FSM Room Reservation Confirmation Conditions  
(Updated February 2015)

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 (or through the online manual room request form, by agreeing to said confirmation conditions prior to request submission). Reservations will not be confirmed unless a signed copy of the Confirmation Conditions is on file. By signing the last page of this document the Event Coordinator agrees to all conditions and acknowledges that he or she is responsible for all items outlined below.

Meeting and Event Purposes
All meetings and events occurring in FSM facilities must be Northwestern University related and/or sponsored programs. FSM does not rent space to external clients. Solicitation and product promotions are not allowed. Violations of this policy may result in the loss of reservation privileges. Vendor fairs are coordinated annually through Northwestern’s Purchasing department. No additional vendor fairs are allowed.

Availability
FSM Academic Degree Program Classes, educational courses and seminars receive priority for all space. School/Department Administration, 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 but are subject to “bumping” if a higher priority event requires the space.

Building Access Hours and Key Policy
Building hours are listed below. All spaces are available during building hours. Access to McGaw facilities and the Weinberg Lab requires keys and/or keycards at all times. To access specialty AV in all FSM space, podium keys are required. (Specialty AV may include DVD players, wireless microphones (if pre-arranged), VHS Players, etc.). All specialty AV is dependent on location.

All required keys/keycards must be signed out during business hours (8:30 a.m. – 4:30 p.m., Monday - Friday) from the Reception Desk on Rubloff 12 (420 E. Superior). Event coordinators are encouraged to pre-arrange a time to pick up keys by calling (312) 503-8194 or emailing Shirley Scurlock at s-scurlock@northwestern.edu.

The borrowed key is the responsibility of the event coordinator. The person picking up the key must provide the name and location of the event, as well as provide photo ID and a contact phone number. Keys are available for pickup between 8:30 a.m. and 4:30 p.m., Monday – Friday. 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. A fee of $150 will be charged back to the borrowing department’s NUFS chartstring for lost or damaged keys.

Events outside of building hours require University Police notification, and possibly staffing, and may incur additional fees. 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 or universitypolice@northwestern.edu. A copy of your confirmation may need to be sent to University Police. (See Security section for more information). Any administration fees associated with after-hours building access is the responsibility of the event coordinator. Failure to properly arrange access may result in loss of reservation privileges and/or additional fees.

**McGaw Pavilion Building Hours**
*240 E. Huron*
Monday-Friday: 7:30am-5:30pm  
Saturday & Sunday: Closed  
This is a secure building, access requires a wildcard at all times. Special arrangements must be made with the FSM Research Office, should event participants not have a wildcard. Please reach out to Joe Boyle (boylej@northwestern.edu) for more information.

**Robert H. Lurie Medical Research Center Building Hours**
*303 E. Superior Street*
Monday-Sunday: 7am-7pm  
Closed on university observed holidays.

**Arthur Rubloff Building, 6th 9th and 11th Floors Hours**
*420 E. Superior Street*
(Rubloff should not be used for classes or student activities; after-hours events are not permitted).  
Monday-Friday: 8:30am-4:30pm  
Saturday & Sunday: Closed

**Tarry Building Method Atrium and Weinberg Computer Lab**
*Security Entrance: 320 E. Superior Street*
Monday-Friday: 6:00am-7:00pm (Method Atrium)  
Weinberg Computer Lab Hours: Monday-Friday 6:00am-7:00pm (Closed Saturday & Sunday)  
This is a secure building, access requires a wildcard at all times. Special arrangements must be made with the FSM Research Office, should event participants not have a wildcard. Please reach out to Joe Boyle (boylej@northwestern.edu) for more information.

**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.

**VEMS and EMS**
FSM uses VEMS and EMS (Event Management Systems) to book all public space on campus. Interested parties may email the Facilities Coordinator, Julie Bratley, at julie.bratley@northwestern.edu for more information on gaining access to an account to book space at FSM.

**NUFS Chartstrings**
FSM does not charge for the use of their space. However, all reservation requests must include a complete NUFS chartstring, with five digit account code, in order for a space request to be processed. The NUFS chartstring will be held on file for incidental purposes, and no charges will be made to the chartstring without the event coordinator’s knowledge.

**Finalizing Confirmation**
The 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. FSM does not take any responsibility for changes and edits not submitted to FSM. Confirmation of coordination with other departments must be submitted (i.e. Security, building access, furniture rental, etc.) as outlined throughout these confirmation conditions.

