

**Student Centers Policy and Procedure Manual
Lincoln Park Campus
Winter 2008**

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January 1, 2008

Dear Colleagues,

This purpose of the Student Centers Policy and Procedure Manual is to document the parameters and methods of administrating the Student Center facilities and program at DePaul University. This document offers a comprehensive listing divided into event planning and production, general facility use.

These guidelines take into account life/safety and legal aspects of administrating our facility; equal, respectful, and fair treatment to all our constituencies; and protection of our community, its guests, and the facility. We publish this document via our website so as to display openness and transparency in applying University guidelines.

DePaul University Student Centers is primarily a service department. Service to the University community should be the paramount consideration. If we can, we do.

It is preferred you keep this manual nearby and refer to it as necessary. It is advised to review it periodically. The goal of this work is to be comprehensive. If you discover an issue not covered in this work, please document it for the Assistant Director so it can be added.

Thank you, I appreciate the quality work you do delivering services to the DePaul University community.

Joseph C. Mroczkowski
Director, Student Centers

Student Centers Mission Statement

The Student Centers of DePaul University are the centers of community activity.

The Student Centers are looked to as DePaul's gathering places by providing amenities and services to promote out of classroom interaction between students, faculty and staff. We become the Main Street of DePaul inviting the community into our welcoming and comfortable environments.

Students are free to gather with others, indulge in a variety of dining experiences, meet new friends, and join others through a vast number of student groups and gathering places in the facilities.

With outstanding facilities and services for events, programs, and dining services needs, the Student Centers facilitate cultural, social, and educational programs.

This support creates a partnership with student organizations, departments and other university community members, which upholds the holistic approach to the DePaul educational mission.

Catering, Food and Beverage Policies

Alcohol Service and Use in the Student Center

- The use of or consumption of alcohol in any Student Centers Facility is prohibited unless the following guidelines are followed.
- The use of alcohol at sponsored events in DePaul University Student Center or at outdoor events is strictly regulated. Security needs are determined at the discretion of Student Centers Administration. Any costs are the responsibility of the sponsoring organization.
- The final determination of the amount of security required will be left to the discretion of the Student Centers Administration.
- For student organizations sponsoring events, approval of the Associate Vice President for Student Advocacy and Community Relations is required and the advisor of the group must be in attendance. The Associate Vice President can be contacted by calling 312-362-5680.
- For events held at DePaul University, DePaul's Dining Service Provider must be used as the caterer for the beverage service. No alcohol may be donated.
- DePaul's Dining Service Provider must be the pourer of any alcohol served at an event in the Student Center Facilities. DePaul University does not hold or maintain a liquor license and therefore cannot serve alcohol.
- If the event is held on the Quad or in St. Vincent's Circle, the "Quad Event Planning Form" must indicate the intention of the sponsoring organization to serve alcohol. There will be a special review of the organization's plans that include alcohol at its outdoor event.
- All attendees are required to show a valid 21-year old picture ID card for admittance. DePaul students may bring guests provided they have appropriate ID proving they are of legal age. No attendees under 21 will be allowed in the event.
- All alcohol must stay within a designated area, within the event.
- No alcohol is permitted outside the reserved facility or designated area.
- At no time, will the entire Student Center be closed so as to make the entire area the designated area for alcohol.
- If alcohol is found in a Student Center Facility, Public Safety and the Dean of Students will be notified. If alcohol is found as part of a student group event, Student Life will be notified as well.
- Alcohol possession and/or consumption at an event in the Student Center will result in the loss of reservation privileges of the sponsoring organization for a minimum of ten weeks. In addition, all current reservations will be cancelled.
- Any damages that occur to facilities and furnishings from an event will result in automatic billing to the sponsoring organization. Future reservations may be impacted.

Food/Catering

Due to the nature of the contractual relationship of DePaul University and its dining service provider, Chartwells, no outside catered food for meetings, events, or groups may be brought into any DePaul University owned and operated facility.

- Chartwells holds an exclusive contract with DePaul University for catering in DePaul University owned and operated facilities.
- Chartwells must provide all food and beverage service at an event in any Student Center Facility or surrounding outdoor areas. This policy is strictly enforced.
- Requests for exemptions for meetings must be submitted for approval of the Director of Student Centers no later than two weeks prior to the event. Written approval must be granted prior to the date of the meeting.
- Any organization bringing in its own food or beverages in violation of these policies will lose their right to meet in the Student Center for a minimum of one quarter or ten weeks.

Food Donations

Request for donations of food and beverages by recognized student organizations and departments are to be determined according to the following guidelines:

- All requests for donations of food and beverages by recognized student organizations are to be forwarded to the Director of the DePaul University Student Centers. He or she will review and approve or deny the request with a written communication.
- The sponsoring University department or student organization that is receiving the food/beverage donation is asked to complete the ‘Catering Request Form’ located on the DePaul University Policies and Procedures website <http://policies.depaul.edu/> and send it to the Director of Student Centers no later than two weeks in advance of the event. In addition, the donating restaurant or organization is asked to complete the ‘Catering Donations Form’ also found on the DePaul University Policies and Procedures website <http://policies.depaul.edu/>, including information on the handling of prepared foods, and send that no later than two weeks in advance to the Director of Student Centers. A written response will then be given to the sponsoring/student organization department.
- Most donations will be done ‘in-kind’. If a restaurateur or donor would like an acknowledgement letter of the donation, the Director of the Student Centers will forward the request to the Development Office. DePaul’s Development Office acknowledgement letter does not include a dollar value.
- Please also note that requests that include donations of alcohol may need further approval from the Treasurer’s Office and Office of the General Council for risk management purposes and will require a minimum of a two week lead time.
- The group receiving the donated food will be responsible for the cleanup of all items associated with the donated food. Failure to do so will result in a minimum cleanup fee of \$50.00 depending on the nature of the event and the extent of the cleanup required.

Cortelyou Commons

Building Hours

- Cortelyou Commons is operated on an event by event basis and therefore is only opened as needed. The regular time during which the Commons will be opened to host an event are 8:00am-11:00pm
- Typical Hours Cortelyou Commons
 - Building will operate on an as-needed basis and will only be opened for events that are scheduled according to the proper guidelines. The following are typical hours that are available for the building to be opened for events.*
 - Academic quarter 8a-11p everyday
 - Summer and break hours M-F 8a-8p; Sa 8a-2:30p; Su Closed
- Events in the Cortelyou Commons must be completed and guests must have completely exited the building by 11:00pm.
- Events may not extend past 11:00pm.
- Events wishing to begin before 8:00am must pay an extension of building hours charge of \$100 per hour. This rate is not prorated.
- Small meetings should only take place in Cortelyou Commons if not other spaces are available.

Balconies

- Groups may reserve the north or south balcony in the Cortelyou Commons
- Reservations in the balconies will not be allowed if they interfere with an event in the ballroom.
- Furniture may not be removed, relocated or added to the standard balcony set-ups.

