Ryan Family Atrium Guidelines
Each space in the atrium is designated separately in order to allow multiple bookings in the atrium at one time. In order for catering to be processed for a booking in the Robert H. Lurie Medical Research Building, the reservation must also have the Ryan Family Atrium reserved. If there is already a booking in this space, coordination between multiple events is the responsibility of the requesting event coordinator. Upon approval, email Julie Bratley (Julie.Bratley@northwestern.edu) and the atrium can be added to the requesting reservation at a "shared space" status to note the multiple bookings. Please remember to designate which portion of the atrium will be utilized for each event.
No catering tables are allowed in the classrooms spaces. If the atrium has been booked for catering, please indicate where catering tables should be arranged for your event, with the corresponding atrium location indicated.
Robert H. Lurie Building
First Floor – Ryan Family Atrium:
Furniture Moves

Upon approval from the FSM Office of Dean’s Administration, any furniture moves must be processed through Reebie movers. All furniture must remain within the atrium area, as indicated below. No furniture is to be removed from the atrium for any reason.
Robert H. Lurie Building
First Floor – Move Request
Planning Form

This form is intended to help successfully plan for the furniture configuration for events. Please work with Sodexo and/or Reebie Movers to ensure all furniture is accounted for within the atrium area. Please indicate any rental furniture, the configuration desired and area of the atrium that has been booked for this event. Please note, any over-night set-ups must be booked in VEMS. Please submit your chartstring information and initial below it to authorize Sodexo/Reebie to process the move request and any associated setup, breakdown and charges for this event. If you have any questions, please contact Julie Bratley at Julie.Bratley@northwestern.edu

NUFS Chartstring:
Initial: