer Vigils"** and **"Outdoor Spaces"**.

Interfaith Sacred Space

The Interfaith Sacred Space provides hospitality to our DePaul faith communities and ministry collaborators. As an interfaith sacred space, its availability is reserved for religious/spiritual ritual, prayer, meditation and reflection.

The Interfaith Sacred Space is managed by the Office of University Ministry at DePaul University. Since this space is located within the Lincoln Park Student Center, the space will be monitored by DePaul Student Centers Administration. The main contact for the Chapel can be located in Room 311(University Ministry) of the Student Center.

The following guidelines should be used when monitoring the space:

- The Interfaith Space will be unlocked in the morning at opening hour and locked in the evening at the closing hour of the Lincoln Park Student Center by a Student Center Building Manager. This Manager will open/close the space and disarm/arm the alarm.
- The Interfaith Space will only be open during Lincoln Park Student Center hours.
- The space will only be locked during Student Center hours with the permission of University Ministry.
- The space will be open to DePaul students, faculty and staff.
- The Interfaith Sacred Space will primarily be used for activities sponsored and planned by University Ministry religious groups and for individual prayer and reflection.
- During times when there is not programming, the space is open to individual use.
- Allowable types of individual use include praying, sitting and reflection.
- Individuals will not be allowed to use the space for eating, studying, sleeping or as an alternative meeting space.
- Food and drink is not allowed in the Interfaith Space.

- Student Center Building Managers or University Ministry staff will monitor the space by viewing the space from outside the door that leads to the Chapel and Interfaith Space. They will not enter the space unless there is a need to do so.
- If Student Center Administration or a Student Center Building Manager observes improper use of the space, they will take the correct action for the situation including asking the individual to leave the space, contacting University Ministry or calling Public Safety.
- No items are to be removed from the space except with approval and escort of University Ministry.
- Postings at the windows must be approved by the University Ministry Office.
- When triggered, the Chapel alarm will automatically notify Public Safety.
- If the alarm is triggered during regular business hours, Public Safety should check in with University Ministry and inform Student Centers if there is an emergency or problem related to the surrounding areas.
- If triggered during non-business hours, Public Safety should check-in with the Student Centers Building Manager. If an emergency, Public Safety should deal with the emergency and Student Centers should notify University Ministry.
- If there is an emergency directly related to the Interfaith Space, Student Centers should contact University Ministry.
- If someone is interested in reserving the space, they should contact University Ministry.
- If a group is interested in having exclusive use of the space, they must have it reserved.
- Student Centers Administration will work with University Ministry and Facility Operations to change the alarm code when needed if there is a change in staff or a security breech.

Mail Room

- The Mail Room is to be staffed and operated by DePaul University Print & Mailing Services.
- Student Centers will not have keys or access to the mail room work area due to United States Postal Laws.
- On the weekend, student mail room staff will be let into their work space by calling Public Safety.

Media Table

The space located at the base of the east inner stairwell on the first floor of the Lincoln Park Student Center, is the Student Center Media Table. This serves as a place for organizations to advertise their event using multimedia audio visual while keep the Atrium as a place to be used as a community lounge or a programming space. It will consist of one 6ft rectangular table, two chairs and one multimedia display unit.

The Student Center Media Table may be reserved by recognized student organizations and University departments to advertise their event. A group wishing to request to reserve the space should make a request using the online reservation system, EMS WEBAPP.

Guidelines for use of the Student Center Media Table:

- All advertisements must be for events fully sponsored by a DePaul University Student Organization or Department.
- The Student Center Media Table may not be used for the following:
    1. Departmental or organizational meetings
    2. Guest lecturers or speakers
    3. Film presentations
    4. Promotion tables, vendor tables
- The video display equipment used at the Student Center Media Table may only be used in the designated location near the East Stairwell and may not be used in other spaces.
- No decorations are allowed in/on the Student Center Media Table or in the surrounding areas such as on the railings, steps, etc..
- All promotional items must fit on one 6ft rectangular table.
- The Media Table must be staffed by someone at all times that it is reserved.
- The people staffing the Student Center Media table must remain behind the table at all times and are not permitted to move throughout any part of the Student Center doing anything related to their reservation.
- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safe and orderly operation of the University and its facilities or that otherwise violates Section F(3) of the 'Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus."
- Any event in question must receive the approval of the Director of Student Centers at least 5 business days in advance.
- Reservation of the Student Center Media Table may be prohibited when there is concurrent programming in the Annex or Atrium to avoid event conflicts.
- All other Student Center Policies and Guidelines apply.

Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the DePaul University Student Center.

Multipurpose Room (Room 120AB)

In order to maintain the Student Centers availability in the Multipurpose Room 120 (MPR) for University users, the general guidelines apply:

- The ballrooms may not be reserved on a weekly or bi-monthly basis for an entire quarter.
- Groups can only reserve one dress rehearsal per event using the MPR in advance.
    - Groups are allowed to request the MPR within 2 weeks for rehearsals, if it is open on EMS.
- The set-up for dress rehearsals will be left to the determination of Student Centers Administration based upon the availability of staffing, equipment, space and time.
- The use of the kitchen, access hallway and back of the house spaces are not allowed as part of the reservation of the multipurpose room.

Outdoor Postings and Advertising

- No signage or postings may be placed outside of the Student Center. This includes but is not limited to stakes signs, taped signs and banners.

- For outdoor chalking policies, see “Chalking”.

Outdoor Spaces

- See **“Front Porch”** for spaces outside of the Student Center.
- For chalking see **“Chalking”**.
- For Protests, Demonstrations and Prayer Vigils see **“Protests/Demonstrations”**.
- For events on the Quad or St. Vincent’s Circle, see **“Quadrangle and St. Vincent’s Circle”**.

Performance Area, Second Floor

- The east side of the second floor of the student center (2nd Floor Performance space) can be reserved for small performances, small dance showcases, or group showcases.
- The 2nd Floor performance space may not be reserved for meetings or closed events.
- Before 6:00pm, amplified sound, music and noise levels in the Second Floor Performance Area must be kept at or below 70 decibels from a distance of 50 feet.
- After 6:00pm, amplified sound, music and noise levels in the Second Floor Performance Area must be kept at or below 80 decibels from a distance of 50 feet.
- Groups must comply with any reasonable request to turn down the volume, even if it is at or below the regulated decibel level. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.
- The sponsoring group must comply with the request to lower the event volume at any time.

Publication Distribution

- All groups wishing to display publications within the Student Center must do only with the approval and permission of the Student Centers Administration
- Publications may only sit under the inner stairwells on the first floor.
- *The DePaulia* is allowed to distribute their publications from set racks near the east and west entrances on the first floor.
- The Student Centers reserves the right to discard and refuse any publications at any time.

Regulations and Safety Rules

- The safety of all guests in Student Center facilities is a top concern for all Student Centers staff members.
- The sponsoring organization/department of an event hosted within the Student Centers is responsible for both the safety of persons attending and for returning the rooms back to their original condition.
- Attendance at all events is limited to the number of fixed seats in the rooms or established capacities of rooms as dictated by fire and safety codes. Standing in the aisles and sitting on the back of seats during any program is prohibited except for persons working the event. Fire code regulations state that all exits and entrances MUST remain free of any type of obstruction. Room capacities are listed in all rooms near the entrance.
- Alteration to the permanent structure of the spaces, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage costs will be charged to the group at the replacement/repair cost.

- Fire rated capacity shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the Student Center Operations Manager.
- Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of ordinary doorknob or by pressure on the crash bar. Exit ways serving the room must be adequately lighted during all times that the room is occupied.
- The stage curtains are not to be taken down for any reason. Objects may not be hung or attached from the curtains or curtain rods at any time. The curtains may not be tied back.
- No access is permitted to ceiling lights in the house and no attachments may be made to any overhead lighting. Light trees must be approved by Student Centers Administration.
- The movie screen may be used only for projection.
- No flame or heat-producing equipment is permitted. Smoking at any time is not permitted.
- No access to the back hallways or kitchen areas will be granted for groups that have reserved the Multipurpose Room.

