

Confirmation Conditions

The Agreement of this Confirmation Conditions between requesting party (event coordinator) and Feinberg School of Medicine (FSM) applies to all current and future reservations and bookings. Upon the first time reserving space with FSM, one copy must be signed and returned to FSM Dean's Office to remain on file. Reservations will not be confirmed unless a signed copy of the Confirmation Conditions is returned or on file.

Meeting and Event Purposes

All meetings and events occurring in FSM facilities must be Northwestern University related and/or sponsored programs. Solicitation, vendor fairs and product promotions are not allowed. Violations of this policy may result in the loss of reservation privileges.

Availability

Classes and educational courses receive first priority for all space. Educational lectures and seminars take the next priority. Social, student and all other requests are on a first come, first serve basis. FSM reserves the right to change a reservation to provide availability for a higher priority event over a lower priority.

Events may only be reserved six months in advance. Any special requests to book beyond this time-frame must be approved in advance and are subject to "bumping" if a higher priority event requires the space.

Meeting Participant Count and Room Setup

The number of participants at a single event will determine the best room to accommodate all participants. When requesting space, the event coordinator must include an estimated number of participants. FSM reserves the right to move an event to another location that more appropriately accommodates the group size.

Most spaces are set in permanent auditorium, tiered classroom style. Alternative set up types are available only in specific rooms, and are the responsibility of the event coordinator. If rooms are rearranged, rooms must be returned to the original set up and condition. Failure to reset the rooms may result in fees and loss of reservation privileges.

With all reservations, be specific on the number of participants and notify FSM staff if numbers change and an alternate space is required.

Furniture, Set Up and Clean Up

Event coordinator is responsible for set up and clean up. Any extensive cleaning or repairs following the event will be charged back to the NUFS chart string account provided. Weekend housekeeping **must** be requested by contacting facilities-management@northwestern.edu. Failure to arrange housekeeping may result in a fee or loss of reservation privileges.

Additional furniture requests are the responsibility of the event coordinator. FSM does not provide any additional furniture. Event coordinator must arrange any furniture set up, rental, delivery and pick-up. For assistance with set ups, event coordinator must coordinate with University Services. University Services can be reached at 312-503-8129.

Existing furniture **cannot** be moved and/or removed from its original location without written permission from FSM. Any furniture that is reconfigured during an event must be placed back to its original location and condition. Failure to return the room to its original set up may incur a fee.

If written permission is granted for a move request, all requests for furniture moves must be submitted to University Services through the online request form at http://www.univsvcs.northwestern.edu/shipping/moving_form.htm.

Audio/Visual Equipment and Technology Support

Refer to the room equipment listings and operating instructions at http://www.at.northwestern.edu/ctg/classrooms/index_lurieclass.cfm.

Academic Technologies partners with FSM to provide user training and technical support for installed AV equipment in designated rooms.

FSM will offer a training session for all reservations and classes scheduled in AT supported rooms before each term. It is the event coordinator's responsibility to coordinate and attend the training prior to the event/course start date. To coordinate a training session, please complete the online form at <http://database.at.northwestern.edu/p/SCTrainingReqs/ChicagoSCTrainingReq1.cfm>.

Immediate technology assistance for equipment issues and maintenance is available Monday through Friday, 8 a.m. until 4:30 p.m. Each event coordinator and/or instructor is responsible for basic operation of AV equipment during an event/class.

Venue and event support is available. Requests for support should be submitted at least ten (10) business days prior the event start date. Upon confirmation of the support request, support during events or classes will be charged \$60 per technician per hour (minimum of 1 hour, hours will not be prorated). Requests

within ten (10) business days of event start date may not be accommodated or may incur additional fees. All requests for support are subject to availability of technicians.

Any malfunctioning equipment should be reported immediately to FSM by calling 7-ROOM or emailing SMARTCLS@listserv.it.northwestern.edu.

Catering

Food and beverages are **not** allowed in any classroom. Catering must be placed and consumed outside of the classrooms. Violations of the “no food policy” may result in loss of reservation privileges.