Ballroom

In order to maintain the Student Centers availability in the Cortelyou Commons ballroom for University users, the general guidelines follow:

- The ballrooms may not be reserved on a weekly or bi-monthly basis for an entire quarter.
- The Student Centers Administration will not book more than one outside function in the Cortelyou Commons per weekend during the academic year (Friday night and Saturday night).
- Groups can only reserve one dress rehearsal per event using the Commons ballroom.
- The kitchen and the back of the house areas are not reservable and can not be used as part of an event taking place in the Commons.

Cancellation Policy

- Cancellations for the Cortelyou Commons must be made at least 3 weeks before events.
- Failure to notify Student Centers of event cancellations may result in suspension, or loss of reservation privileges in Student Center facilities. When this occurs, it will count as a no show against your group.

Club Room

- The Club Room may only be used for Presidential and high-end University functions.
- If a group wishes to use the Club Room, they should contact the Assistant Director of Student Centers.

Coat Check

- A coat check room is available for use for events taking place in the Cortelyou Commons.
- If groups wish to use the coat check, the Student Centers Events Coordinator should be notified at least two weeks prior to the event.
- The Student Center is not responsible for lost or stolen items from the coat check.
- If the coat check is used, it must be staffed at all times, either by the sponsoring organization or the Student Centers.
- Student Center staffing is available but not mandatory, to manage the coat check and is subject to availability. The coat check will be staffed one hour before and one hour after the event, in addition to the entire event. The cost is \$10.00 per person per hour. The coat check will be staffed for a minimum of one hour before and one hour after an event, and will include the entire event.
- The appropriate level of Student Centers staffing for the coat check will be left to the determination of Student Centers Administration.

Dance Floor

- All student groups, departments, and off-campus guests of DePaul Student Centers are required to use a dance floor when dances are held in the Cortelyou Commons ballroom.
- Customers wanting to have a dance in a carpeted room must request the dance floor when making the reservations. Extra setup time of one hour is required for groups using a dance floor. When planning an event, please allow for the additional setup time.
- Dance Floor Sizes: 1/2 dance floor 15' x 15'
 Full dance floor 21' x 21'
- The Student Centers retain the right to deny the use of the dance floor or limit the size based upon the availability of staff, equipment or intended use. If Student Centers do not have a dance floor available for an event, the sponsoring group is responsible for the renting, set up and removal of a dance floor from an outside vendor.
- The Student Centers staff must pre-approve the use of any outside dance floor.

Decorations

- All decorations must be flame retardant.
- Any decorations used must be attached only to cement with masking tape.
- Decorations may not be attached to wood, metal, glass, paint, ceilings, floors, or other surfaces, as they scar the finishes of the facility.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, candles, or staging for attaching any materials is not permitted unless by special permission from the Student Centers Administrative offices.

- Pictures are not to be removed from walls.
- The use of paint is prohibited in Student Center Facilities.
- Helium filled balloons are not to be used in the Cortelyou Commons.
- No decorations with diameters smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc.. A cleanup fee of \$50.00 may be assessed if these items are used.
- Candles, incense, fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
- Smoke or fog machines are not allowed.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits that require flame or water.
- The Student Centers reserve the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.
- All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery. All deliveries must adhere to the parking policies for the Commons.

Late Adds

- Late adds are defined as any request for a room, furniture or audio visual equipment within 10 business days of an event.
- Late adds for the Commons are not allowed within 10 business days of the start or an event.

Parking

- All events with parking inquiries should contact the Parking Services Office of DePaul Public Safety as far in advance as possible.
- There are no parking spaces at the Cortelyou Commons. Load-In and Load-Out for an event must take place during the building hours of the Cortelyou Commons (8:00am-11:00pm).
- Vehicles used for loading and unloading may only stand at one of two locations: 1) just to the east of the building in the nook between the two entrances and 2) directly to the north of the building on the slab of concrete. Vehicles MAY NOT park in these locations. It is the responsibility of the planning organization to making parking arrangements for any vendors.
- No vehicles may block any traffic lanes, fire lanes or building entrances/exits.
- If vehicles will be used for load in and load out, Student Centers Administration must be notified at least three weeks prior to the start of the event.
- Valet service can be used for events taking place in the Cortelyou Commons.
- Drop-off and pick-up for a valet service must occur off of Belden Ave to the south of McCabe Hall.
- If valet is to be used, Student Centers must be notified at least three weeks prior to the start of the event.

- There is no bus parking available on campus. Arrangements must be made at least two weeks in advance with Parking Services to arrange bus drop-off and pick-up.
- All city laws apply when parking on the city streets surrounding Student Center Facilities.

Patio

- The Patio is the space directly to the west of the Commons, between the Commons and Wish Field.
- This space may be requested in the same way as the other spaces in the Commons.
- Outdoor patio furniture is available for use. If the sponsoring group would like to use the outdoor patio furniture, they should work with Student Centers Administration at least two weeks in advance to make the proper arrangements.
- Patio furniture may not be used anywhere besides the patio.
- Grilling is not allowed on the patio.
- Amplified sound is not allowed on the patio.
- No stakes or pegs may be driven into the surface of the patio.
- Chalking is not allowed on the patio surface.

Scheduling

- Scheduling and reserving of all Student Centers Facilities should be done by working with Student Centers Administration.
- Groups and departments should check the availability of space online using EMS EVENT (see the EMS EVENT section)
- Groups and departments should make reservation requests by using EMS EVENT.
- Reservation confirmations will be emailed following the verification that the space is available.
- Student Center event policies will be sent with all confirmations.
- Summer reservations will be considered separately from the academic year. The academic year is defined as the first day of residential move in through the Saturday following spring commencement.
- The Student Centers reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

Tenting

- Tenting at the Commons is only allowed with the proper permits from the city of Chicago, the approval of Student Centers Administration, Facility Operations and the Office of Community, Government and International Affairs.
- If an event is planning to use tenting, preparations should begin at least three months in advance.
- Student Centers Administration reserves the right to deny tenting at any time.

Trash Removal

- After an event, all trash must be removed from Cortelyou Commons.
- Small trash items should be placed in the provided trash receptacles.

- Large trash items, including bags of trash, must be removed from the building and placed in the McCabe Hall dumpsters.
- Failure to remove trash or to place trash in proper location may result in a cleanup fee of a minimum of \$50.00 being assessed, depending on the nature of the event and the extent of the cleanup required.

Munroe Hall

Building Hours

- Typical Hours Munroe Hall
Academic quarter 8:00am-11:00pm everyday
Summer and break hours Monday-Friday 8:00am-8:00pm; Saturday 8:00am-2:30pm; Sunday Closed

Cancellation Policy

- In order to accommodate as many requests for events as possible, all organizations must honor their reservations. Organizations, which fail to use reserved space (without prior notification, a “no-show”) three times within an academic quarter, will be unable to meet in Student Center facilities for one quarter or ten weeks.
- Standard room reservation cancellations for Munroe Hall should be made at least 2 business days in advance for weekday events, and 3 business days in advance for weekend events. Failure to notify Student Centers of event cancellations may result in suspension, or loss of reservation privileges in Student Center facilities. When this occurs, it will count as a “no-show”.

Contact Information

- If a group or department experiences problems with the facility, the furniture, the set-up or the audio visual equipment before or during an event, they should contact the Student Centers staff person on hand at the event or call the information desk at 773.325.7400.