Reservations at DePaul University

The Lincoln Park Student Centers facilities include the Lincoln Park Student Center, Cortelyou Commons, Quadrangle, St. Vincent's Circle and the Munroe Hall Conference Rooms. For other campus locations, contact the following:

Aida Atsbaha
312-362-5774
DePaul Center 8th Floor Conference Center

Dorian Rodriguez Spicer
773-325-7849
Richardson Library

Mike Lenti
773-325-7545
Athletic Training Center

Leanne Thompson
773-325-4557
The Ray Meyer Fitness and Recreation Center

Ben Rusch
773-325-4469
Concert Hall

Alexandra Schneider
(312) 362-7533

Academic Spaces (SAC, McGaw, Byrne Hall, McGaw, Levan, etc.)

Reservation Time Frames
Sponsoring organizations or departments 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
    - 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

Saint Louise de Marillac Chapel

The Saint Louise de Marillac Chapel is a designated place of prayer and worship for the DePaul Community under the auspices of Roman Catholicism and DePaul Catholic Campus Ministry. As a chapel, the space will be reserved for private prayer, communal worship services, and regularly celebrated Catholic mass. The normative form of prayer and communal worship for this space is Catholic though exceptions are possible with approval of the designated authority.

The Saint Louise de Marillac Chapel is managed by DePaul University Catholic Campus Ministry office. Since this space is located within the Lincoln Park Student Center, the space will be monitored by DePaul Student Centers Administration. The main contact for the Chapel will be Catholic Campus Ministry.

The following guidelines should be used when monitoring the space:

- The Saint Louise de Marillac Chapel will be unlocked in the morning at opening hour and locked in the evening at the closing hour of the Lincoln Park Student Center by a Student Center Building Manager. This Manager will open/close the space and disarm/arm the alarm.
- The Chapel will only be open during Lincoln Park Student Center Hours.
- The space will only be locked during Student Center hours with the permission of Catholic Campus Ministry.

- The Chapel will be open to DePaul students, faculty and staff as well as people from the Lincoln Park Community.
- The Chapel will primarily be used for Roman Catholic Mass and other Roman Catholic activities sponsored and planned by Catholic Campus Ministry.
- During times when there is not Mass or programming, the Chapel is open to individual use.
- Allowable types of individual use in the chapel include praying, sitting and reflection.
- Individuals will not be allowed to use the chapel space for eating, studying or sleeping or as an alternative meeting space.
- Re-arranging the chairs/kneelers or sanctuary furniture will not be permitted except thru Catholic Campus Ministry's approval. Someone from Catholic Campus Ministry should be present if this is approved and takes place.
- Student Center Building Managers or Catholic Campus Ministry staff will monitor the space during open times.
- If Student Center Administration or a Student Center Building Manager observes improper use of the space, they will take the correct action for the situation including asking the individual to leave the space, contacting Catholic Campus Ministry or calling Public Safety.
- No items are to be removed from the space except with approval and escort of Catholic Campus University Ministry.
- Postings at the windows must be approved by the Catholic Campus Ministry Office.
- The window shades will be kept open except during the times of Mass and religious programming done by Catholic Campus Ministry.
- When triggered, the Chapel alarm will automatically notify Public Safety.
- If triggered during non-business hours, Public Safety should check-in with the Student Centers Building Manager. If an emergency, Public Safety should deal with the emergency and Student Centers should Catholic Campus Ministry.
- If someone is interested in using the Chapel space for a wedding, they should contact Catholic Campus Ministry.
- A single candle will be lit at all times in the Chapel. This candle will be hanging to the left of the Tabernacle, located in the center of the space, behind the altar. Catholic Campus Ministry will monitor this candle on a daily basis.
- Student Centers Administration will work with Catholic Campus Ministry and Facility Operations to change the alarm code when needed if there is a change in staff or a security breech.

Scheduling

- Scheduling and reserving of all Student Centers Facilities should be done by working with Student Centers Administration.
- Groups and departments should check the availability of space online using EMS WEBAPP (see **"EMS WEBAPP"**)
- Groups and departments should make reservation requests by using EMS WEBAPP.
- Reservation requests will not be taken in person, over the phone, over fax, through the mail or by email.

- Reservation confirmations will be emailed following the verification that the space is available.
- Student Center event planning policies will be sent with all confirmations.
- Summer reservations will be considered separately from the academic year. The academic calendar is defined as the first day of residential move in through the Saturday following spring commencement.
- 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.
- 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 $150 for any increment of the first hour and $150 for each additional hour.

Storage

- The Student Centers will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities. The Student Centers will charge a fee to any external group wishing to use a meeting room as a storage space. The cost will be based on 100% of the daily rate.
- The storage or setup of items in the rooms must be removed at the end of the event. If storage is needed past the end of the event, advance permission must be obtained from the Student Centers. The Student Centers retains the right to limit the number of storage items.
- All return shipment items, and all costs incurred from such acts, must be paid and arranged in advance by the student group, department, or off campus user. The hosting organization is solely responsible for these arrangements, as well as the transportation of the items to and from the Student Centers.

Event and Conference storage

There are no long term storage opportunities for events or conferences, whether sponsored by University departments and student organizations or off-campus programs. A conference group that is having an event in the Lincoln Park Student Center can have their written materials shipped to:

Lincoln Park Student Center, Suite 107
Attn: Joe Skibicki
c/o (name of conference and date here)
2250 N. Sheffield Avenue
Chicago, IL 60614
Box 1 of 3, Box 2 of 5, etc.

If materials are not addressed per above, they may inadvertently not be accepted.

Conference groups shipping materials in advance are asked to communicate the size and number of packages being shipped. Materials should be shipped to arrive no earlier than three business days in advance of the event. DePaul University will not be responsible for lost or stolen materials or shipping materials after a conference is concluded. Conference groups can make arrangements with the Copy Center located on the first floor of the DePaul University Student Center to ship their materials.
Materials left behind will be discarded within 24 hours.

Departmental or program storage

DePaul University Student Center does not offer long term storage space for any departments or programs. This includes storage of equipment, files, furniture, and office materials.

Collection Boxes

See "Donation Collection Boxes".

Student Lounge, Second Floor – "Demon Den"

The Demon Den is the semi enclosed area, from the half wall to the north windows; this is a lounge environment open to the entire DePaul University community. This space is for the following, but not limited to:

- Viewing DePaul Blue Demon sports events
- Watching Television casually
- Hanging out
- Socializing
- Studying
- Eating

The Demon Den is not a space that can be reserved by recognized student organizations and University departments for programs and activities.

The TV in the Demon Den will be normally left on a news station; however students are able to change the channel. The TV will be turned to televised Blue Demon games when applicable. The volume will be left at a conversational tone. If requested, our staff will adjust the volume of the television.

The furniture in the space shouldn't be rearranged. If any assistance is needed in the space, please contact the first floor information desk.

Third Floor Lounge Space

- The primary purpose of the space outside of 314AB on the third floor is a lounge space.
- The space may be reserved on some occasions in conjunction with events taking place in 314AB. This usage must be approved by Student Centers Administration.
- Any events taking place in the third floor lounge must maintain a low volume so as not to disturb the surrounding offices. Amplified sound may not be used.

- No space, including the third floor lounge space, may be used for dance practices or recitals. Groups doing so will be asked to reserve a meeting room.