Catering is available through Northwestern’s food service provider, Sodexo. Sodexo is FSM’s preferred and recommended cater. For questions related to catering, contact Sodexo at 312-503-7751.

Outside catering is permitted. All outside catering contact information and confirmations of orders must be supplied once catering is confirmed and with the proper proof of insurance.

Liability event insurance coverage is required for all events with outside catering. The determination of the appropriate form and amount of insurance shall be the responsibility of Northwestern University Department of Risk Management. All responsibility for liability of attendees and the event coordinator’s assigned agent(s) at said event rests with the event coordinator. FSM shall not be held responsible, and non-compliance with this policy shall result in immediate cancellation of the catering agreement. In the event that evidence of such required insurance has not been received within 14 days prior to the event, FSM reserves the right, in its sole discretion, to cancel the event. Any costs related to cancellation shall be borne by the event coordinator.

Certificates of Insurance must be submitted to FSM by the catering supplier, supplier’s vendor(s) and/or vendor’s agents, naming Northwestern University as additional insured on a primary and non-contributory basis on all liability insurance maintained by the catering supplier. At a minimum, the Certificate of Insurance must include, but is not limited to, general liability (minimum coverage of \$1,000,000 or in sufficient amounts to cover event liability); automobile liability, and workmen's compensation.

All catering must be confirmed within ten (10) business days of the event start date, if supplied by Sodexo. Outside catering and/or food requires proof of insurance. Failure to request or submit proof of supplier’s insurance may result in the loss of reservation privileges.

Catering and Alcohol

All local, state and federal laws must be complied with. It is against FSM policy and Illinois State law to serve alcohol to any person under the age of 21, or to an intoxicated guest, or to permit an intoxicated person to remain on site.

All alcohol must be served and poured by a licensed liquor server. Proof of license is required by the date indicated at time of confirmation, or 14 business days, whichever is earlier, in addition to liability insurance. Alcohol may not be removed from the immediate location of the event.

Alcohol cannot be sold (i.e. no cash bars are permitted) at any event at Northwestern University, including any FSM facility.

Liability event insurance coverage is required for all events with outside catering. The determination of the appropriate form and amount of insurance shall be the responsibility of Northwestern University Department of Risk Management. All responsibility for liability of attendees and the event coordinator's assigned agent(s) at said event rests with the event coordinator. FSM shall not be held responsible, and non-compliance with this policy shall result in immediate cancellation of the catering agreement. In the event that evidence of such required insurance has not been received within 14 days prior to the event, FSM reserves the right, in its sole discretion, to cancel the event. Any costs related to cancellation shall be borne by the event coordinator.

Certificates of Insurance must be submitted to FSM by the catering supplier, supplier's vendor(s) and/or vendor's agents, naming Northwestern University as additional insured on a primary and non-contributory basis on all liability insurance maintained by the catering supplier. At a minimum, the Certificate of Insurance must include, but is not limited to, general liability (minimum coverage of \$1,000,000 or in sufficient amounts to cover event liability); automobile liability, and workmen's compensation.

Security is suggested for any event serving alcohol. Security for events may be arranged through University Police. Any costs associated with such security are the responsibility of the event coordinator. To arrange for security, contact University Police at 312-503-3456.

Damages

Upon reservation of space, all event coordinators must supply a NUFS Chart String. Reservations will not be confirmed until a Chart String is received. This billing reference will remain on file with each event, in case of damages, missing and/or damaged equipment/furniture or extensive cleaning required.

If damages are found or furniture is missing, the last group to reserve the space will be charged. If damage exists in the space or furniture is missing prior to the event coordinator's start time, FSM must be notified immediately. FSM post-

event inspections of the meeting space will document any found damages and/or missing equipment. Event coordinator will be notified of the damage costs and the NUFS chart string on file will be charged.

Finalizing Confirmation

Event coordinator is responsible for reviewing the reservation, editing and submitting any incorrect information to FSM and creating a list of any other materials (AV, furniture, etc.) that may be needed. Additional costs may apply to certain requests and are the responsibility of the event coordinator.

