



Conference Services Types of Meetings - Policies and Procedures

University-Related Event:

A University-related event is one that is internally sponsored and led by a department, faculty member, student organization, or employee of DePaul for some benefit to the DePaul community. University functions are normally exempt from room rental, facility set-up, and/or audio-visual fees. (*See: Special Conditions*)

1. Special Conditions:

- a) Any events requiring registration payment and/or admission costs to attend are subject to room rental costs.
- b) All events providing food must be catered through Chartwells.
- c) Student organizations hosting events must have a signature approval from the organization's advisor.
- d) **All events** using the concourse performance space area is subject to Facilities Operations set-up and tear-down costs at the prevailing rate.

University Co-Sponsored Event:

A University co-sponsored function is one that is led or supported by the University, a department, or faculty member in which the DePaul community derives a benefit and the entire university community is welcomed.

1. Special Conditions:

- a) Room scheduling and a completed internal space reservation form must be executed by faculty or staff member and approved by the Division's Dean or Vice President.
- b) Any department, faculty member or employee co-sponsoring an event with an outside organization is responsible for providing an internal liaison to handle special needs for the event. The Loop Student Center will assist in any event planning needs with the internal liaison.
- c) Any co-sponsored event **must** supply Loop Student Center with all advertisement, i.e., flyers, programs, brochures, and websites to assure compliance with time and place requirements.
- e) Any events requiring payment and/or admission costs to attend are subject to room rental costs.
- f) Student organizations holding fee related events in support of their organization will be subjected to the rental fee.
- g) All events providing food must be catered through Chartwells.
- h) Planned events that are in competition/conflict with a DePaul University program or course are prohibited.
- i) **All events** using the concourse performance space area is subject to Facilities Operations set-up and tear-down costs at the prevailing rate.

Non-University Event:

A non-university event is one that has no affiliation/association with the University. Non-university functions are charged at prevailing room rental fees.

1. Special Conditions:

- a) Planned events that are in competition/conflict with a DePaul University program or course are prohibited.
- b) All events providing food must be catered through Chartwells.
- c) **All events** using the concourse performance space area is subject to Facilities Operations set-up and tear-down costs at the prevailing rate.



DePaul University
Conference Services and Loop Student Center
 1 E. Jackson Boulevard, Chicago, IL 60604
 Phone: 312-362-8624 / Fax: 312-362-5638
Space Reservation Form – Internal Group Use Only

Today's Date: ____/____/____

RESERVATION #: _____

Client Information:

Organization/Department: _____

Contact Person for Event: _____

E-mail Address: _____

Student Organization Advisor: _____ Advisor's Signature: _____

Phone Number: _____ Fax Number: _____

University Event

University Co-Sponsored**

**Authorization and signature of your Vice President or Dean

Co-Sponsorship With:

If a University event, University Co-sponsored event, or Non-University event:

- Does the Event serve a charitable purpose? Yes ____ No ____
- Will admission/registration be charged for the Event? Yes ____ No ____

Event Title:

Date(s) of Event: _____ Set up Time: _____ am pm

Number of Attendees: _____ Start Time: _____ am pm

End Time: _____ am pm

NOTE: ALL MEETINGS MUST CONCLUDE BY THE END TIME NOTED IN THIS AGREEMENT

Building Requested:

- Loop Campus
- DePaul Center, 8th Floor
- Lewis Center
- CSTC Building
- Lincoln Park Campus

Room Set Up:

- Theatre Style
- Conference Style
- U-Shape
- Classroom Style
- Circle of Chairs
- Empty
- Other _____

AV Request:

- LCD Projector/Computer Interface
- Computer
- TV/VCR
- Microphone
- Other _____

*For Dining Services call 5-7499

Room or Space Assigned: _____

If yes to any or all of the questions below, you must contact the Loop Student Center.

Will food be served? Yes No Will there be advertising of the Event? Yes No

MUST use Chartwells, No external caterers *If yes, please forward copy or website address.*

Will alcoholic beverages be served? Yes No Will you require Security Officers for Event? Yes No

Signature of Person Responsible for Event

Date of Signature

Vice President or Dean

Confirmation will be sent to you via e-mail. Thank you for reserving space through the Loop Student Center!

For Office Use Only:

Confirmation: Date of Approval ____/____/____

- AV Confirmed _____
- Work Order # _____

EMS Requisition # _____
Signature: _____