Window/Door Coverings

- Groups using Student Centers Facilities may at no time place, tape, glue, tack or support anything that blocks a window, doorway or entrance way.
- No signs or postings may be taped to any window that is not part of an office suite.
- Groups doing so will be asked to remove the blockage.
- Failure to comply will result in the cancellation of the event and could affect future reservations.

Quadrangle, Saint Vincent's Circle and the Arts & Letters Patio

Amplified Sound

Non Amplified Sound

- Low levels of non amplified sound are permitted. Upon request by a university official, any and all noise during class hours must cease. Low levels of non amplified sound include acoustic guitar, and portable CD/radio. In scheduling any program with sound elements, efforts should be made to choose the location that will impact the least amount of people.

Amplified Sound

- Amplified sound is defined as and sound that exceeds normal conversational limits whether by natural, artificial or electronic means.
- Amplified sound is only permitted during hours when classes are not in session. Generally, this means after 5:00pm on Friday afternoons (depending on the ending time of classes for that particular quarter), Saturdays, and Sundays. Amplified sound cannot exceed the decibel level of 80 from a distance of 10 feet nor can the sound be audible to the ear from a distance of 300 feet per the city of Chicago's municipal code. All sound amplification equipment and speakers must face in a southwest direction. When using the Quad Power Box, groups must locate the amplified sound source, especially stages and bands as close to the center of the Quad as possible.

Sound Equipment

- Student Centers does not provide sound reinforcement equipment for outside events. Any sound amplification equipment must be rented from an outside vendor.
- If you are interested in renting Audio Visual equipment for your event, please contact one of the following Audio Visual Companies:

  Midwest Event Solutions - 630-347-9875
  Conference Technology – 800-743-6051

- Please also make the Event Coordinator aware of what equipment you will be using.

Hours

- Amplified sound cannot begin before 8:00 am and extend past the hour of 9:00 pm
- All load in and load out of any sound amplification equipment must be completed by 10:00pm. All programs must end in time so that loading of all equipment can end by 10:00pm.

Notification of Neighbors about Amplified Sound

- Program organizers for programs with amplified sound must work with the Office of Community, Government and International Affairs to notify neighbors that an event is taking place that includes amplified sound. With an announcement flyer, the neighbors are much more accepting of noise surrounding the event. Neighbors should be informed about start and end times and generally what is involved in the event such as amplified sound and music.
- Program planners must flyer the surrounding residential blocks prior to the event on the Quad. The flyers that notify the neighbors should be distributed no later than one week prior to the event on the Quad. The following blocks must be notified:
    1. Residents on the north side of Fullerton from Seminary to Racine (there are very few)
    2. Montana (the first street north of Fullerton) from Racine east to Sheffield...both sides of the street.
    3. Residences on the south side of Belden from Clifton to Kenmore
    4. Residences on the east side of Clifton from Belden south to Webster
    5. Residences on both sides of Seminary from Belden south to Webster
    6. Residences on the west side of Kenmore from Belden south to Webster
    7. The Oscar Mayer School...deliver to Principal (only if the event start time is in the afternoon when Oscar Mayer is still in session)
- All blocks listed above must be given notices of the event. Failure to flyer all of the blocks listed will result in the cancellation or relocation (space permitting) of your event.

Animals

If animals are involved in a program or event, the following must be submitted with the Event Planning Form:

Safety Plan

- All details must be outlined to Student Center's staff satisfaction. A safety plan should include all program components and how people will be safe at all times. If an animal is being ridden, show how you will stress the importance of having the riders pay attention to the handler's instructions. Include in your safety plan a place where onlookers are at a safe distance.

Space Use

- When animals are present at a program, space reservation will be limited to the main quad area only. St. Vincent's circle cannot be used. Additionally, the event may not occupy or place obstructions on the main north/south roadway in the quad.

Clean Up

- The handlers and program planners are completely responsible for any and all cleaning of the quad during and after an animal is present. This includes any waste from the animal as well as any equipment or materials from the program.

Arts and Letters Patio

- **The Arts and Letters Patio is available for "As-Is" use. Additional catering tables may be requested but additional seating is not available.**

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

Cancellations

- Standard Event cancellations require at least 3 days notice to the Student Centers Administration Office.
  - Late cancels are accepted within that 3 day time period. Please email studentcenter@depaul.edu or call 773.325.7346
- We request at least 2 weeks notice for Special Event however, 3 days is the minimum. Charges may apply for cancellations within 2 weeks.
  - Late cancels are accepted within that 3 day time period; all charges will still apply. Please email studentcenter@depaul.edu or call 773.325.7346.
- Failure to notify Student Centers of event cancellation may result in suspension, or loss of reservation privileges in Student Center Facilities.
- If an event is cancelled all applicable charges still apply.

Cleanliness of the Quad

- It is the group's responsibility for maintaining the grounds in the quad during and after an event. Proper planning includes an estimation of how many garbage cans would be needed for the type of program. This will vary from event to event but a good estimation is one garbage can for every 50 people attending the event. During the program, organizers should monitor the grounds of the quad and the levels of garbage in the trash cans. After the program, event coordinators should pick-up and throw away any litter on the grounds and inform Facility Operations if there is a need for more garbage cans or if trash is overflowing.
- To request additional garbage cans or to notify Facility Operations that the cans are full, call 773.325.7377 during business hours. Call Public Safety if the program is after hours (4:30p) at 773.325.7777.

- Groups should leave the grounds as found if not better. Damages to and ground, facilities or fixtures are to be repaired only by DePaul University Facility Operations and all associated costs for repairs or replacements will be billed directly to the sponsoring group.

Contact List

- The following are key contacts for your event on the Quad:

Department	Phone Number
Chartwells Dining Services	773-325-7476
Facility Operations	773-325-7377 (if assistance is needed between 7:30am-4:30pm)
Housing Services	773-325-7196
Office of Community and Government Relations	312-362-8100
Office of Risk Management	312-362-6531
Public Safety	773-325-7777 (Emergency)
Public Safety	773-325-7777 (if event assistance is needed after 4:30pm)
Residential Education	773-325-7196
Student Centers	773-325-7346
Student Involvement	773-325-7361

Contingency Plans for Inclement Weather

- Decisions about what to do if a program is impacted by rain should be made well ahead of time as a part of the program planning.
- Tent rental needs to be arranged well in advance at the group's expense. (See the Section 9--Tenting below for more details.)
- If a program is being cancelled or moved due to inclement weather, Student Centers Administration must be notified at least 3 hours prior to the start of the program. This should be done by calling the Student Centers Administration Office at 773.325.7346.

Decorations/Advertising

General

- No materials, signs, or decorations of any type may be affixed to trees, fixtures, or buildings. Emergency equipment, landscaping, and facilities must be preserved in their original state.

Banners

- Banners are prohibited in the quad except for the following: Banners may be affixed to the University Hall porch. Banners may only be displayed during the set

up and duration of the program. Banners left after a program or posted at any other time will be taken down and discarded.

Chalking

- See the earlier "Chalking" Policy. *Displays and Exhibits*

Displays and exhibits are intended to be passive displays to commemorate an occasion with a visual display. These may include, but may not be limited to, displays on the Quad's green space or ribbons tied around the Quads trees. All displays must be approved per the space reservations policy of the Student Center for the Quad. The Quad of the Lincoln Park Campus is the only external space that may showcase displays. Following are specific guidelines for exhibits and displays.

- Exhibits or displays may take place for one day only.
- The exhibit or display must be put up and taken down by the sponsoring organization.
- Displays and exhibits must have explanation tags. Explanation tags must include sponsor, title of the display, that the display has been approved by the offices of Student Involvement and Student Centers, and a notation 'please do not remove.'
- Ribbons must be 3" maximum in width. They must be tied, not stapled, glued or nailed to trees.
- Ribbons may be placed only on trees in the Quad, not in the St. Vincent Circle or on City of Chicago trees.
- DePaul University is not responsible for the display and does not watch or guard a display.
- To hang banners on the University Hall porch, approval must be received from the U-Hall RD.
- Casual use of the Quad by students is allowed on the day of the display.
- Other programs may co-exist on the Quad together with these passive displays.
- All other Quad policies apply including staking, hanging or adhering methods and not blocking walking paths and the emergency access road.