Decorations

- All decorations must be flame retardant.
- Any decorations used must be attached only to cement with masking tape.
- Decorations may not be attached to wood, metal, glass, paint, ceilings, floors, or other surfaces, as they scar the finishes of the facility.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, candles, or staging for attaching any materials is not permitted unless by special permission from the Student Centers Administrative offices. Pictures are not to be removed from walls.
- The use of paint is prohibited in Student Center Facilities.
- No decorations with diameters smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc.. A cleanup fee of \$50.00 may be assessed if these items are used.
- Candles, incense, fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
- Smoke or fog machines are not allowed.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits that require flame or water.
- The Student Centers reserve the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a

condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.

- All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery.

Late Adds

- Late adds are defined as any request for a room, furniture or audio visual equipment within 5 business days of an event.
- Late adds are not allowed within 5 business days of the start of an event.

Lincoln Park Student Center

Application of Polices

The following polices and procedures are applicable to all Student Centers spaces on the Lincoln Park Campus including the Lincoln Park Student Center, Cortelyou Commons, Munroe Hall meeting rooms, Quadrangle and St. Vincent's Circle unless specifically noted in this manual.

Amplification of Sound

- In open areas inside the Student Centers the use of loud speakers, play back devices, microphones, bullhorns or other noise making devices that interfere with other activities in the building are not allowed.
- Inside meeting rooms, amplified sound must be kept to acceptable levels.
- The Student Centers reserves the right to ask any group to bring their activity within acceptable sound levels.

Animals

- Animals are not allowed in Student Centers.
- Any animals found in the Student Centers will be removed.
- Guide or service dogs as deemed necessary by ADA and security dogs with handlers are exempt from this policy.

Annex (Brownstone's Annex Room 103A)

The space adjacent to Brownstone's Coffee Bar, the Brownstone's Annex (The Annex) is a lounge environment open to the entire DePaul University community. It serves various functions such as a lounge space, a study space and a computer lab.

The Annex may be reserved by recognized student organizations and University Departments for programs and activities taking place Monday-Friday between 6:00pm and 1:00am.

Guidelines for use of the Annex:

- The Annex may only be used for programs open to the entire University community. Examples include but are not limited to: open mic nights, musical performances, board game tournaments, television program viewing.
- The Annex space may not be used for closed events. These types of events should take place in meeting rooms. Examples include but are not limited to: group or departmental meetings, rehearsals, banquets, private receptions or parties.
- The Annex must remain open to the University public during any event or program that takes place there. The space must still be available for use as a lounge space, study space or computer lab.
- The Annex cannot be reserved during Finals Week or Finals Frenzy.
- No furniture will be removed from the Annex. Student Centers will make the final determination of how much, if any, of the furniture will be rearranged.
- Some furniture can be added to the Annex. Student Centers will make the final determination of how much furniture will be added.

- Admission charges cannot be charged to enter an event in the Annex.
- Audio Visual (AV) equipment is available for use in the Annex with at least five business day's notice.
- Amplified sound, music and noise levels in the Annex must be kept at or below 70 decibels. Amplified sound equipment must point away from offices, the Student Center Information Desk and the Chapel, facing north or east.
- Any changes to the lighting in The Annex must be requested at least five business days in advance and must be approved by the Assistant Director of Student Centers.
- Groups must comply with any reasonable request to turn down the volume, even if it is at or below 70 decibels. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.
- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safe and orderly operation of the University and its facilities.
- The use of any decorations must be approved by the Assistant Director of Student Centers.
- The use of paint is prohibited in Student Center Facilities.
- Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the DePaul University Student Center.
- Programming in the Annex may be prohibited when there is concurrent programming in the Atrium to avoid event conflicts.
- All other Student Center and University Policies apply.

Atrium

The carpeted atrium space in front of the Information Desk on the first floor of the Student Center (“Atrium”) is a lounge environment open to the entire DePaul University community. The Atrium serves as a living room for the campus.

The Atrium may be reserved by recognized student organizations and University departments for programs and activities. A group wishing to request to reserve the space should make a request using the online reservation system, EMS EVENT..

Guidelines for use of the Atrium:

- All programs or displays must be kept to the carpeted space of the Atrium.
- No event or program may take place in the Atrium that consistently has more than 75 people in attendance. People attending an event in the Atrium may not block doorways, stairways or disrupt the normal flow of traffic in the Student Center and at not time may events or people attending an event extend beyond the carpeted area of the Atrium.
- Furniture removal in the Atrium may be requested through the Student Centers Administration. Student Centers will make the final determination of how much of the Atrium must be cleared or reconfigured to allow for a particular reservation.

- The atrium space may only be used for programs open to the entire University community. The determination of whether or not an event is open to the entire University will be left to Student Centers Administration.
- When not being used as a lounge, the Atrium is intended to be a programming space and therefore must only be used for programming and events.
- The atrium space may NOT be used for the following:
 1. Departmental or organizational meetings
 2. Guest lecturers or speakers
 3. Film presentations
 4. Advertising done in the absence of an event
 5. Promotion tables, vendor tables
 6. Sales of goods, services or tickets
- Departmental or organizational meetings, guest lecturers, speakers and closed events should occur in meeting rooms.
- Advertising of events and programs are allowed using only the banner space above the Atrium. It is not permissible to use the Atrium as an advertising forum. This should take place at a promotional table.
- Any sales of goods, services or tickets should take place at a Promo Table, reserved through the Office of Student Life.
- Any promotion or advertising should take place at the Student Centers Promotional spot, located under the east, inner stairwell. If requested properly, this space can include the use of multimedia advertising equipment.
- Audio Visual (AV) equipment is available for use in the Atrium with at least 5 business days notice. Student Center AV equipment is not available for use by disc jockeys, spinners or any event where the changing of songs is a focus of the event. Student Center audio equipment should only be used to provide continuous background music.
- Before 6:00pm, amplified sound, music and noise levels in the Atrium must be kept at or below 70 decibels from a distance of 50 feet. Amplified sound equipment must point away from offices and the Student Center Information Desk, facing north, east or west.
- After 6:00pm, amplified sound, music and noise levels in the Atrium must be kept at or below 100 decibels from a distance of 50 feet. Amplified sound equipment must point away from offices and the Student Center Information Desk, facing north, east or west.
- Groups must comply with any reasonable request to turn down the volume, even if it is at or below the regulated decibel level. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.
- A dance floor is available with at least 5 business days notice. The dance floor must be confined to the carpeted Atrium area.
- Decorations including balloons, streamers, cutouts, or any temporary display for a program. Decorations must be approved at least 5 business days in advance by the Assistant Director of Student Centers. Decorations cannot be fixed to the wood, painted surfaces or railings for damage and safety reasons. All decorations used in the Atrium must be removed by the reserving group immediately at the conclusion of the

program. Decorations are not permitted on the north side of the Atrium wall below the railing due to the permanent art displays located there. Decorations cannot suspend below the soffit line. Ladders cannot be used except by work order to Facility Operations. Walkways (slate floor) cannot be blocked. Decorations cannot be suspended from the ceilings on the first, second or third floor. Glitter and any decoration with a diameter of less than 2 inches is not allowed throughout the Student Centers.