Event coordinator should thoroughly read each email confirmation for detailed information and additional requirements regarding the event.

FSM does not take any responsibility for changes and edits not submitted to FSM. FSM requires that all changes to reservations are submitted at least ten (10) business days prior the event start date.

Confirmation of coordination with other departments must be submitted (i.e. Security, building access, furniture rental, etc.) at least ten (10) business days prior the event start date.

Cancellations

All cancellations must be made in writing. Any cancellations received 48 hours prior to event start date will have the space released and no cancellation fee will be assessed.

Any cancellation made within 48 hours of the event start date will be charged a cancellation fee of \$100, charged directly to the supplied NUFS chart string.

Any group that fails to use the reserved space, without prior notification, will be charged a "no show" fee of \$100, charged directly to the supplied NUFS chart string. If the same group repeatedly fails to cancel properly, reservation privileges may be removed.

Smoking

FSM is a smoke-free facility. The client is responsible for informing guests of FSM's no smoking policy. Failure of the client, or its guests, to enforce the no-smoking policy may result in a fee or loss of reservation privileges.

Building Access/Hours

Building hours are listed below. All spaces are available during building hours. Access to McGaw facilities requires key cards. To access the AV in all FSM space, keys are required.

Keys must be signed out during business hours (8:30 a.m. – 4:30 p.m.) from the Reception Desk on Rubloff 12 (420 E. Superior). Coordinators are required to pre-arrange a time to pick up keys by calling 3-8194.

Events outside of building hours require University Police to be present and may incur additional fees. To access the buildings after hours, arrangements must be made directly with University Police. To arrange after hour access, contact University Police at 312-503-3456. A copy of your Confirmation may need to be sent to University Police.

McGaw Building Hours

Mon. – Fri.: 7 a.m. - 6 p.m.

Sun.: Closed

Lurie Building Hours

Mon. - Sat.: 7 a.m. - 6 p.m.

Sun.: Closed

Arthur Rubloff Building, 9th and 11th Floors Hours

(Rubloff should **not** be used for classes or student activities; after hours events are **not** permitted.)

M – F: 8:30 a.m. – 4:30 p.m.

Sat. and Sun.: Closed

Keys for Room and AV Access

All rooms are available during building hours. Access to McGaw classrooms requires key cards. To access the AV in all FSM space, keys are required.

Keys must be signed out during business hours (8:30 a.m. – 4:30 p.m.) from the Reception Desk on Rubloff 12. Coordinators are required to pre-arrange a time to pick up keys by calling 3-8194.

All Departments were offered the ability to purchase Intellikeys for the Lurie classroom AV cabinets. Departments who chose not to purchase an Intellikey for their department may check keys out on an as-needed basis from Rubloff 12. The borrowed key is the responsibility of the department coordinator and his or her department. A fee of \$150 will be charged back to the borrowing department's NUFS chart string for lost or damaged keys.

If a department chooses to check keys out, the person picking up the key must provide the name and location of the event, as well as provide photo ID. Keys are available for pickup between 8:30 a.m. and 4:30 p.m.

Keys should be picked up the morning of the event and returned before the end of the business day. For after hours events, keys should be arranged to be picked up during business hours and returned immediately the following morning. Keys not returned within the business day, without previous arrangements, will be assumed lost and all replacement fees will apply.

Requests for building access after hours must be submitted in writing ten (10) business days in advance. Coordination with University Police may be required and is the responsibility of the event coordinator. To arrange for after hour access, contact University Police at 312-503-3456. Any administration fees associated with after hour building access is the responsibility of the event coordinator. Failure to properly arrange access may result in loss of reservation privileges or additional fees.

Security

University Police must be contacted directly by the event coordinator to arrange building access and regulation. Any charges incurred will be charged back to the event coordinator. To arrange for security or after hour access, contact University Police at 312-503-3456.

I understand and agree to the confirmation conditions as listed above. By signing below, I agree to follow the policies outlined above for all events reserved. I understand that the signed copy will remain on file and the conditions apply to any and all future events, as well as the current event.

Name (Printed)

Department

Signature

Date