



## **Conference Services Types of Meetings Policies and Procedures**

### **University-Related Event:**

A University-related event is one that is internally sponsored and led by a department, faculty member, student organization, or employee of DePaul for some benefit to the DePaul community. University functions are normally exempt from room rental, facility set-up, and/or audio-visual fees. (*See: Special Conditions*)

1. Special Conditions:
  - a) Any events requiring registration payment and/or admission costs to attend are subject to room rental costs.
  - b) All events providing food must be catered through Chartwells.
  - c) Student organizations hosting events must have a signature approval from the organization's advisor.

### **University Co-Sponsored Event:**

A University co-sponsored function is one that is led or supported by the University, a department, or faculty member in which the DePaul community derives a benefit and the entire university community is welcomed.

1. Special Conditions:
  - a) Room scheduling and a completed internal space reservation form must be executed by faculty or staff member and approved by the Division's Dean or Vice President.
  - b) Any department, faculty member or employee co-sponsoring an event with an outside organization is responsible for providing an internal liaison to handle special needs for the event. The Office of Conference Services will assist in any event planning needs with the internal liaison.
  - c) Any co-sponsored event **must** supply Conference Services with all advertisement, i.e., flyers, programs, brochures, and websites to assure compliance with time and place requirements.
  - d) Any events requiring payment and/or admission costs to attend are subject to room rental costs.
  - e) Student organizations holding fee related events in support of their organization will be subjected to the rental fee.
  - f) All events providing food must be catered through Chartwells.
  - g) Planned events that are in competition/conflict with a DePaul University program or course are prohibited.

### **Non-University Event:**

A non-university event is one that has no affiliation/association with the University. Non-university functions are charged at prevailing room rental fees.

1. Special Conditions:
  - a) Planned events that are in competition/conflict with a DePaul University program or course are prohibited.
  - b) All events providing food must be catered through Chartwells.



**DePaul University**  
**Conference Services and Loop Student Center**  
**1 E. Jackson Boulevard, Chicago, IL 60604**  
**Phone: 312-362-8624 / Fax: 312-362-5638**  
**Space Reservation Form – Internal Group Use Only**

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

RESERVATION #: \_\_\_\_\_

**Client Information:**

Organization/Department: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Student Organization Advisor: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

University Event

University Co-Sponsored\*\*

**\*\*Authorization and signature of your Vice President or Dean**

**Co-Sponsorship With:** \_\_\_\_\_

If a University event, University Co-sponsored event, or Non-University event:

- Does the Event serve a charitable purpose? Yes \_\_\_\_ No \_\_\_\_
- Will admission/registration be charged for the Event? Yes \_\_\_\_ No \_\_\_\_

**Event Title:** \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Set up Time: \_\_\_\_\_  am  pm

Number of Attendees: \_\_\_\_\_ Start Time: \_\_\_\_\_  am  pm

End Time: \_\_\_\_\_  am  pm

**NOTE: ALL MEETINGS MUST CONCLUDE BY THE END TIME NOTED IN THIS AGREEMENT**

**Building Requested:**

- Loop Campus
- DePaul Center, 8<sup>th</sup> Floor
- Lewis Center
- CSTC Building
- Lincoln Park Campus

**Room Set Up:**

- Theatre Style
- Conference Style
- U-Shape
- Classroom Style
- Circle of Chairs
- Empty
- Other \_\_\_\_\_

**AV Request:**

- LCD Projector/Computer Interface
- Computer
- TV/VCR
- Microphone
- Other \_\_\_\_\_

**\*For Dining Services call 5-7499**

Room or Space Assigned: \_\_\_\_\_

***If yes to any or all of the questions below, you must contact the Loop Student Center.***

Will food be served?  Yes  No

Will there be advertising of the Event?  Yes  No

**Caterer's name:** \_\_\_\_\_

***If yes, please forward copy or website address.***

Will alcoholic beverages be served?  Yes  No

Will you require Security Officers for Event?  Yes  No

\_\_\_\_\_  
Signature of Person Responsible for Event

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Vice President or Dean

Confirmation will be sent to you via e-mail. Thank you for reserving space through the Loop Student Center!

**For Office Use Only:**

Confirmation: Date of Approval \_\_\_\_/\_\_\_\_/\_\_\_\_

- AV Confirmed \_\_\_\_\_
- Work Order # \_\_\_\_\_

EMS Requisition # \_\_\_\_\_  
Signature: \_\_\_\_\_