- The use of paint is prohibited in Student Center Facilities.
- Balloons must have ribbon/string that reaches from the balloon at the ceiling to approximately 5 feet or lower to the Atrium floor.
- Nothing may be constructed or built in the Atrium without the approval of the Assistant Director of Student Centers at least 5 business days in advance.
- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safe and orderly operation of the University and its facilities or that otherwise violates Section F(3) of the ‘Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus.’
- Any event in question must receive the approval of the Director of Student Centers at least 5 business days in advance.
- Programming in the Atrium may be prohibited when there is concurrent programming in the Annex to avoid event conflicts.
- All other Student Center Policies and Guidelines apply.
- Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the DePaul University Student Center.

Audio Visual

- The use of all audio/visual equipment requires a reservation placed five working days in advance of the event date. For internal group, there is no charge unless there is dedicated labor assigned to the event or rental of equipment is necessary.
- For external groups, the rental charges are below. Cancellations made less than 48 business hours before the event will be charged a cancellation fee of 50% of the rental charges.
- The use of Student Centers Audio Visual Equipment is not permitted outside of the facility. If equipment is required for an outdoor space or a non-Student Center Administrated space, it must be rented from an outside vendor. Student Center Audio-Visual equipment is not available for use on the Quad.

Rental Charges: Overhead Projector - \$25
 TV/VCR - \$75
 Slide Projector - \$50
 Microphone with sound system - \$50
 Flip Chart w/one pad - \$15
 Extra pads - \$5 each
 LCD projector - \$125
 Laptop - \$100

Labor Charges: The following charges include time required to load equipment into and out of the reserved facility. Most equipment used outside of the Student Center requires a technician to deliver and recover.

Position	Wage
AV Technician	\$10/hr

- Groups renting a video tape or DVD and attempting to show it in one of the Student Center facilities is a violation of copyright law. Regardless of charging a fee or not, it is not permitted. The burden of proof rests with the group. If there is a question, the group must provide written documentation giving permission from the production company to screen the film.
- Any equipment that must be sub-rented will be charged to the sponsoring group.
- If there are any special audio/visual requests, these must be made at least two weeks in advance to allow for equipment rental and technician scheduling.
- Fulfilling requests submitted less than three business days before your event will depend on equipment and technician availability.
- An AV Technician will be available for setup and training on equipment but will not be available for the entire event to operate equipment. If specifically requested, a technician will be provided, if available and may be subject to additional charges.
- Any special circumstances can be discussed with the AV Coordinator at 773-325-4079.

Bake Sales

Student organizations that request permission to sell baked goods at the Student Centers are guided by the following:

- Student organizations may sell baked goods only at a pre-reserved 'promo tables' on the first or second floor, Monday – Friday, from 8 AM – 6 PM.
- An organization may do this for a series of days, but not to exceed one week, or once per quarter.
- Student organizations may sell food items for fundraising purposes, subject to other existing guidelines for student organizations.
- Student organizations are allowed to sell manufactured and individually prepackaged items that need no heating or cooling to safely keep or consume. Frequently used examples include wrapped candies or individually wrapped taffy apples.
- Student organizations may also sell items that are fresh baked at their home to celebrate their culture or heritage during appropriate holidays. Frequently used examples include pastries or cookies.
- Items that need heating or cooling to safely keep or consume may not be given away or sold.
- A list of ingredients posted on the table is preferred, as sensitivity to patrons that may have food allergies.

- Student Organizations should request promo tables for Bake Sales through the Office of Student Life.
- All other guidelines for promo tables apply.

Building Hours

The hours of the Student Centers facilities are set to provide maximum service to meet the needs of the University community. The building hours are based on the following criteria:

- Academic calendar including quarter breaks, summer sessions, December holiday closing, and residence hall openings and closings
- University and National holidays.

The hours of operation are posted at appropriate locations in the Student Center. The Student Center and its associated facilities are closed on most University recognized holidays. These dates include: Labor Day, Thanksgiving Day, Thanksgiving Friday, Thanksgiving Saturday, Thanksgiving Sunday, December holiday break as designated by the University, Good Friday, Holy Saturday, Easter Sunday, Memorial Day, and Independence Day. Reservation requests for these days are reviewed by Student Centers Administration. Building extension hour charges apply.

Typical Hours Lincoln Park Student Center

Academic quarter 7:00am-1:00am everyday
 Summer and break hours Monday-Friday 7:00am-8:00pm; Saturday 8:00am-2:30pm; Sunday Closed

Typical Hours Cortelyou Commons

Building will operate on an as-needed basis and will only be opened for events that are scheduled according to the proper guidelines. The following are typical hours that are available for the building to be opened for events.

Academic quarter 8:00am-11:00pm everyday
 Summer and break hours Monday-Friday 8:00am-8:00pm; Saturday 8:00am-2:30pm; Sunday Closed

Typical Hours Munroe Hall

Academic quarter 8:00am-11:00pm everyday
 Summer and break hours Monday-Friday 8:00am-8:00pm; Saturday 8:00am-2:30pm; Sunday Closed

Exclusive Use

- The Student Center is not available for exclusive use to a single group. It is intended to be a place of community for the University Community.
- If the building is open, during normal hours or during extended hours, it will be open to the entire University Community. It cannot be closed for a private event to an exclusive audience.

Extending Building Hours (early open/late close)

- Requests to open the Lincoln Park Student Center early or close late must be made at least 10 working days in advance of event.
- An operating cost of \$100 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$100 per hour will be charged to keep any facilities open late. Fees are not pro-rated for partial hours.
- Cortelyou Commons closing time may not be extended beyond 11:00pm
- Any event wishing to use the Cortelyou Commons outside of the typical building hours for that facility, will be charge \$100 per hour to open the building.
- Events may not start within 30 minutes of a building's opening time.
- Events must end 30 minutes prior to building closing.
- All extension of building hors requests are subject to the approval of Student Centers Administration.

Banner Policy

Banners are assigned on a first-come, first-serve basis. Only recognized student organizations, University departments, and Student Centers tenants may reserve the banner space. An individual may not reserve the banner space.

The content of a banner must be approved by the Office of Student Life

Banner reservations are for a maximum of one week (seven days). Banners may not be used for advertising vendors, product names or logos, or any special acknowledgment other than the activity, date(s), location, and name of student organization/department. The location and methods for displaying banners is determined by the Student Centers staff.

Organizations/departments reserving the banner area are responsible for delivering the banner to the Student Centers Administration office 48 hours prior to the first day of the requested week. Organizations/departments are also responsible for picking up their banner. Banners not picked up within 48 hours of the end of the reserved time will be discarded. There is not a fee for reserving the banner space.

- Banners are displayed from the east, south, and west sides of the second floor of the atrium.
- Banners may not exceed twelve (12) feet in length and four (4) feet in height.
- The Student Centers are not responsible for banners torn down or damaged.
- The Student Centers reserve the right to deny access to any group promoting products or services that are in direct competition with current interests of DePaul University.
- Banners cannot be displayed on the exterior of the Lincoln Park Student Center.