Posting

- No flyers or posters may be displayed on the quad unless the group uses bulletin boards, display boards, or tables. Posting on buildings, light posts, doors, benches, or any other part of the quad is prohibited.
- For flyer and handbill approval, please visit Student Involvement in Student Center 201.

Electricity and power needs

- Power in the quad can only be used with prior notification of number of amps that each piece of electrical equipment will need. If an event requires the use or more power than can be provided by the courtesy outlets located in the center of the Quad and outside of Science Building II, the event will qualify for as a Special Event and will need to submit all

power requests no later than 4 weeks in advance. Courtesy outlets are located in the center of the Quad and outside of Science Building II. No other outlets may be used (i.e. University Hall, SAC, McGowan).

- DePaul University will provide no power equipment. Clients and outside vendors must supply all of their own power chords, extension cords, etc.
- In the case that power generators are rented from an outside vendor, these generators must be operated by a trained professional from the outside vendor. Students, faculty and staff are not allowed to do so.
- DePaul University reserves the right to disconnect any University power connections in the case that conditions become unsafe.

Event Levels

Due to the outdoor nature of events on the Quad and in St. Vincent's Circle, they will be classified into two categories for planning purposes: Standard Events and Special Events. (Please see the chart below to help define your event.)

Standard Event: A standard event consists of any event that does not have one or more of the components listed in the Special Events Section below. Standard examples include but are not limited to the following:
-Picnics
-Bar-b-Ques
-Small departmental or student group outings

Special Events: An event will be defined as a special event if it meets one or more of the following requirements:
-Amplified sound is used (beyond the use of a small radio or boom box)
-Any equipment or services are sub-contracted
-Alcohol is served at the event
-The event or a component of the event is sponsored by a non-DePaul group
-The number of people expected to attend the event is expected to exceed 100.
-Admission, money or donations is being collected at the event
-Anything is being built, constructed, inflated, placed or erected on the Quad
-There is a need for more electricity than is available from the courtesy outlets located in the center of the Quad
-The event is scheduled to begin before 8:00am or extends beyond 10:00pm
-Security is needed for the event
-One or more entrances to the Quad will be blocked
-Fencing will be used
-Any event taking place on a Sunday or being set-up or taken down on a Sunday.

Event Planning Definitions and Timeframes

Event Type	Event Definition	Examples	Reservation Deadline	Event Details Deadline	Needed Event Details	Catering Deadlines
Standard Event	Event with fewer than 100 people that does not require things such as	Picnics,	5 business days before the event*	5 business days before the event*	Number and location of tables, chairs,	-10 business days- Menu selections

	special set-ups, external vendors or special needs.	Bar-B-Ques, Small outings			grills, trashcans, etc.	-5 business day-cancellation of catering -3 business days-confirmation of catering numbers
Special Event	Any event that includes: -Amplified sound -Sub-contracting -Alcohol -Non-DePaul Sponsor -More than 100 people -Admission or $ collection -Constructing or inflating -Special Power needs -Start time before 8:00am -End time after 10:00pm -Security -Blocked Entrances -Fencing -Sunday events	Movies, Musical performances, Festivals, Fairs	4 weeks before the event*	4 weeks before the event*	Completed Event Planning Form	-10 business days-Menu selections -5 business day-cancellation of catering -3 business days-confirmation of catering numbers

*NOTE: If a reservation for an event is made on the deadline, ALL event details must be submitted and approved on that day.

Standard Event Reservation Time Frames

- *Ten working days notice for:*
  - Food & Beverage menu selections
- *Five working days notice for:*
  - Set-up requirements
  - Cancellation of food service order(s)
- *Three working days notice for:*
  - Confirmation of food service guarantee numbers

Special Event Reservation Time Frames

- *Four Weeks notice for:*
  - *Submitting completed Event Planning Form*
  - *Set-Up Requirements*
  - *Security*
- *Ten working days notice for:*
  - Food & Beverage menu selections
- *Five working days notice for:*
  - Cancellation of food service order(s)
- *Three working days notice for:*
  - Confirmation of food service guarantee numbers

Furniture Request and Set-Up

- Groups using the Quad can request the use and set-up of rectangular six and eight foot tables, chairs, trash cans, water hoses and grills. Any other equipment must be rented and set by an outside vendor.
- DePaul University cannot provide more than 100 chairs. If more than 100 chairs are needed, all chairs must be rented from an outside vendor. The chairs must be sled based chairs.
- For Standard Events, the amount and set-up details of furniture being used must be given to Student Centers staff at least 10 business days prior to the start of your event. Failure to do so will result in not having the requested furniture for your event.
- For Special Events, the amount and set-up details of furniture being used must be given to Student Centers staff at least 4 weeks prior to the start of your event. Failure to do so will result in not having the requested furniture for your event.
- Events requiring set-up and take down on Sundays will be charged an additional fee for labor charges.
- The University Hall Porch is not part of the Quad and therefore is not reservable. Permission to use this space must be granted by the Residence Hall Director of University Hall (773.325.7196)

Grills

- Groups needing a grill or grills for cooking in the quad must reserve the grills through the Student Center. Groups must provide their own charcoal. Groups may not bring their own grills.
- Grills must be requested at least 10 business days prior to the start of the event.

Insurance

- In the case of a special event where groups rent equipment, animals, games, entertainment equipment or other equipment from an outside vendor, the organizing group must contact the Office of Risk Management to review the insurance necessary to cover the components of the event. Groups can contact the Office of Risk Management by emailing insurancecertificate@depaul.edu. Groups should contact the Office of Risk Management no later than one month prior to the start of their event.

Multiple quad events

- Multiple quad events are not encouraged and will not be allowed unless groups have agreed to share the quad or have agreed to co-sponsor or collaborate on a program together. Priority will be given to the group that first reserved the space. Groups that request the space after it is reserved will be placed on a waitlist while Student Center's personnel make the appropriate contact to inquire about space sharing.
- No more than two (2) Special Events may take place on the Quad per week.

Overnight Programs

- To reserve the quad for an overnight program, the requesting individual for the group must prepare a detailed outline of the program plan. Included in the plan must be plans for

security and plans for emergencies. This must be given to the Assistant Director of Student Centers at least four weeks prior to the start of the event.

- Security is required for an overnight program at the requesting group's expense. The hiring of security will be done by the Student Centers at a ratio of security to students which fit the needs of the program. An estimated cost will be provided to the group. Should program plans be changed or altered in any way, the group will be responsible for additional security costs incurred.

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 or charges an admission fee 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. A signature from the department chair or head will be required.
- 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, equipment, grounds or facilities.

Tenting

- All tenting arrangements must be made well in advance so that the proper permits may be obtained and all arrangements may be made in advance with the City of Chicago. Planning for the use of any size tent or shelter on the Quad should start no later than three months before the start date of the event.
- Any structure placed on the Quad great than 240 square feet requires a permit from the City of Chicago as well as approval from the Alderman's Office. These may be obtained by working with the Office of Community, Government and International Affairs. (312-362-8100)
- All costs associated with tenting are the responsibility of the organizing group.
- No stakes can be used on the Quad for tenting or other things such as inflatables, volleyball nets or movie screens. Only water barrels and sandbags may be used.
- Nothing may be tied around any tree, bush, light pole, railing or any other natural or artificial fixture on the Quad in order to support anything constructed on the Quad.
- Any subcontracted vendor supplying tenting equipment must supply current and valid Certificates of Insurance that meet University Requirements according to the Office of Compliance and Risk Management (insurancecertificate@depaul.edu).