_The event coordinator should thoroughly read each email confirmation (and/or revised email confirmation) for detailed information and additional requirements regarding the event._

**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.

**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. For catered events held in The Robert H. Lurie Medical Research Center (303 E. Superior Street), the Ryan Family Atrium must also be reserved. If the Atrium is already reserved, coordination between the two (or more) events is the responsibility of the requesting event coordinator.

Catering is available through Northwestern’s food service provider, Sodexo. **Sodexo is the preferred caterer for all events at Feinberg School of Medicine.** For questions related to catering, or for a menu, contact Sodexo at (312) 503-7751. Should an NU department choose to sponsor an event at FSM on behalf of an outside organization, Sodexo must be used as the exclusive caterer for all catered food and alcohol. (Effective September 2015) For all catering processed, University Services will automatically add a .75% surcharge for the total catering charges to accommodate their Processing Fee. The processing fee will appear as a separate line-item on your chartstring. The amount of the Processing Fee will be reviewed every six months and could decrease or increase based on processing time.

Liability event insurance coverage is required for all events with catering (except Sodexo). 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 and space request. 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 the NU Office of Risk Management 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 $2,000,000 or in sufficient amounts to cover event liability); $1,000,000 automobile liability, and State Statutory workmen's compensation. Additional information regarding liability insurance can be found on the website of the NU Office of Risk Management ([http://www.northwestern.edu/risk/insurance/event/index.html](http://www.northwestern.edu/risk/insurance/event/index.html)).

*For events using Sodexo, all documentation is on file and no additional information is required.*

**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. Security is suggested for any event serving alcohol.

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 serving alcohol. 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 and space request. 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 NU Office of Risk Management 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 $2,000,000 or in sufficient amounts to cover event liability); $1,000,000 automobile liability, and State Statutory workmen's compensation. Liability insurance can be arranged and sent directly to NU Office of Risk Management (http://www.northwestern.edu/risk/insurance/event/index.html).

*For events using Sodexo as their provider, all documentation is on file and no additional information is required.*

**Audio/Visual (AV) Equipment and Technology Support**
Academic Technologies partners with FSM to provide user training and technical support for installed AV equipment in designated rooms. Immediate technology assistance for equipment issues and maintenance is available Monday through Friday, 8am until 4:30pm. Room A/V equipment listings and operating instructions are available online at: http://www.it.northwestern.edu/education/classrooms/chicago/index.html.

**FSM offers three tiers of Audio/Visual Support:**
1. **Training Support:** This will provide the event coordinator with a one-on-one training session for the equipment in the space prior to the event. The session can be set up at the event coordinator’s convenience. It will provide a detailed overview of the equipment, and the event coordinator will be trained by a member of the NUIT A&RT team. It is the responsibility of the event coordinator to arrange for this training, and it is free of charge. It is recommended that all event coordinators receive a Training Support Session if his/her event will be a reoccurring event. To coordinate a training session, please complete the online form at http://training.at.northwestern.edu.
2. **Scheduled and/or Special Event Support:** Event support is scheduled in advance for specific AV needs, based on the events’ detailed description above. Fees associated with this support vary based on the event and level of support requested. Event support
requests must be submitted at least ten (10) business days in advance, and are subject to
the availability of staff. Upon confirmation of the support request, support during events
or classes will be charged $75 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. Each event coordinator and/or instructor is
responsible for basic operation of AV equipment during an event/class. For advanced
support, please send your request to: smartcls@listserv.it.northwestern.edu.

3. Immediate Support: If support is needed during the scheduled event, please dial 7-
Room (7-7666). During supported hours an AV technician will be able to assist the issue
further. Any malfunctioning equipment should be reported immediately to FSM by
calling (847) 467-ROOM or by emailing smartcls@listserv.it.northwestern.edu.

**Video Conferencing**
Request video-conferencing by completing the online form at:
http://videoconf.at.northwestern.edu/videoconf/userinput2/vrs66. You will receive a
confirmation email from NUIT once you complete the video-conference request form regarding
availability. Video conferencing may not be available in all locations. The request for video-
conferencing support and the room reservation are two separate actions.