Banks

- TCF is the banking partner of DePaul University.
- No other bank may promote, advertise, or reserve promotional tables any time within the first two weeks of any academic quarter, nor during the Premiere DePaul program.

Bicycles, Skates, Rollerblades, Scooters and Skateboards

- Bicycles, skates, rollerblade, scooters and skateboards shall remain outside the Student Centers and should be secured to bicycle racks only.
- The Student Centers are not responsible for any bicycles, rollerblades, skateboards or scooters that are left outside of the facility.
- Skateboarding, scootering, rollerblading and/or roller-skating are prohibited inside the building.
- Individuals engaged in such acts shall be requested to discontinue the activity. Failure to do so may result in Public Safety notification.
- Public Safety may remove bicycles found in the building or chained to places other than bicycle racks from the premises.
- Bicycles, skates, rollerblades, scooters and skateboards may not be used on the base of the statue at the east entrance to the Student Center.

Cancellation Policy

- In order to accommodate as many requests for events as possible, all organizations must honor their reservations. Organizations, which fail to use reserved space (without prior notification, a “no-show”) three times within an academic quarter, will be unable to meet in Student Center facilities for one quarter or ten weeks.
- Standard room reservation cancellations (except for Cortelyou Commons ballroom and Student Center Room 120) should be made at least 2 business days in advance for weekday events, and 3 business days in advance for weekend events. Failure to notify Student Centers of event cancellations may result in suspension, or loss of reservation privileges in Student Center facilities. When this occurs, it will count as a “no-show”.
- Cancellations for Student Center Room 120 and Cortelyou Commons ballroom must be made at least 3 weeks before events.

Coat Check

- A coat check room is available for use for events taking place in the Cortelyou Commons.
- If groups wish to use the coat check, the Student Centers Events Coordinator should be notified at least two weeks prior to the event.
- The Student Center is not responsible for lost or stolen items from the coat check.
- If the coat check is used, it must be staffed at all times, either by the sponsoring organization or the Student Centers.

- Student Center staffing is available but not mandatory, to manage the coat check and is subject to availability. The coat check will be staffed one hour before and one hour after the event, in addition to the entire event. The cost is \$10.00 per person per hour. The coat check will be staffed for a minimum of one hour before and one hour after an event, and will include the entire event.
- The appropriate level of Student Centers staffing for the coat check will be left to the determination of Student Centers Administration.

Chalking

- Per the University policy titled Display of Materials (<http://policies.depaul.edu>) chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by Facility Operations and the cost of the removal may be charged back to the responsible party.
- Additionally, no harassing or profane language or references to alcohol may be used in the chalking of sidewalks.

Cleanliness

- Groups using Student Centers Facilities are expected to maintain the general cleanliness of the room which they are using.
- All rooms should be left in the condition in which they were set, including the cleanliness of the rooms. This includes removing garbage, papers, and used disposable catering items such as plates and napkins.
- Waste receptacles are available upon request.
- Groups failing to maintain the cleanliness of a room will be assessed a cleaning fee of at least \$50.00.

Dance Floor

- All student groups, departments, and off-campus guests of DePaul Student Centers are required to use a dance floor when dances are held in the multipurpose room of the Lincoln Park Student Center or any other carpeted room or area. Customers wanting to have a dance in a carpeted room must request the dance floor when making the reservations. Extra setup time of one hour is required for groups using a dance floor. When planning an event, please allow for the additional setup time.
- The following dance floor sizes are available:
 - Dance Floor Sizes: 1/2 dance floor 15' x 15'
 - Full dance floor 21' x 21'
- The Student Centers retain the right to deny the use of the dance floor or limit the size based upon the availability of staff, equipment or intended use. If Student Centers do not have a dance floor available for an event, the sponsoring group is responsible for the renting, set up and removal of a dance floor from an outside vendor. The Student Centers staff must pre-approve the use of any outside dance floor.

Decorations

- All decorations must be flame retardant.
- Decorations may not be attached to wood, metal, glass, paint, ceilings, floors, or other surfaces, as they scar the finishes of the facility.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, candles, or staging for attaching any materials is not permitted unless by special permission from the Student Centers Administrative offices. Pictures are not to be removed from walls.
- The use of paint is prohibited in Student Center Facilities.
- Helium filled balloons are only allowed in 120 when they are securely attached to independent weighting. Balloons should not be tied to furniture, fixtures or an part of the facility.
- No decorations with diameters smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc.. A cleanup fee of \$50.00 may be assessed if these items are used.
- Candles, incense, fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
- Smoke or fog machines are not allowed.
- Balloons used in the Student Center Atrium must have a ribbon attached with sufficient length to reach the floor of the first level.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays, or exhibits that require flame or water.
- The Student Centers reserve the right to deny the use of facilities for any event it deems inappropriate and to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups. If the event poses any facility concerns, the reservation request could be denied.
- All delivery of items is the responsibility of the organizers of the event and a designated individual from the event must be present to receive the delivery. All deliveries must be loaded in and out through the loading dock door on the south side of the Student Center.

Donation Collection Boxes

- Space for collecting donations can be requested through the Student Centers Administration office. University departments or recognized student organizations can request space for donation receptacles on the first floor of the Student Center.
- In the Student Center on the first floor, collection boxes can be placed behind the stairs on the carpeted area. Reservation length will be limited to one week per reservation request.
- Boxes must be covered/decorated and should include the sponsoring organization or department's name, dates of the collection, and the place where items will be donated. Groups and departments are responsible for maintaining the cleanliness of the donation area and should not allow donated items to exceed the space of the box. Items must be removed from the collections area and moved to a secure location each day.

- If boxes are overflowing with donated materials, the Student Centers staff reserves the right to relocate the donated materials and donation boxes. Unattended cash donation collection containers are not allowed in the Student Centers.
- Donation boxes may be requested for a maximum of two weeks.
- All requests for donation boxes should be made with the Student Centers Administration in suite 303.
- Items left after the last day of the scheduled donation time will be removed and discarded.

Easels

- Easels can be requested during business hours by contacting the Student Centers Administration and may be used to display advertising for the day of the event only. An equipment release form must be filled out before the easel can be checked out.
- Easels can also be requested for use as part of an event reservation within the reserved room. These easels should be made at the time of the room reservation.
- Easels are limited in number and subject to availability.
- The content of the material placed on the easels is subject to the approval of the Office of Student Life.
- Additionally, no harassing or profane language or references to alcohol may be used in the chalking of sidewalks.
- Posting requests for the promotional walls and bulletin boards must be approved and stamped in Student Life.

EMS EVENT

- All reservation requests for Student Center Facilities must be made using EMS EVENT, the online reservations system for Student Center Facilities. The system may be accessed by visiting the following website:
<http://studentcenter.depaul.edu/virtualemsprofessional/>
- A log in and password are required to use this system. Those may be requested by contacting Student Centers Administration at 773.325.7346.
- The use of this system is reserved for DePaul University Faculty, Staff and Student Organizations.

Extension of Building Hours

- All requests to extend building hours must be approved by the Assistant Director of Student Centers.
- Requests must be made at least ten (10) working days in advance of event.
- An operating cost of \$100 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$100 per hour will be charged to keep the building open late. Fees are not pro-rated for partial hours.
- Student Centers Administration reserves the right to deny any request to extend building hours.