Use of Motorized Vehicles

- The use of motorized vehicles on the Quad is not permitted.
- Motorized vehicles are only permitted on the concrete walkway to load and unload equipment during the set-up and take down of the event. Arrangements for loading and

unloading must be made at least five days in advance with the Assistant Director of Student Centers so that the barricades may be removed to gain access to the Quad.

- No vehicles may be parked on the concrete walkway to the west of Richardson Library. This walkway is deemed a fire lane by the City of Chicago. It is illegal to block this fire lane.
- Parking vehicles on the Quad during an event is not permitted. Arrangements for parking on campus must be made with the Parking Services Office.

Concourse Performance Space- Lower Level; 1 E Jackson Blvd; DePaul Center

This large open space can accommodate the maximum capacity of 125 people in a dining roundtable setting. Venues can be seen from the first floor level of DePaul Center. It has built-in-audio visual equipment. All requests are made from the office of Conference Services. All users of this space will encumber a Facility Operations set-up and take-down fee.

The use of the concourse area does not consist of the hallway leading to Barnes and Noble, the Egan Center offices, nor the classrooms on the concourse level. Only the large open performance space is available for use.

Space Availability

The concourse space is available from 7:30 am – 5:30 pm Monday through Thursday (the end time M-TH is due to DePaul's evening class accommodations.) Usage allowances are made when classes are not in session such as spring and winter breaks.

On Fridays and Saturdays the times are 7:30 am – 9:00 pm.

Stages

If a platform or stage is required, the set-up will be managed by the 11th floor Student Center Office.

Standard Set-Up Rates

Effective July 1, 2010: Concourse Performance space users (internal and external) will be accessed a $250-$300.00 set-up fee for tables and chairs (beyond 40) see chart below. This includes (1) set-up and take-down arrangement from B French.

20 tables (up to 40 chairs) = **NO CHARGE**
21-30 tables (up to 60 chairs) = **$250**
31-50 tables (up to 120 chairs) = **$300**

In the event of larger events, the set-up will be reviewed by Facility Operations with *Conference Services* in advance and a fee will be determined before final confirmation orders.

If extension cords or power strips are needed, this information will be outlined on your reservation confirmation. The department reserving the cords is responsible for returning the equipment to The Office of Conference Services (DPC 8003). If they are not returned by the

next morning of the event, there will be a $50 fee for each extension cord and a $25 fee for each power strip.

The requestor is responsible for submitting a diagram to the Conference Service office of how they wish the space to be set-up and determine if any fees will be incurred.

Work Order Provisions for Payments

Conference Services provides a chart of account number on the facility operation department's work order request system for set-ups. Once the set-up is completed, the FO business manager will process the chargeback through the Controller's office at month end. If a chart of accounts is not provided when the work order is submitted then the order will not be processed and the event will remain on a tentative status.

Additional FO charges may incur for unusual setups.

Loop Campus Policy and Procedures

Advertising/Promotional Material

DePaul University's name may not be used on promotional materials without explicit written approval from Enrollment Management, except for the sole purpose of specifying the location of the event. Under no circumstances may a sponsor or their agents, invitees, employees or independent contractors use or display the University's trademarks without the express written approval of DePaul University's Enrollment Management.

Animals

Visitors who feel it is necessary to have service/assistance animals on campus should be prepared to provide Public Safety or other DePaul representatives with information about the nature of the work or task that the animal is trained to perform upon request. All determinations about the permissibility of animals on campus will be made based on available information in as timely a manner as possible. DePaul reserves the right to ask the owner of any animal who does not meet these requirements to immediately remove the animal from DePaul property.

Banners

Banner space exists on the windowed environment between the Terrace and elevator bank. Banners should be placed on the hooks provided on the window strips or with suction cups only. No tape, Velcro, or any adhesive can be used that will alter the stare of the walls, windows, paint, valances, etc. All event advertisements must be removed by the morning after the event date by the event facilitator or department scheduler.

Building Entrances

DePaul Center building – 1 East Jackson Blvd
Lewis Center building – 25 East Jackson Blvd

Cancellation

Conference Services must receive written notice when cancelling a reservation. Please send cancellation emails to confservices@depaul.edu.

Total payment will be refunded for events paid in full or deposits made, if proper cancellation notice has been submitted. When cancelling less than (5) days 50% of total payment will be refunded, however, deposits are non-refundable. In addition, it is the renter's responsibility to notify Chartwells catering and/or Classroom Technology Services of cancellation of scheduled events.

Failure to notify Conference Services of event cancellations will count as a no show and may result in suspension, or loss of reservation privileges in both Student Center facilities.

Catering, Food and Alcohol Beverage Policies

DePaul has an exclusive catering contract with our in-house caterer, Chartwells. To place a catering order for the loop campus, contact Monique Araujo at maraujo@depaul.edu or (312) 362-5041 before completing the Catering Service Order Form. Clients will be given additional information concerning the ordering process.

Donations of food for DePaul departments and student organizations may be arranged in certain circumstances. Due to health/safety issues relating to the preparation, cooking, storing and transporting of food, a catering donation request form (http://offices.depaul.edu/student-centers/event-management/Documents/event-policies-catering-donation-request.pdf) and a catering letter (http://offices.depaul.edu/student-centers/event-management/Documents/event-policies-catering-letter.pdf) from the donating organization must be filled out at least (7) days before the event. Completed forms are forwarded to the Director of the Student Centers for approval.

If alcoholic beverages are to be served, the renter must notify Conference Services. Alcoholic beverages may be procured only through Chartwells catering. Student groups must obtain permission from Dean of Students - Dr Ashley Knight, aknight@depaul.edu; (773) 325-7292.

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 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.

Certificate of Insurance

A certificate of insurance (COI) is a document used to demonstrate evidence of insurance to another party and to provide information about specific insurance coverages. The COI gives the receiving party information such as types of insurance policies carried, lists the insurance companies providing the coverage, shows the insurance limits and deductibles, and the policy effective dates. COI's can be obtained by your insurance agent or broker.

DePaul University requires that all external clients provide a certificate of insurance, which names DePaul University as an (additional insured) for the date(s) of the event. This certificate shall be in the amounts of no less than $1 million per occurrence and $3 million aggregate for bodily injury and property damage and cover claims by DePaul students, faculty, employees, and the public. Conference Services must receive this certificate no less than two weeks prior to the event. The university reserves the right to terminate the agreement if these requirements are not met.

Chalking

No chalking is allowed in the Loop Campus. Not on the sidewalks or on the plaza of the DePaul Center

Clean up

Food service staff – Chartwells providing food for the event will remove all food service items from the facility and wipe the tables as needed, no later than (15) minutes before the following event.

Facilities Operations: should be notified at least (24) hours prior to the event for major clean up and garbage/trash pickup. FO can be reached at 2-8682.

Coat Room

The coat room is located across from DPC 8003 in the Conference center suites. Coat room attendants can be arranged through Chartwells catering.

Computer Lounge

The computer lounge is located on the 11th floor of the DePaul Center building, next to the Gallery Lounge. This space is for exclusive use of DePaul students, faculty and staff. This area can be used to do homework, surf the web and print documents, or any other activities that may require the use of a computer. This area is by no means capable of being reserved for a private event or class. The sole purpose of this room is to provide, primarily students with easier access to necessary computer and web material.

Conference Center Meeting Rooms

- DPC 8002 – is a flat classroom, with (9) chalkboards, that can accommodate (49) people. This room can be re-configured into various style seating (may affect overall capacity). This room does not have microphone capabilities. A podium, desktop computer and LCD projector come standard in this space. This room is also used as an overflow room for DPC 8005.