**Set-up and Clean-Up**
The event coordinator is responsible for any set-up and clean-up required and sufficient time
should be included in the original reservation request. Any extensive cleaning or repairs
following the event will be charged back to the NUFS chartstring provided.

**Housekeeping**
Weekend housekeeping must be requested by contacting Facilities Management at (312) 503-
8000 or facilities-management@northwestern.edu. The event coordinator may be asked to
arrange housekeeping for any large, after-hours event requests as well. A large, after-hours event
is defined as any event where attendance exceeds 75 and/or may run later than 9:00pm.

**Furniture**
Existing furniture cannot be moved and/or removed from its original location without written
permission from the FSM Office of Dean’s Administration. Event coordinators must indicate
any intentions of moving the existing furniture and include sufficient time for set-up and tear-
down during the initial reservation request. Any furniture that is reconfigured during an event
must be placed back to its original location and condition within the requested tear-down
time. 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.northwestern.edu/uservices/mail/moving/index.html

It is the event coordinator’s responsibility to submit requests to have furniture moved and
returned to its original location within the scheduled reservation time.
FSM does not provide any additional furniture. Event coordinators must arrange any furniture set-up, rental, delivery and pick-up. For assistance with set-ups, the event coordinator must coordinate with University Services. University Services can be reached at (312) 503-8129.

**Additional Items**
There are additional items available to help make your event a success. Please contact the FSM Facilities Coordinator at 312.503.1871 to arrange for the use of the portable PA system, speaker’s podium and/or coat racks. Use of these items are subject to availability and location of the event. Please also contact the FSM Facilities Coordinator if the event requires access to a building’s loading dock.

**Security**
University Police must be contacted directly by the event coordinator to arrange building access and regulation. Security for events providing alcohol should also be arranged through University Police. Any costs associated with such security are the responsibility of the event coordinator. To arrange for security or weekend/after-hour access, contact University Police at (312) 503-3456 or universitypolice@northwestern.edu. A copy of your confirmation may be requested by security for building access, and all weekend events should send their confirmation when notifying University Police of their event on campus.

**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 if extensive cleaning is 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. The event coordinator will be notified of the damage costs and the NUFS chartstring on file will be charged.

**Easels and Poster Boards**
Easels and poster boards are available to all departments within the Feinberg School of Medicine community. Requests for usage must be made 48 hours in advance, with a maximum of 50 easels and 50 poster boards, for a lending period of up to 10 work days. Requests outside of these parameters must be given prior approval by the Galter Library.

Requests for easels and poster boards can be processed via online form at http://www.galter.northwestern.edu/index.cfm?event=services.reserveEasels or by contacting the Galter Library directly at 312.503.8127. The pick-up and return of easels and poster boards shall be the responsibility of the requesting department. Property not returned to the Galter Library by the scheduled return date will be allowed a grace period of 30 days. If the property is still not returned after 30 days, the requesting department will be charged a fee of $85 per missing easel,
plus a $15 overdue fee and a $25 processing fee. These charges shall cover the purchase, shipping and processing of replacement easels.

The Galter Library reserves the right to suspend access or to request the return of requested easels and poster boards two weeks prior to the annual Lewis Landsberg Research Day, or during any unscheduled event hosted by the Office for Research. Departments are responsible for setting up easels and arranging for them to be returned. The Galter Library does not provide set-up or delivery assistance. Coordinators should submit set-up requests to University Services. See Furniture Moves section for details on how to contact University Services.

**Smoking**

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

**6th Floor Rubloff Conference Room Policy**

The Rubloff 6 - SCRDG Large Conference Room (Room 637) is managed by the Office of Dean’s Administration and all questions regarding the space should be directed to Julie Bratley, FSM Facilities Coordinator at (312) 503-1871 or julie.bratley@northwestern.edu

Please note: the 6th floor conference room does not have the following:

- Projectors, laptops, cables, cords, stands or speakers

The room does have the following:

- Speaker phone
- White board

All technical items such as laptops, cables, cords, stands and speakers are the responsibility of the requester.

