

# STUDENT CENTERS POLICY AND PROCEDURE MANUAL

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## Letter from the Director

Dear DePaul Community,

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 so it can be added.

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

Jeff Quest  
Director, Department of 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/>), 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.
- Student Organizations requesting Alcohol at their event must follow Student Involvement guidelines for approval.
- 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.

### 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.

- See the full exclusivity policy for full details - <http://policies.depaul.edu/>
- 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.
- Any self-catered food must be disposed of by the sponsoring organization.
- Failure to remove trash or to place trash in the 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.

### 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/>

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

*Please refer to Commons, Lincoln Park, Loop and Outdoor spaces sections for specific information for those locations.*

### **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 through the Conference Services Office, Cortelyou Commons, the Quadrangle, and 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 that do not interfere with other events.
- 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.
- Visitors on campus with animals 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.
- For further information please see the University policy - <http://policies.depaul.edu/policy/policy.aspx?pid=305>
- If animals are involved in a program or event, organizations need to follow the guidelines here - [Therapy Dog Events - Office of Student Involvement | DePaul University](#).
- 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.
- 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.

### **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 11<sup>th</sup> floor, 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.

## **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 should not have any glitter or other confetti in them that requires cleaning. A cleaning charge may be assessed if contents inside the balloon cannot be cleaned properly or if they are used for an event.
- Balloons used in the Student Center Atrium must have a ribbon attached with sufficient length to reach the floor of the first level.
- Helium Balloons are not to be used in the Cortelyou Commons under any circumstances. Other Balloons are acceptable as long as they are not taped to walls or furniture. The Student Center staff reserves the right to ask or inspect balloons to ensure they are not helium for any Commons event.

## **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.
- Additional waste receptacles are available upon request.
- Groups failing to maintain the cleanliness of a room will be assessed a cleaning fee of at least \$300.00.

### **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 8<sup>th</sup> 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 \$17.00 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.

### **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.
- If a client brings in decorations either via themselves or an outside vendor, the client contact is fully responsible for ensuring that they remove the decorations after the event, or have a detailed conversation with the Operations staff on how the decorations will be picked up or removed. The Student Center Department is not solely responsible for the discarding of decorations a client has brought in for their event.

### **Digital Signage**

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. Email [Studentcenters@depaul.edu](mailto:Studentcenters@depaul.edu) for Lincoln Park and [confservices@depaul.edu](mailto:confservices@depaul.edu) for the Loop campus 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 png.
- All other Student Center and University policies apply.

### **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.

### **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.

### **Extension of scheduled Operating Hours**

- An operating cost of \$300 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$300 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 \$1300 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 hours requests are subject to the approval of Student Centers Administration.
- Any approved Sunday reservations in Loop Spaces must provide a list of all attendees to Public Safety, (Kevin Connolly [kconnol8@depaul.edu](mailto:kconnol8@depaul.edu)) 48 hours before the date of the event.

### **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 1<sup>st</sup> Floor Information Desk after business hours in Lincoln Park or DePaul Center 8002 between 9am – 5pm or the 11<sup>th</sup> floor Information Desk after business hours in the Loop.
- 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 policy on filming on campus here - <http://policies.depaul.edu/> under “Student Filming/Photography for Academic Purposes on Campus”
- See the University policies on non-DePaul filming on campus here - <https://offices.depaul.edu/university-communications/communications/Pages/filming-at-depaul.aspx>

### **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.

### **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 \$15 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 \$25.00.
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**

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

### **Instructions on how to rent a Locker:**

1. Go to <https://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.

### **Locker Location:**

Lockers that are managed by the Student Center are located in the following areas:  
Lincoln Park- Schmidt Academic Center (SAC)

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

### **Lost and Found**

The Student Centers is not responsible for items that are lost or stolen from the facilities. If you are seeking an item that may be lost please visit the following:

Lincoln Park: Student Center 1st Floor Information Desk or Public Safety 2345 N. Sheffield Ave Centennial Hall Room 304.

Loop: All items are turned into officers at the Loop Public Safety stations located on the lower level of the Lewis Center.

### **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.

### **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.

### **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 make 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.
- 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 garage at 2330 North Clifton. Stubs can be validated for a discounted rate at the Student Center Information Desk.

- 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.
- There are no DePaul controlled parking lots on the Loop campus.
- 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.

### **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 <https://policies.depaul.edu/> under “Political Campaign Activities”

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

- Community and Government Relations
- University 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 Lincoln Park 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.
- Promotional tables in the Loop Student Center can be reserved through the DePaul Center 11<sup>th</sup> floor Information Desk.
- Student organization members and outside vendors must remain seated behind the promotional table at all times. Aggressive sales tactics and similar conduct will not be tolerated and may result in immediate suspension of promotional table privileges (without refund if applicable), as well as other University sanctions as applicable. 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 and Student Centers 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 or other reservable outdoor space unless booked in advance.
- 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 university 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.
- All protests/demonstrations/prayer vigils must follow the university demonstration guidelines found on the university policy and procedures website.
- See also “**Outdoor Space**”.