- DPC 8005 – is an auditorium style classroom with fixed seating that can accommodate (108) people. This room has (9) chalkboards and built in audio visual capabilities.

- DPC 8009 - is an auditorium style classroom with fixed seating, which can accommodate (32) people. DPC 8009 has (9) chalkboards. This room does not have microphone capabilities. A podium, desktop computer and LCD projector come standard in this space.

- DPC 8010 – is an auditorium style room with fixed seating that can accommodate (51) people. DPC 8010 has (9) chalkboards. This room does not have microphone capabilities. A podium, desktop computer, desktop outlets and LCD projector come standard in this space.

- DPC 8011 – is a flat classroom that can accommodate (30) people. This room can be re-configured into various style seating (may affect overall capacity). DPC 8011 has (3) chalkboards. This room does not have microphone capabilities. A podium, desktop computer and LCD projector come standard in this space.

- DPC 8014 – is an auditorium style room with fixed seating, which can accommodate (32) people. DPC 8014 has (9) chalkboards. This room does not have microphone capabilities. A podium, desktop computer, desktop outlets and LCD projector come standard in this space.

- Lewis 1403 – is a flat classroom that can accommodate (30) people. This room can be re-configured into various style seating (may affect overall capacity). LC 1403 has (2) chalkboards. This room does not have microphone capabilities. A podium, desktop computer and LCD projector come standard in this space.

- Lewis 1411 – is a flat classroom that can accommodate (30) people. This room can be re-configured into various style seating (may affect overall capacity). LC 1411 has (2) chalkboards. This room does not have microphone capabilities. A podium, desktop computer and LCD projector come standard in this space.

Conference Services Contact Information

Aida AtsBaha – Assistant Director; (312) 362-5774; aatsbah1@depaul.edu
Kyle Janis – Coordinator; (312) 362-5223; kjanis@depaul.edu
Adal Keleta – Event Production Assistant; (312) 362-8626; akeleta@depaul.edu

Main office – (312) 362-8624; confservices@depaul.edu

Decorations

All decorations must be flame retardant. Any decorations used 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. The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, candles, or staging for attaching any materials is not permitted unless by special permission for the Conference Services. Pictures are not to be removed from walls. The use of paint is prohibited in Student Center Facilities. 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 of $50 may be assessed if these items are used. Candles, incense, fire are not allowed in any of the Student Center facilities. No open flames, including candles and incense will be allowed. Smoke or fog machines are not allowed. Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits that require flame or water.

Conference Services reserves the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a conditions adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.

Deliveries and Pickups

Deliveries and pickups must be scheduled with Conference Services to arrive and leave on the same day of the event due to lack of storage space.

Easels

Promotional easels are requested in the same way meeting rooms are reserved. No more than one easel in the entrance of the 11th floor Loop Student Center, off the elevators, can be used. The easel should be placed in front of the steps leading to the Terrace and must be removed immediately after each event. Please be mindful of student traffic and walkways when placing easels.

Emergency Evacuation/Fire Alarm

The evacuation procedures are posted outside most classroom/auditoriums or near stairwells.

Upon sounding of the fire alarm, all occupants must evacuate, via stairwells only, to the ground level, exterior of the building. Use the emergency stairwells only (follow “exit” signs mounted on the ceilings of each floor). Never use elevators for emergency evacuation. Disabled occupants will be assisted by other floor occupants and/or university staff. For further assistance dial Public Safety dispatch at x28400. The Fire Department shall be the only authority to signal the "all clear" to re-enter the building.

Extension of Facility Hours

All programs requesting an extension of facility hours will be charged a fee of $150 per full or partial hour. This is due to our Student Centers guidelines which require that a staff member be present during any and all events. Not only does this provide support for the event, but it also ensures the safety of those attending the event, as our staff has been trained in policies and procedures relating to emergencies. These costs include but are not limited to; heating, air conditioning and general electricity expenses.

Four Wind Monitors/Digital Signage

Organizations or departments have the opportunity to advertise their events or programs on the Conference Services digital signage system. TV monitors that will display your message are available at both campuses. To submit a request, please visit http://offices.depaul.edu/student-centers/student-centers-activities/digital-signage/Pages/upcoming-events-digital-signs-ad-form.aspx and complete the Digital Sign Ad Request Form. If you need more information please send email confservices@depaul.edu.

Loading Dock and Freight Elevator Services

Loading dock and freight elevator services are available Monday through Friday from 7:00am to 3:00pm. Freight elevators are located in the Lewis building and DePaul Center building only. Contact the loop Facility Operations office at (312) 362-8262 for freight elevation accommodations.

Loop Locker Rentals

All locker rentals must be done online through campus connect with the following instructions:

1. Go to http://campusconnect.depaul.edu and login using your Campus Connect Username & Password.
2. Select Main Menu > Self Service > University Services > My Locker Details
3. This page will show you information including campus, building, floor, location, and combination of your current locker rental. To rent a new locker, select:
4. Select your campus, building, and floor from the available drop-down menus, then select
5. Choose the locker you wish to rent, and select Rent This Locker. For a map of the locker location, select “Locker Map” in the furthest right column.
6. Select to agree to locker rental terms and conditions.
7. You will be redirected to the university payment gateway to complete payment for your locker.
8. Once payment has been completed, you will receive the combination for your new locker.

Lewis Center: 2nd (for law students only), 7th , 8th , 9th , 10th , 11th , 13th , 14th and 17th
DePaul Center: 8th floor only

Locker rentals are $20 for the academic year. Locker renewals are done in the Spring Quarter of each year for $10. Locker’s not renewed in time for the designated deadline can be renewed at

a late fee of $25 during the first week following the deadline. Most odd number lockers are top lockers and even number lockers are bottom lockers. Each locker is equal in size and about 3ft tall.

Loop Cafeteria/Dining Area

The loop cafeteria/dining area is located on the 11th floor of the DePaul Center building and is for exclusive use of students, faculty and staff. This space is for use during major rush periods such as breakfast, lunch, dinner and breaks between classes. The dining area cannot be reserved for use without the discretion and approval of Conference Services. To reserve the dining area, send all requests to confservices@depaul.edu.

Loop Student Center Spaces

- **DPC DePaul Club** – is a flat conference space with rounds for (60) people. A podium, desktop computer, LCD projector and podium microphone come standard in this space.

- **DPC North Café** – is a flat conference space with rounds for (60) people. A podium, desktop computer, LCD projector and podium microphone come standard in this space. This room has a white board. The walls can be removed by request, no later than (3) business days before scheduled booking; removal of walls may incur a Facility Operations labor charge. Note: air handlers sound above ceiling.

- **DPC 11013** – is a flat conference space for (30) people. A podium, desktop computer and LCD projector come standard in this space. This room has a whiteboard, but does not have microphone capabilities.

- **DPC Gallery** – is an open lounge space that holds (60) people (located near the Copy Center area and the terrace. The space is managed by the Loop Student Center staff (opening/closing). Its function is that of a student lounge used for socializing, television viewing, studying and networking.

  The student involvement office schedules promotional tables in this area and provides the Loop Student Center office a copy of their weekly schedule when applicable. During warmer climates the Gallery is used in conjunction with the 11th floor Terrace (as a backup to the Terrace if the weather does not permit its usage).

  As the Gallery is primarily a lounge space for the Loop campus, requests for meetings or programs that close the space to casual use are rarely honored. The Gallery can be used as a support space for an all-campus special program or fair such as the Involvement Fair, Health Fair and Spirituality Fair. It is possible to use the Gallery for receptions, except during the peak hours of lunch and dinner. Musical performances may not be amplified, as there are offices immediately adjacent. All programs must keep to the limit (60) which that space can accommodate. All programs must be held during published and re-servable hours or an extension of facility hours fee will apply.