Event Policies

The following is a list of abbreviated event polices for all events taking place in a Lincoln Park Student Center Facility. These must be sent to all clients along with a confirmation of space.

1. Reservation Time Frames—You must provide the following information in the following time frames:

Ten working days notice for:

- Food and Beverage menu selections (through Chartwells)
- Building hour extension
- Telephone/computer line activation
- Security
- Teleconference arrangements
- Confirmation of the use of Student Center Room 120
- Deadline for Late Add Reservations for Cortelyou Commons
- Confirmation of the use of Cortelyou Commons

Five working days notice for:

- Room set-up requirements
- Audio-visual requests
- Cancellation of food service order(s) (through Chartwells)
- Deadline for Late Add Reservations of the Student Center and Munroe Hall Conference Rooms

Three working days notice for:

- Confirmation of food service guarantee numbers (through Chartwells)

Two working days notice for:

- Cancellation of audio-visual equipment

2. Audio/Visual Policies

- The use of all audio/visual equipment requires a reservation placed five working days in advance of the event date.
- Any equipment that must be sub-rented will be charged to the sponsoring group.
- If there are any special audio/visual requests, these must be made at least two weeks in advance to allow for equipment rental and technician scheduling.
- Fulfilling requests submitted less than three business days before your event will depend on equipment and technician availability.
- An AV Technician will be available for setup and training on equipment but will not be available for the entire event to operate equipment unless specifically requested.
- Any special circumstances can be discussed with the AV Coordinator at 773-325-4079.

3. Catering, Food Donations and Alcoholic Beverages

- Chartwells holds an exclusive contract to provide all catering for DePaul University for any event held at DePaul facilities of the Loop or Lincoln Park campus. This policy is strictly enforced.
- Donated food requires a special request and signed approval process. A two week minimum request is necessary for approval.
- When serving alcohol, arrangements must be made through the Student Centers to ensure that no one under 21 will be consuming alcohol. Security is required at the organizing group's expense. Any student organization events with alcohol need to be approved by the Associate Vice President for Student Advocacy and Community Relations.
- Any organization bringing in its own food or beverages in violation of these policies will lose their right to meet in the Student Center for one quarter. In addition, Student Centers will assess a minimum \$50.00 fee if cleanup is required.
- All rooms should be left in the same condition in which they were set. This includes the cleanliness of the room. Additional waste receptacles are available upon request.

4. Billing (if charges are applicable)

- Chartfield, deposit, or payment arrangements are required to process reservations with billable charges.
- All invoices must be paid within 30 days.

5. Cancellations

- Standard room reservation cancellations (except for Cortelyou Commons ballroom and Student Center Room 120) should be made at least 2 business days in advance for weekday events, and 3 business days in advance for weekend events. Failure to notify Student Centers of event cancellations may result in suspension, or loss of reservation privileges in Student Center facilities. When this occurs, it will count as a no show against your group.
- Cancellations for Student Center Room 120 and Cortelyou Commons ballroom must be made at least 3 weeks before events.

6. No Shows

- In order to accommodate as many request for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior written notification) twice within a school year will be unable to meet in the Student Centers for ten (10) weeks.
- The Student Centers reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

7. Time Restraints

- Rooms may be occupied only during specific event times.
- Events may not begin until 30 minutes after building has opened.
- Events must end at least 30 minutes before building closes.
- Groups exceeding these time limits without prior approval will be charged \$100 for any increment of the first hour and \$100 for each additional hour.
- The building hours of the Cortelyou Commons are 8:00am-11:00pm
- Events in the Cortelyou Commons must be completed and guests must have completely exited the building by 11:00pm.

8. Extending Building Hours (early open/late close)

- Requests must be made at least ten (10) working days in advance of event.
- An operating cost of \$100 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$100 per hour will be charged to keep the building open late. Fees are not pro-rated for partial hours.
- Cortelyou Commons events must end by 10:45 pm.
- Events on the Quad must end by 9:45 pm.

9. Event Security

- Student Centers Administration or Public Safety may require security officers to be present at an event. This expense is the responsibility of the sponsoring organization, and the sponsoring group must provide a completed and signed budget transfer form to the Student Centers.
- Request must be made through the Student Centers Administration 10 working days in advance of event.
- The sponsor may be required to provide security to check for DePaul ID cards.
- If security requirements are not completed, the event will be cancelled.
- Security ratios are determined by a 1:50-1:100 person count. DePaul University contracts the security service and groups shall not make their own arrangements.
- Contracted security may be required for events in the Student Centers facilities when events have one or more of the following components:
 - a) Percentage of non DePaul attendees exceeds 50%
 - b) Entry fees, admission charges, or donations are collected at the entrance
 - c) Start and end time of event that is late night in nature, or extends building hours
 - d) No on site presence of organization's advisor or Student Life/Student Affairs staff at event
 - e) Equipment or product is stored in a reserved space overnight
 - f) All "Late Night" dance/party event programs will require security or any combination event that includes a late night dance/party
 - g) All late night events that include a "show" component in the program, including but not limited to fashion show, talent show, cultural show, or a concert

- h) Alcohol is served at an event where students are in attendance
- i) Minors are in attendance

10. Decorations

- Must be flame retardant.
- Decorations may not be attached to wood, metal, glass, paint, ceilings, floors, or other surfaces, as they scar the finishes of the facility.
- Balloons are not to be used in the Cortelyou Commons.
- Helium filled balloons are only to be used in Student Center Room 120 when they are securely attached to independent weights. They may not be attached to furniture, fixtures or other parts of the facility.
- No decorations with diameters smaller than two inches may be used. This includes but is not limited to glitter, confetti, beads, marbles, pebbles, etc.. A cleanup fee of \$50.00 may be assessed if these items are used.
- Candles, incense, fire are not allowed in any of the Student Centers facilities. No open flames, including candles and incense, will be allowed.
- The use of paint is prohibited in Student Center Facilities.
- Balloons used in the Student Center Atrium must have a ribbon attached with sufficient length to reach the floor of the first level.

11. Rental Charges and Event Responsibility

- There is no charge for use of Student Center space for internal use by DePaul University departments and recognized student organizations.
- An event that is attended predominantly by non-University guests will be charged room rental. A chartfield must be given to reserve space and a rental costs will be charged against that chartfield.
- An event that is reserved by a University staff member or department on behalf of a non-University organization will be charged rental for University space.
- The sponsoring organization is responsible for all charges, fees, and any damage resulting from member of the organization or from anyone attending the event. The sponsoring organization will be assessed the full replacement cost for any damaged furniture, draperies, carpeting, etc.

12. Parking

- All events with parking inquiries should contact the Parking Services Office of DePaul Public Safety as far in advance as possible.
- There are no parking spaces at the Cortelyou Commons. Load-In and Load-Out for an event must take place during the building hours of the Cortelyou Commons (8:00am-11:00pm).
- Vehicles used for loading and unloading may only stand at one of two locations: 1) just to the east of the building in the nook between the two entrances and 2) directly to the north of the building on the slab of concrete. Vehicles MAY NOT park in these locations.

- No vehicles may block any traffic lanes, fire lanes or building entrances/exits.
- If vehicles will be used for load in and load out, Student Centers Administration must be notified at least three weeks prior to the start of the event.
- Valet service can be used for events taking place in the Cortelyou Commons.
- Drop-off and pick-up for a valet service must occur off of Belden Ave to the south of McCabe Hall.
- If valet is to be used, Student Centers must be notified at least three weeks prior to the start of the event.

Filming

- DePaul's campuses are closed to filming of movies, television shows, commercials and other projects by outside entities except under special circumstances. Public Safety is empowered to ask all unapproved film crews to leave campus. Under rare circumstances, an exception may be granted for this type of filming if certain conditions are met.
- DePaul's campuses are open to student and faculty filming for academic projects intended exclusively for classroom use, projects intended for external distribution and in certain cases, projects that identify DePaul or use images of its buildings, campuses or corporate marks.
- DePaul regulates the use of its name, likeness and corporate marks in film projects distributed outside the university. Filmmakers must receive approval of DePaul's associate vice presidents for Public Relations and for Marketing Communications as well as the university president to use its name, likeness or corporate marks. Because this process takes time, DePaul cannot accommodate last-minute filming requests.
- Requirements for student film projects shot in campus facilities for classroom use:
 1. Students working on class projects who plan to film in common areas inside campus facilities are required to obtain permission from the manager of that space at least 24 hours in advance. If students plan to film an event, they must get the event sponsor's permission 24 hours in advance in addition to the space manager's. The space manager or event sponsor may withdraw permission at any time if the filming is determined to be disruptive to campus activities or university business.
 2. If permission is granted, students also are required to notify Public Safety on that campus of the time, date and location of their scheduled filming.
 3. Students who wish to interview faculty or staff in their campus offices should make prior arrangements by contacting the interviewee to request and arrange

4. Student film crews should carry their student IDs with them at all times during the shoot so that Public Safety and university administrators can confirm that they are DePaul students filming a student project and not external entities filming commercially.
5. Student film crews shall honor the request of any students, faculty or staff members who decline to be filmed while on campus.
6. Faculty members who assign student film projects are responsible for making students aware of DePaul's policies for student filming on campus and for ensuring students follow these policies.
7. If, after complying with these requirements, students encounter unreasonable interference to their filming by DePaul employee(s) or fellow student(s), they should contact their faculty member for assistance.

Film Screening

- The screening of any copyrighted movie is illegal without obtaining the proper licenses.
- When a group is found to be showing a movie in the Student Center, Student Life will be notified.

Front Porch

- Though not formally reservable in EMS, the space outside of the west entrance and exit of the Student Center (the "front porch") can be reserved and approved on a case by case basis for demonstrations and protests. All efforts should be made to keep activity on the west side of the facility and only during business hours.
- Furniture may not be requested for the space and no amplified sound may be used. A bullhorn may be requested with an equipment release form.
- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain disrespectful language or profanity. (see "Chalking")
- See also "Protests and Demonstrations" and "Outdoor Space".

Furniture and Room Set-Ups

- Student Centers equipment may be used at no charge to DePaul University Recognized Student Groups and University Departments.
- Student Centers furniture is not permitted outside the building.
- If additional furniture is needed beyond what the Student Centers has in inventory, it must be rented from an outside vendor. All costs are the responsibility of the sponsoring organization.
- All furniture and equipment must be approved by Student Centers Administration before delivery and use.
- Groups interested in moving to another room location or a different furniture set-up must check with Student Centers Administration for assistance.
- The removal of permanent furniture from a space, such as dining tables and chairs or lounge furniture, may be requested through the Student Centers Administration

office. The Student Centers determines if partial or full removal of furniture is necessary. Such requests should be made at least 5 business days prior to the event.

- All load in and load out of rented furniture must take place through the Student Center Loading dock on the south side of the building.

Gambling

- No event taking place in a Student Center Facility that involves gambling, raffles or games of chance may take place unless they have obtained the proper licenses from the State of Illinois.
- Student Groups should work with the Office of Student Life to host such events.
- Gambling includes but is not limited to poker, card games, games of chance, raffles and betting.

Graffiti

- If graffiti is discovered on interior or exterior surfaces of the Student Centers, Public Safety should be called immediately. Student Centers staff should work with Public Safety and Facility Operations to document, photograph and clean the affected area(s) immediately.

Illegal Drugs

- The manufacture, sale, distribution, or possession, or use of narcotic, hallucinogenic, hypnotic, depressant, and/or stimulating drugs by any users of the Student Centers buildings without proper prescription or required license is prohibited. Appropriate civil action will be initiated for violators of this policy.
- If illegal drugs are found, Student Centers will contact Public Safety and the Dean of Students Office.

Insurance

Generally the following must be met by groups wishing to rent Student Center facilities within the terms of a contractual agreement. All insurance requirements must satisfy the needs of the Office of Risk Management at DePaul University.

[Company] shall procure and maintain, for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Products and Services provided by [Company].

Acceptability of Insurers. All insurance described below shall be placed with insurance companies licensed to do business in the State of Illinois, and with a minimum rating of A- VII from the AM Best Company. DePaul University reserves the right to reject insurance written by an insurer it deems unacceptable.

Evidence of Coverage. Prior to the Commencement Date, [Company] shall furnish DePaul University with a certificate(s) of insurance showing compliance with the insurance requirements described [herein]. All certificates shall provide for 30 days' written notice to DePaul University prior to cancellation [or material change] of any insurance referred to therein. Failure of DePaul University to demand such certificate(s)

or other evidence of compliance with these insurance requirements or failure of DePaul University to identify a deficiency from evidence that is provided shall not be construed as a waiver of [Company]'s obligation to maintain such insurance. Failure to maintain the required insurance may result in termination of this Agreement at DePaul University's option.

No Representation of Coverage Adequacy. By requiring insurance herein, DePaul University does not represent that coverage and limits will necessarily be adequate to protect [Company] and such coverage and limits shall not be deemed as a limitation on [Company]'s liability under the indemnities granted to DePaul University in this Agreement.

Cross-Liability Coverage. If [Company]'s liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

Waiver of Subrogation. [Company] waives all rights against DePaul University and its officers, directors, trustees, employees, and agents for recovery of damages to the extent these damages are covered by the insurance maintained pursuant to this provision.

Specific Coverage Requirements. [Company] shall obtain insurance of the types and in the amounts described below.

Commercial General and Umbrella Liability Insurance. [Company] shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to each Project. CGL insurance shall cover liability arising from bodily injury/property damage, personal/advertising injury, contractual liability, completed operations liability and product liability. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, employment-related practices, or damage to the work. DePaul University, its officers, directors, trustees, employees, and agents shall be included as an additional insured under the CGL. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to DePaul University.

Automobile and Umbrella Liability Insurance. [Company] shall maintain automobile liability and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each accident.

Workers Compensation and Employers Liability Insurance. [Company] shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limit shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Interfaith Sacred Space

The Interfaith Sacred Space provides hospitality to our DePaul faith communities and ministry collaborators. As an interfaith sacred space, its availability is reserved for religious/spiritual ritual, prayer, meditation and reflection.