### **Publication Distribution**

- *The DePaulia* is allowed to distribute their publications from set racks in the Student Centers
- No other publications may be placed in the Student Centers.
- 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:

312-362-5774

DePaul Center 8<sup>th</sup> Floor Conference Center

773-325-7849

Richardson Library

773-325-7545

Athletic Training Center

773-325-4563

The Ray Meyer Fitness and Recreation Center

773-325-4469

Concert Hall

(312) 362-7533

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

### **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	Univ. Dept. or Admin Unit w/	External client using space

		using space	external org or attendees 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

**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 Director of the Student Centers. Groups may not order their own security officers.

### **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 asked to end solicitation and/or leave the premise. 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 2<sup>nd</sup> 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, sleeping, soliciting, or actions that obstruct or interfere with the intended use of the premises.
- Federal and state law, city ordinances and University policies apply.

### **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**

### **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. Please see Office of Student Involvement for policy and procedures on the advertisement of banners. 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 in 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.

### **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 Student Centers Operations and Event staff, 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.
- 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.
- 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.
- Fulfilling requests submitted less than five business days before your event will depend on equipment and technician availability.
- Any special circumstances can be discussed with the Event or Operations staff.
- Student Center sound systems 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.
- Student Center in room sound system cannot support live instrumentation and/or professional DJ equipment. External speakers may be provided if requested in advance and available. If you have any questions please contact the Events or Operations staff.

### **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.
- 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.

### **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, Juneteenth, 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

Sunday – 9am – 10pm

Monday - 7:30am – 12am

Tuesday – 7:30am – 12am

Wednesday – 7:30am – 12pm

Thursday – 7:30am – 12am

Friday – 7:30am – 10pm

Saturday – 9am – 10pm

Summer and break hours Monday-Friday 8:00am-6:00pm; Saturday , 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 4:00pm-10:00pm everyday

Summer and break hours Monday-Friday 4:00pm-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.

#### 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.
- 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 in a parking lot.

#### 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.
- For more information see “No Shows”

#### 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.

### **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.

### **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.

### **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 Mission and Ministry located in Room 311 of the Student Center.

### **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 of an event for large spaces and 3 days for small meeting rooms.
- Late adds are approved on a case by case basis.

## **Late Night Parties**

- For complete list of Late Night Party Policies, contact the Director of the Student Center for the “Late Night Events Manual”.

## **Lounge 1898**

The space adjacent to Brownstone’s Coffee Bar, the Lounge 1898 is a lounge environment open to the entire DePaul University community. It serves various functions such as a lounge space, and study space.

The lounge may be reserved by recognized student organizations and University Departments for programs and activities taking place Monday-Thursday , 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 Lounge 1898:**

- The lounge 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 lounge 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 lounge 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.
- No furniture will be removed from the lounge. 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 lounge. 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 lounge.
- Programming in the lounge may be prohibited when there is concurrent programming in the Atrium to avoid event conflicts.

## **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.

### **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.

### **Performance Area, Second Floor**

- The east side of the second floor of the student center (2<sup>nd</sup> Floor Performance space) can be reserved for small performances, small dance showcases, or group showcases.
- The 2<sup>nd</sup> 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.

### **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

### **Room Opening Policies**

- All reserved rooms in a Student Centers facility will be unlocked fifteen minutes prior to the start of the meeting.
- 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.

### **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.

This space is located within the Lincoln Park Student Center the main contact for the Chapel will be Catholic Campus Ministry.

### **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:

DePaul Student Center  
Attn: Brian Holifield  
c/o (name of conference and date here)  
2250 N. Sheffield Avenue  
Suite 125  
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 Mail Room located in Room 317 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.

### **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.

### **Window/Door Coverings**

- Groups using Student Centers Facilities may at any 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.

### **Cortelyou Commons**

#### **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.

#### **Feehan Room**

- The Feehan Room may only be used for Presidential and high-end University functions.
- If a group wishes to use the Feehan Room, they should contact the 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 1<sup>st</sup> to October 31<sup>st</sup>.
- 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.
- 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.

## **Outdoor Space Guidelines - for all university outdoor spaces**

### **Amplified Sound**

#### **Non Amplified Sound**

- Low levels of 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 radio/bluetooth speaker. 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.
- Amplified sound must follow city of Chicago guidelines, including the 10pm end time.

#### **Sound Equipment**

- Student Centers does not provide sound reinforcement equipment for outside events. Any sound amplification equipment must be rented from an outside vendor.
- The Event Coordinator must be made\_aware of what equipment you will be using.

#### **Hours**

- Amplified sound cannot begin before 8:00 am and extend past the hour of 9:30 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 and Government Relations 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.