Space can be reserved for exclusive event use; however confirmation of usage is at the discretion of the Conference Services office; otherwise, this space is open to all DePaul students, faculty and staff throughout DePaul's regular business hours.

- **Amenities** include: (1) Four Winds scheduling/announcement monitor with advertising capabilities; wireless environment; vending machines with snacks and beverages.DPC Terrace – is available to be reserved for private event usage (only from Spring to end of Summer months). When not in use by private event, students are available to use the space for socializing, studying and networking. Setups on the Terrace space cannot involve any items that may be ripped down, hindered or blown away due to the weather conditions. Musical performances may not be amplified, as there are offices immediately adjacent, and the library is located directly below this space. The Terrace hours are between 7am and 9pm Monday through Friday. This space closes down every year at the end of the autumn season.

Lost and Found

All lost items in the Loop campus must be turned in to officers at Loop Public Safety stations.

Lost and Found is located on the lower level of the Lewis Center

Maximum Room Capacity

Fire regulations require that clients and their guests do not exceed the maximum room capacity.

Media/Public Relations

DePaul is a private institution and its campuses are closed to news media, commercial and other non-university filming/recording unless prior permission is granted by the university. Those seeking to film on campus should contact MPR at (312) 362-8591.

No Show

In order to accommodate as many requests 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 Conference Service facilities for ten weeks not including breaks and summer quarter. Conference Services reserves 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 spaces within the proper timeframes will count as a No Show.

Office Hours

The office of Conference Services is located on the 8th floor of the DePaul Center building; room DPC 8003. The office hours are Monday through Friday from 7am to 9pm; closed on Saturdays and Sundays.

The Loop Student Center office is located on the 11th floor of the DePaul Center building; room DPC 11004. The office hours are Monday through Friday from 8am to 5pm; Saturdays from 8am to 3pm; and closed on Sundays.

Both offices are closed when the university is closed (holidays & winter break).

There is a charge of $150 per hour to open the facility for any full or partial hours beyond the typically scheduled hours.

Parking

DePaul University has no parking facilities of its own in the Loop area, however, many private facilities offer discounts for DePaul students, staff and visitors. Tickets can be validated in the lobby of each DePaul Loop campus building. Two Chicago Park District underground garages and several private parking facilities are conveniently located for use by DePaul students, staff and visitors.

Auditorium Garage; Crosstown Auto Park; Grant Park Garage; InterParking; Monroe Street Garage; University Self Park.

Payment

For immediately scheduled events, total fees for events booked and held within two weeks are due in the Conference Services office no later than the day of the event.

For future scheduled events, a 50% deposit is required within two weeks of room(s) booking in order to hold space. Payment of remaining balance is due in the Conference Services office no later than the day of the event.

Promotional Tables

Promotional (Promo) tables are reservable table spaces used for a variety of advertising. There are (6) promotional tables in the Loop Student Center. Four (4) are located adjacent to the pillars between the Gallery and the Information Desk. Two (2) are located next to the entrance to the dining service, opposite the doors to the DePaul Club. Promotional tables are reserved and confirmed by the office of student involvement.

Reserving Space

Reserving space with Conference Services requires an email be sent to confservices@depaul.edu prior to submitting a space reservation form. It is recommended that space be booked no less than (5) business days before the date of the event. Based on your request(s), specifications and availability our office will tentatively schedule your event(s) and email you a notification. It is at that time that you complete the space reservation form. Please ensure to include the reservation number and submit it to our office. Completed forms may be dropped off at DPC 8003 or by fax (312) 362-5638, or via email to confservices@depaul.edu. After review, our office will confirm your event and email you a confirmation.

Room Availability

Monday through Friday: 7:30am to 5:30pm
Evening Hours: 5:30pm to 9:30pm
Saturday: 7:30am to 5:30pm

Evening Hours: 5:30pm-9:30pm
Sunday: By appointment
Holidays: Building closed

Room Rental Fees

Conference Services can assess room rental fees anytime during the course of the event planning process as information becomes available. Room rental charges apply if your event meets any of the criteria's listed below:

- Events for which space is reserved by a university unit (staff member or department) on behalf of a non-University organization; this includes events for professional associations or academic societies of which an academic department, administrative unit, or employee may be a member

- Events that are organized and executed by a university unit (staff member or department) – but the purpose of the event or program is not directly DePaul related; the majority of the audience are not members of the DePaul community; registration or admission fees are collected to attend the event

Setups

All furniture must be moved by the Loop Student Center or Facility Operations staff only! Furniture may not be removed, relocated or added unless previously approved and scheduled. Any rented furniture will need to be paid for by the sponsoring department.

Smoking

The University maintains a smoke-free environment. Smoking is prohibited within all university buildings whether using a natural, battery operated, or other device requiring activation. This

includes any apparatus that emits smoke, gas, vapor, steam or mist. Individuals engaging in any of these instances will be considered in violation of this policy.

The smoke-free policy covers all areas within university owned or operated buildings and floors, including:

- Loop Student Center Terrace
- The DePaul Center 11th floor Cafeteria/Dining Area
- DePaul or Lewis center libraries
- General or private office spaces
- Elevators or stairwells
- Lobbies, lounges and hallways
- Classrooms or meeting spaces
- Restrooms or waiting rooms

Storage

Conference Services will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities. Conference Services will charge a fee to any external group wishing to use a meeting room as a storage space. The storage or setup of items in the rooms must be removed at the end of the event. If storage is needed past the end of the event, advance permission must be obtained from Conference Services. Conference Services retains the right to limit the number of storage items. All return shipment items, and all costs incurred from such acts, must be paid and arranged in advance by the student group, department, or off campus user. The hosting department/organization is solely responsible for these arrangements, as well as the transportation of the items to and from Conference Services.

Sunday Events

Any approved Sunday reservations must provide a list of all attendees to Public Safety, (Kevin Connolly kconnol8@depaul.edu) 48 hours before the date of the event.

Table Tents

Table tent announcements can be placed on the 11th floor cafeteria tables (only). Due to the versatile use of the gallery, please limit the tent card placement to the cafeteria only. This is provided that your department has approved the notifications, as is the policy with flyers placed on the bulletin boards around the university. We will rely on your department to approve ALL tent card literature. When the event has past, it is up to the requester to remove

all tents placed on the cafeteria tables (no exceptions). Please make sure that the tents are placed on the tables no earlier than one week before the event and taken down no later than one day after the event has occurred. We request that no more than two groups place tent displays on a table at a time. If this tent card placement arrangement appears cluttered and look unsightly, please understand we will be forced to immediately discontinue this type of display. No other type of announcement display is allowed such as bowls of candy, balloons, flowers and flyers, etc. Food dining services, will remove all damaged tent cards at the end of each evening, it is the groups responsibility to monitor and replace them.

Teleconferencing

Several rooms are available for teleconferencing. A $100.00 connection fee will be charged.

Tours

To tour the Conference Center please contact (312) 362-8624.

Vending Machines

Any issues with Loop campus vending machines should be reported to Conference Services. For refunds please stop by DPC 8003.

Wheelchair Accessible

The meeting rooms in the loop campus conference center are wheelchair accessible. Please see table below for appropriate entrances:

Rooms	Entrances for Wheelchair Accessibility
DPC 8002	Main entrance
DPC 8005	Northwest entry doors
DPC 8009	Main entrance
DPC 8010	Northwest entry doors
DPC 8011	Main entrance
DPC 8014	Main entrance
LC 1403	Main entrance
LC 1411	Main entrance
DPC 11013	Main entrance
DPC DePaul Club	Main entrance
DPC North Café	Main entrance
Terrace	North end ramp(by sky bridge connecting to 14th floor Lewis center)
Concourse	South end elevator of main level

Accessible restrooms and water containers are located throughout the facility. All restrooms provide ambulatory stalls. Automatic entry doors to access restrooms are only located on the 11th floor (restrooms with power-assisted doors are located:

- By the sky bridge connecting to the Lewis center
- By the cafeteria entrance

Wireless Access Codes

Internal departments can request wireless access codes (also known as conference ids) for their guests. The sponsoring faculty or staff member must contact the Technology Support Center at (312) 362-8765 to obtain conference ids. Please note that Conference Services will only generate conference ids for external clients only. There is no fee for this service.

