

**Feinberg School of Medicine (FSM) Room Reservation Confirmation Conditions
(Updated February 2018)**

The following information outlines the policies and procedures for using FSM space. You are responsible for reviewing and following the policies outlined below. Please read each email confirmation (and/or revised email confirmation) for detailed information and additional requirements regarding the event. If you have questions or need additional information, please contact the Facilities Coordinator (fsmspacerrequest@northwestern.edu).

Meeting and Event Purposes

All meetings and events utilizing FSM facilities must be NM hosted and/or organized events. FSM does not rent space to external clients. Feinberg meeting and event space should not be utilized to sell products or services to Northwestern employees; any vendor solicitation should be coordinated through Northwestern’s Purchasing department.

Availability

FSM Academic Degree Program Classes, educational courses and seminars receive priority for all space. 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.

Events may be reserved up to six months in advance. Any special requests to book beyond this time-frame must be approved in advance.

Building Access Hours and Key Policy

Building hours are listed below:

	McGaw Pavilion 240 E. Huron	Arthur Rubloff Building 420 E. Superior St 6, 9, and 11 Floors	Tarry Building: Method Atrium and Weinberg Computer Lab 320 E. Superior St	Robert H. Lurie Medical Research Center 303 E. Superior St
M-F	7:30 am - 5:30pm	8:30 am - 4:30 pm	6 am – 7 pm	7 am – 7 pm
Sat/Sun	Closed			7 am – 7 pm

McGaw and Tarry are secure buildings and require a Northwestern Medicine ID badge or NU Wildcard for entry. If event participants do not have an NM or NU badge, special arrangements must be made with the FSM Research Office. Please send your name, netID, department, title and email address to fsm-research@northwestern.edu and request access to the eAdvance system.

All classroom and meeting spaces are available during building hours. Access to McGaw classrooms and the Weinberg Lab (Tarry Building) requires keys and/or keycards at all times. To access specialty AV, podium keys are required.

All required keys/keycards must be signed out between the hours of 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. Keys should be picked up the morning of the event and returned before the end of the business day. A fee of \$150 will be charged back to the borrowing department's chart string for lost or damaged keys. Keys not returned within the business day, without previous arrangements, will be assumed lost.

Events outside of building hours require University Police notification, and possibly staffing, and may incur additional fees. Your confirmation should be emailed to University Police at universitypolice@northwestern.edu to request after-hours access and arrange necessary staffing. Any administrative fees associated with after-hours building access are the responsibility of the department.

Meeting Participant Estimate

When requesting space, the event coordinator should include an estimated number of participants. FSM reserves the right to move an event to another location that more appropriately accommodates the group size.

Chart Strings

FSM does not charge for the use of their space. However, all reservation requests must include a complete chart string, including five digit account code. The chart string will be held on file for incidental purposes, and no charges will be made to the chart string without the event coordinator's knowledge.

Catering and Alcohol

Food and beverages are **not** allowed in any classroom. Catering must be placed and consumed outside of the classrooms. For catered events associated with a classroom reservation held in The Robert H. Lurie Medical Research Center (303 E. Superior Street), a catering space for set-up is designated outside of each corresponding classroom. For all events that require more than a catering table set-up, the west side of the "Ryan Family Atrium" must be reserved. For more information, please see the "Robert H. Lurie Building – Event Information" document on the [VEMS homepage](#).

Northwestern has several preferred caterers. The list of preferred caterers is available at <http://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendors/secure/categories/catering.html>.

If a non-preferred catering company is utilized, NU Office of Risk Management requires liability insurance, licensed bartenders (if applicable) and an event rider. Additional information regarding the requirements and documents to be submitted can be found on their website (<http://www.northwestern.edu/risk/insurance/event/index.html>).

Audio/Visual (AV) Equipment and Technology Support

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: <https://app.smartsheet.com/b/publish?EQBCT=363264cfd9404aad888f0cb5297dd004>.

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, free of charge. Training includes a detailed overview of the equipment by a member of the NUIT A&RT team. To schedule a training session, please reach out to the NUIT A&RT team at smartcls@listserv.it.northwestern.edu. Each event coordinator and/or instructor is responsible for basic operation of AV equipment during an event/class, once trained on the equipment.
2. **Scheduled and/or Special Event Support:** Event support is scheduled in advance for specific AV needs. Event support requests must be submitted at least 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 10 business days of event start date may incur additional fees. For advanced support, please submit a request to: smartcls@listserv.it.northwestern.edu.
3. **Immediate Support:** If support is needed during the scheduled event, please dial 7-Room (7-7666). From 8 a.m. until 4:30 p.m., an AV technician will troubleshoot the issue. Any malfunctioning equipment should be reported immediately by calling (847) 467-ROOM or by emailing smartcls@listserv.it.northwestern.edu.

Video Conferencing

In addition to reserving the room, if needed, please request **video-conferencing by completing the online form** at <http://www.it.northwestern.edu/conferencing/index.html>. Please click on “My Conferences” and you will be able to submit a request. You will receive a confirmation email from NUIT, in addition to the room reservation confirmation. Video conferencing may not be available in all locations.

Set-up and Clean-Up

The event coordinator is responsible for any set-up and clean-up. Sufficient time for these activities should be included in the reservation request. Any extensive cleaning or repairs following the event will be charged back to the chart string 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 (where attendance exceeds 75 and/or may run later than 9:00pm).

Furniture

Existing furniture **cannot** be removed from its original location within classroom spaces without written permission from the FSM Office of Dean’s Administration. Event coordinators must indicate any request to move the existing furniture and **include sufficient time for set-up and tear-down** during the 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 Reebie Movers through the online request form at:
<http://www.northwestern.edu/uservices/mail/moving/index.html>

Event coordinators must arrange any furniture rental and delivery, as well as set-up, and breakdown with Reebie Movers. To coordinate set up and breakdown with Reebie, complete the online request form <http://sharepoint.reebieallied.com/northwestern/aPages/MoveRequest.aspx>.

Additional Items

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.

Damages

Upon reservation of space, all event coordinators must supply a chart string. This chart string will remain on file with each event, in case of damages, missing and/or damaged equipment/furniture or if extensive cleaning is required.

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 damages and/or missing equipment. The event coordinator will be notified of any damage costs prior to charging the chart string.

Easels and Poster Boards

Requests for easels and poster boards must be submitted at least 48 hours in advance via <http://www.galter.northwestern.edu/index.cfm?event=services.reserveEasels> or by contacting the Galter Library directly at 312.503.8127.

Smoking

FSM is a smoke-free facility. The event coordinator is responsible for informing guests of FSM's no smoking policy.

Rubloff Conference Spaces

The Rubloff conference rooms are managed by the home department for those floors. Please see their specific policies regarding Rubloff 6, Rubloff 9 and Rubloff 11 on the [VEMS homepage](#).