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.

Please note: If you require AV assistance/support/set-up, it is your responsibility to obtain AV support at least 48 hours in advance of the meeting. Last minute requests may not be accommodated. AV assistance should be arranged through NUART.

Reservations

- Reservations must be made through VEMS (https://fsportal.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.
- For AV Support in the Streeterville or Lakeview Conference Rooms, please contact NUART at smartcls@listserv.it.northwestern.edu or at x7-ROOM.

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 FL 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.