Payment Guidelines

Billing (if charges are applicable)

A chart field number, a deposit, or agreed to payment arrangements that are written and signed are required to process reservations with billable charges. Room rental and associated charges must be paid in full prior to or on the day of the event.

Deposits and Payments

External clients such as a wedding party and other non-affiliated patrons of Student Centers must submit a 50% deposit of the estimated total charges, an external agreement and a reservation form or the rooms will not be guaranteed. Room rental and associated charges must be paid in full prior to or on the day of the event.

Additional costs will not be incurred if cancellations are made as long as the guidelines of the cancellation policy are followed. However, if additions are made at any time before the event, the regular rental rates will be added.

Fee Guidelines

DePaul University student organizations, academic and staff departments may use meeting facilities in the Student Centers for no room rental charge, when all attendees are members of DePaul University students, faculty, or staff. Internal and external clients may be required to pay for additional equipment, staff expenses, and building extension charges.

- In addition to room charges, other fees may include any or all of the following: Audio/Visual equipment and staffing, set up/teardown, food and beverage, rental fees, security, and building hour extension fees.
- Any program at which non-DePaul participants are in attendance is subject to room rental policies.

Rates

Rental rates are set by the Director of the Student Centers and approved by the Vice President for Facility Operations. The Student Centers was built by the University for University events and functions. Space will not be given in exchange for services or other in-kind donations.

Room Rental Charge Policies

DePaul University Student Center defines organizations in three types as follows for purposes of determining room rental charges:

- **Recognized Student Organizations:** Any student group formally recognized by the Office of Student Involvement, Student Government Association, the Vice President for Facility Operations and the Vice President for Student Affairs.
- **University Departments and Administrative Units:** DePaul University faculty and staff organizations and administrative units (i.e. departments, centers, schools, committees, colleges and divisions) which regularly receive university appropriated funding.
- **External Groups:** Groups outside the University (who do not receive appropriated funds) whose functions or activities does or does not involve affiliation with a University department or unit, are sponsored by the respective department, and utilize University resources and services.

1. Group A – Recognized Student Organizations
    A. *No Charge*:
        1) For meetings or programs attended by the DePaul community in conducting the business or mission of the organization.
    B. *External Rates*:
        1) Will apply when sponsoring a regional chapter of their organization, which relates directly to the purpose or mission of the student organization.
    C. *External Groups:*
        1) Does not apply
2. Group B – University Departments and Administrative Units
    A. *No Charge*:
        1) For meetings or programs open only to DePaul students, faculty, and/or staff in conducting the business of the University.
    B. *Affiliate Rates:*
        1) Will apply to departments and administrative units sponsoring workshops, conferences, symposia, seminars, or programs, where the content or program is related to the mission of the sponsor and external guests are invited/attend. Event space will be charged at 75% of the external rate when there is full participation in planning by the sponsoring department.

        2) Will apply to department and administrative units reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs where the content or program is related to the mission of the sponsor and external guests are invited/attend, where there is no sponsorship by the department. Event space will be charged at 100% of the external rate.

        3) **Note**: Sponsorship is not allowed if the content or program is not related to the mission of the sponsoring group.
3. Group C- Alumni
        A. *No Charge*: Not applicable.

B. *Affiliate Rates*: Will apply to alumni reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.

C. *External Rates*: Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

4. Group C – External Groups

A. *No Charge*: Not applicable.

B. *Affiliate Rates*: Will apply to alumni reserving space for private events. Event space will be charged at 75% of the external rate.

C. *External Rates*: Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

D. All other DePaul University polices apply.

4. Sponsorship Definition

The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

A. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using DePaul University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to DePaul facilities. The sponsor must provide a chartfield for billing.

B. Program content responsibility - Programs should be in line with the educational mission of DePaul University and should benefit DePaul students and the University community.

C. Event Planning and Production responsibility - The sponsoring University organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:

- Reservation deadlines are met in a timely manner.
- DePaul University Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities and set up).
- Food and beverage policies are adhered to.
- Adequate staff from both the sponsored and sponsoring University organization is on hand to supervise the event production.
- Time restrictions are enforced.

5. Letter of Sponsorship

A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter or email of sponsorship to the Lincoln Park Student Center administrative offices, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

Room Rental Rates

See the Student Center Website for Lincoln Park Rates –
https://offices.depaul.edu/student-centers/event-management/lincoln-park/Pages/rates.aspx

See the Student Center Website for Loop Rates -
https://offices.depaul.edu/student-centers/event-management/loop-conference-services/Pages/rates.aspx

Room Rental Charge Chart

	Student Organization using space	Univ. Dept. or Admin Unit w/ no external org or attendees using space	Univ. Dept. or Admin Unit w/ external org or attendees using space	External client using space
Student Organization reserving space	No Charge	No Charge	75% of hourly rate	Does Not Apply
University Department Or Administrative Unit reserving space	No Charge	No Charge	Standard hourly rate w/o sponsorship	Standard hourly rate w/o sponsorship
			75% of hourly rate w/ sponsorship	75% of hourly rate w/ sponsorship
External Group reserving space	Does Not Apply	Does Not Apply	Standard hourly rate w/o sponsorship	Standard hourly rate
			75% of hourly rate w/ sponsorship	Alumni reserving space for private events. 75% of the hourly rate

Fundraising

The Student Centers reserve the right to deny access to any group promoting products or services that are in direct competition with current agreements with DePaul University. The Student Centers also retain the right to deny access to a group based upon the needs and/or best interests of the DePaul University community.

- Fundraising at promotional tables is reserved and approved through Student Involvement. (See "Promotional Tables")
- Fundraising events in the Student Centers must be discussed with staff in the Student Centers Administration Office.
- Groups must have a plan for securing money/donations at the event
- Security may be required based on the nature of the event and the amount of money expected to be collected.

- Fundraising using food must be approved in advance. If food items are approved for a fundraiser, the food must not compete with Chartwells and must be prepackaged, individually wrapped items. (see "Bake Sales")

Verification

This policy covers internal reservations with charges, external reservations with room rental charges, additional service and equipment charges, and any other event with billable charges.

Room rental charges are 100% of the full rate or 75% of the full price rates depending on the level of sponsorship, attendance by non-DePaul individuals, program content, and admission/registration charges:

Billable charges could include:

- Extension of building hours ($150 per hour, no prorated hours)
- Cleaning charges
    - 1. $150 Minimum charge.
    - 2 Determined by FO on a case by case basis
    - 3. $500 flat fee for external groups renting the Commons
- AV equipment and staff (determined by Operations Manager for AV)
- Additional rental of equipment (determined by Operations Manager or Operations Manager for AV)
- Security (For Security Rates, see Assistant Director of Student Centers) Four hour minimum is required. Minimum of 30 minutes before event and after events is required.
- Coat room staffing ($12 per student per hour. One hour before and after event required.)
- Damages (determined by FO)
- Catering (determined and collected by Catering)

Weddings and Wedding Receptions

- Weddings or wedding receptions taking place in the Lincoln Park Student Center or the Cortelyou Commons will be billed at a rate of $2,750.00
- This rate includes the following:
    - 4 hours of event time
    - Set-up, tear-down and delivery time
    - Clean-up and trash removal

The use of Student Center's tables, chairs and dance floor