### **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](mailto: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](mailto: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**

- It is the group's responsibility for maintaining the grounds in-an outdoor space 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:

<u>Department</u>	<u>Phone Number</u>
Chartwells Dining Services	773-325-7476
Facility Operations	773-325-7377 (if assistance is needed between 7:30am-4:30pm)
Housing and Residential Life	773-325-7196
Office of Community & 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)
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.

### Chalking

- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain statements or images that violate the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website).
- All guidelines for allowed content in the University policy titled Display of Materials (<http://policies.depaul.edu>) must be followed.
- 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 indicate 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.
- Chalking should reference the time, date, location and student organization behind an event being promoted.
- The University will remove any chalking that does not follow the above guidelines.

### Electricity and power needs

- Power in the outdoor spaces 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 McGowan North, 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 McGowan North. 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. No generators should be used unless approved by Student Centers administration. 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, 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 bluetooth speaker)
- 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
<b>Standard Event</b>	Event with fewer than 100 people that does not require things such as special set-ups, external vendors or special needs.	Picnics, Bar-B-Ques, Small outings	5 business days before the event*	5 business days before the event*	Number and location of tables, chairs, grills, trashcans, etc.
<b>Special Event</b>	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	Movies, Musical performances, Festivals, Fairs	4 weeks before the event*	4 weeks before the event*	Completed Event Planning Form

	-Sunday events				
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\*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**

- *Five working days notice for:*
  - Set-up requirements
  - Cancellation of food service order(s)

### **Special Event Reservation Time Frames**

- *Four Weeks notice for:*
  - *Submitting completed Event Planning Form*
  - *Set-Up Requirements*
  - *Security*

## **Exhibits and Displays**

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

- The Quad needs to be reserved for any Exhibits or Displays.
- Exhibit/Displays plans need to be submitted to Student Centers when placing the reservation.
- 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.’
- DePaul University is not responsible for the display and does not watch or guard a display.
- Banners should not be affixed to the University Hall “porch”.
- 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.

## **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 used on a case by case basis. 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
- See also **“Protests/Demonstrations/Prayer Vigils”, “Chalking”** and **“Outdoor Spaces”**.

### **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. This equipment may not be available for other outdoor spaces and will be approved on a case by case basis.
- 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 Saturdays and 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 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.
- University grills may be setup on the Quad. Other locations may not be possible and will be approved on a case by case basis.

### **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](mailto:insurancecertificate@depaul.edu). Groups should contact the Office of Risk Management no later than one month prior to the start of their event.

### **Multiple outdoor events**

- Multiple outdoor events in the same outdoor area are not encouraged and will not be allowed unless groups have agreed to share the the space 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.

### **Overnight Programs**

- To reserve an outdoor spacing 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 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.

### **Parking Lots**

- Lincoln Park parking lots are managed and reserved by Parking Services. Any request to reserve a lot must be made with them in advance.
- All outdoor guidelines apply to Parking Lots.

### **Plaza, Loop**

- The loop Plaza needs reserved through the loop Student Centers office and needs Facility Operations approval.

### **Posting**

- All Flyers or posters must be preapproved. For flyer and handbill approval, please visit Student Involvement in Student Center 201.
- 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.

### **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.

### **Temporary Structures**

- 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 greater than 400 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 and Government. (312-362-8100)
- All costs associated with tenting are the responsibility of the organizing group.
- No stakes can be used 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 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 Risk Management.
- Structures left up overnight should work with Student Centers for approval and overnight security. Security costs will be the responsibility of the organizing group.
- Camping tents are not allowed on outdoor spaces.

### **Use of Motorized Vehicles**

- The use of motorized vehicles on the grass at the Quad or other outdoor spaces is not permitted.
- Motorized vehicles are only permitted on the concrete fire lane 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 Event Coordinator 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.
- Promotional vehicles or food trucks can park in front of McGowan North with prior coordination with Student Centers Administration.

## **Loop Campus Policy and Procedures**

### **Building Hours**

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

### **Clean up**

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.

### **Concourse Performance Space- Lower Level; 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 Jarvis 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.

### **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.

### **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 Cafeteria/Dining Area

The loop cafeteria/dining area is located on the 11<sup>th</sup> 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](mailto:confservices@depaul.edu).

## 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 by the Loop Student Center via email to [confservices@depaul.edu](mailto:confservices@depaul.edu).

## Reserving Space

Reserving space with Conference Services requires an email be sent to [confservices@depaul.edu](mailto: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 via email to [confservices@depaul.edu](mailto:confservices@depaul.edu). After review, our office will confirm your event and email you a confirmation.

## 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.

### Standard Set-Up Rates

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.

### **Stages**

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

### **Work Order Provisions for Payments**

Conference Services provides an 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 an account number 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.

## **Payment Guidelines**

### **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)