**Reservations**

- Reservations must be made through VEMS (https://fsmportal.northwestern.edu/VirtualEMS/) prior to use of the conference room.
- The conference room is not open to the public, staff or students without a reservation.
- In accordance with FSM policy, failure to cancel a reservation may result in a fee of $100, charged to the chart string provided in the reservation confirmation.
- It is suggested that you build into your meeting request a cushion of time (approximately 15 minutes) before and after your meeting for set-up or clean-up time or to avoid the possibility of your meeting or a prior meeting going over time.
- No food or beverages are allowed in this space. If you would like to have catering arranged for this space, please contact the FSM Facilities Coordinator

**Conference Room Hours and Room Use**

- Conference room hours are from 8:30 am - 5:00 pm Monday through Friday.
• Conference rooms are for business meetings -- No classes, student seminars, parties, retreats, social activities are allowed.
• Conference rooms should be left clean and orderly upon close of meetings and not doing so may result in a clean-up fee charged to chart string provided in the reservation.

9th Floor Rubloff Conference Room Policy
The conference rooms on Rubloff 9 include: the Lake Shore Conference Room, Chicago Conference Room, the Fairbanks Conference Room, and the Superior Conference Room. These rooms are managed by the Office of Development & Alumni Relations and all questions regarding the space should be directed to the Reception desk of the FSM Development and Alumni Relations Office at (312) 503-8933.

Please note: 9th floor conference rooms do not have the following:
• Projectors, laptops, cables, cords, stands or speakers; all technical items are the responsibility of the requester and we do not provide any technical support.

The rooms do have the following:
• Single line basic speaker phones in two 6-seat conference rooms; the larger rooms, Lake Shore and Fairbanks have a Polycom IP 7000 phones
• Projection screens or a white board
• NU wireless capabilities and also wired access plug-in

Reservations
• Development & Alumni Relations reserves the right to reassign a confirmed reservation should an unforeseen priority arise.
• The conference room is not open to the public, staff or students without a reservation.
• In accordance with FSM policy, failure to cancel a reservation may result in a fee of $100, charged to the chart string provided in the reservation confirmation.
• It is suggested that you build into your meeting request a cushion of time (approximately 15 minutes) before and after your meeting for set-up or clean-up time or to avoid the possibility of your meeting or a prior meeting going over time.

Conference Room Hours and Room Use
• Conference room hours are from 8:30 a.m. - 5:00 p.m. Monday through Friday.
• Conference rooms are for business meetings -- No classes, student seminars, parties, retreats, social activities are allowed.
• Conference rooms should be left clean and orderly upon close of meetings and not doing so may result in a clean-up fee charged to chart string provided in the reservation.

11th Floor Rubloff Conference Room Policy
The conference rooms on Rubloff 11 include: the Lakeview Conference Room, the Lincoln Park Conference Room, the South Loop Conference Room, and the Streeterville Conference
Room. These rooms are managed by the department on that floor and all questions regarding the space should be directed to (312) 503-1709 or nucats@northwestern.edu.

Reservations
- Reservations must be made through VEMS (https://fsmportal.northwestern.edu/VirtualEMS/) or 11th Floor reception prior to use of the conference room.
- The conference room is not open to the public, staff or students without a reservation. If you need the room immediately, check with 11th Floor reception prior to using the room.
- In accordance with FSM policy, failure to cancel a reservation will result in a fee of $100 charged to the chart string provided in the reservation confirmation.

Lights and Locking Up
- In all 11th floor conference rooms, turn off the lights, and projector if applicable. Not doing so will result in a $25 fine charged to the chart string provided in the reservation confirmation.
- In the 11th floor Lakeview Conference room, lock the door at the end of your meeting if there is no meeting immediately following (check the schedule posted on the door). Not doing so will result in a fine of $25 charged to the chart string provided in the reservation confirmation.

Main Doors
- When there is no receptionist on duty, the main office doors must remain closed and locked (including before 8 a.m. and after 5 p.m.). If you have access to the 11th floor space with your keycard, you may allow visitors to use the restrooms, but please DO NOT prop the door open. THIS IS A SAFETY ISSUE!!
- If no one from 11th Floor Rubloff is present in the meeting, participants must use the public restrooms on the 1st floor.

Lakeview Conference Room Key
- For meetings in the Lakeview Conference Room before and after business hours, a room key must be checked out at the 11th Floor Rubloff reception desk prior to 5 p.m.
- The key must be returned the following day.
- Unreturned keys will incur either a late fee of $10 per day, or, in accordance with FSM policy, a replacement fee of $100, charged to the chart string provided in the reservation confirmation.
FSM Room Reservation Confirmation Conditions

(Updated February 2015)

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