The Interfaith Sacred Space is managed by the Office of University Ministry at DePaul University. Since this space is located within the Lincoln Park Student Center, the space will be monitored by DePaul Student Centers Administration. The main contact for the Chapel will be Rev. Ghana Cooper.

The following guidelines should be used when monitoring the space:

- The Interfaith Space will be unlocked in the morning at opening hour and locked in the evening at the closing hour of the Lincoln Park Student Center by a Student Center Building Manager. This Manager will open/close the space and disarm/arm the alarm.
- The Interfaith Space will only be open during Lincoln Park Student Center hours.
- The space will only be locked during Student Center hours with the permission of University Ministry.
- The space will be open to DePaul students, faculty and staff.
- The Chapel will primarily be used for activities sponsored and planned by University Ministry religious groups and for individual prayer and reflection.
- During times when there is not programming, the space is open to individual use.
- Allowable types of individual use include praying, sitting and reflection.
- Individuals will not be allowed to use the space for eating, studying, sleeping or as an alternative meeting space.
- Food and drink is not allowed in the Interfaith Space.
- Student Center Building Managers or University Ministry staff will monitor the space by viewing the space from outside the door that leads to the Chapel and Interfaith Space. They will not enter the space unless there is a need to do so.
- If Student Center Administration or a Student Center Building Manager observes improper use of the space, they will take the correct action for the situation including asking the individual to leave the space, contacting University Ministry or calling Public Safety.
- No items are to be removed from the space except with approval and escort of University Ministry.
- Postings at the windows must be approved by Fr. Chris Robinson in the University Ministry Office.
- When triggered, the Chapel alarm will automatically notify Public Safety.
- If the alarm is triggered during regular business hours, Public Safety should check in with University Ministry and inform Student Centers if there is an emergency or problem related to the surrounding areas.
- If triggered during non-business hours, Public Safety should check-in with the Student Centers Building Manager. If an emergency, Public Safety should deal with the emergency and Student Centers should notify Fr. Chris Robinson via cell phone.
- If there is an emergency directly related to the Interfaith Space, Student Centers should contact Rev. Ghana Cooper.

- If someone is interested in reserving the space, they should contact Rev. Ghana Cooper in University Ministry.
- If a group is interested in having exclusive use of the space, they must have it reserved.
- Student Centers Administration will work with University Ministry and Facility Operations to change the alarm code when needed if there is a change in staff or a security breach.

Keys and Locks

- Office keys will be cataloged and distributed by the Student Centers Operations Manager.
- If any student, staff, or faculty member loses a key or set of keys to any Student Center door or doors, the department responsible pays for all necessary the lock change(s), keys and labor.
- All unused keys should be returned to the Operations Manager of the Lincoln Park Student Center.
- When employees are not longer employed by DePaul University of a department within the Student Center, their keys should be returned to the Operations Manager of the Lincoln Park Student Center. Those keys shall be reissued when a new employee is hired.

Late Adds

- Late adds are defined as any request for a room, furniture or audio visual equipment within 5 days of the start of an event.
- Late adds are not allowed within 5 business days of the start of an event.

Late Night Parties

- For complete list of Late Night Party Policies, see “Late Night Events Manual”.

Locker Rental

This policy covers the policy regarding policies, payment options, rental process and collections for locker rentals in the Lincoln Park and Loop Student Centers.

1. The locker rental period ends Friday, June 13th, 2008. Renters canceling the use of a locker before the end of the rental agreement will not receive a prorated refund.
2. **Locker Renewals:** Lockers are renewed for \$10 annually (prior to Friday, June 13th, 2008).
3. **New Locker Rentals:** Any locker rentals **AFTER** Friday, June 13th, 2008 will be considered new locker rentals. New locker reservations are \$20.00.
4. All lockers must be renewed by Friday, June 13th, 2008. If you do not renew your locker by the deadline, the locker will be cleaned & redistributed on a first come, first serve basis. All materials removed from the lockers after the rental period has expired become the property of DePaul University.

5. Renters are responsible for locker contents. DePaul University and Student Centers and its employees are not responsible for lost or stolen contents.
6. Lockers are the property of DePaul University and any damage beyond normal wear and tear will be the financial responsibility of the renter.
7. Lockers are subject to search, without notice, by the DePaul University Public Safety Office.

Payment Options

1. Methods of payment accepted are personal check, cashier's check, money order, Visa or MasterCard. Cash, Demon express, or student account is not accepted.
2. Direct renters to TCF Bank for cashier's checks (free for an account holder, \$4.00 without an account) or money order (\$3.00 with or without an account).

Rental Process

1. Renter rents locker from the Student Center Desk in Lincoln Park or from the 11004 office in the Loop.
2. The staff member at the desk or in the office asks renter to fill out locker rental contract.
3. The staff member checks the student's DePaul ID and verifies the information is correct on the contract.
4. Staff member writes student information along with locker number and combination on receipt. Staff initials receipt.

Payment

1. If payment is by personal check- write locker number on personal check and on detachable part of locker rental form as well as on receipt. Place personal check in drop box located at the desk or in the office.
2. If payment is by cashier's check- write locker number on cashier's check and on detachable part of locker rental form as well as on receipt. Place cashier's check in drop box located at the desk or in the office.
3. If payment is by money order- write locker number on money order and on detachable part of locker rental form as well as on receipt. Place money order in drop box located at the desk or in the office.
4. If payment is by Visa or MasterCard- write locker number on detachable part of locker rental form as well as on receipt. Ask student to write credit card information on form. Cut bottom of the contract off and in drop box located at the desk or in the office.

Lost and Found

- The Student Centers is not responsible for items that are lost or stolen from the facilities.
- If items are found the Student Centers, they will be collected at the Information Desk until the end of the business day and then will be taken to Public Safety.

Mail Room

- The Mail Room is to be staffed and operated by Distribution Services.
- Student Centers will not have keys or access to the mail room work area due to United States Postal Laws.
- On the weekend, student mail room staff will be let into their work space by calling Public Safety.

Media

- Media are not allowed without advance approval of University Relations. Any broadcast or print media requests must be coordinated in advance through the Office of University Relations and the Director of Media Relations. Their offices are located at CNA building:
 - 55 E Jackson, 18th floor
 - Chicago, IL 60605
 - 312-362-8666.
- See also “Filming”.

Money Collection/Donations

- Any event that involves the collection of money, an admission fee or a donation will be required to consider the presence of security.
- Groups must notify Student Centers Administration at least two weeks before an event if money is going to be collected.
- Security will be provided at the cost of the sponsoring group.
- The amount of money will be considered when requiring security to be present at an event where money is being collected. At any event where \$300 or more is expected to be collected, security will be required.
- Due to safety and security concerns and the uncertain nature of the amount of money actually expected to be collected at an event, the final decision to require security is left to the Student Centers Administration.
- If a group fails to notify Student Centers Administration that money will be collected, staff reserve the right to cease the collection of money or cancel an event.
- Any event that is collecting money outdoors or at night will be given extra consideration as to the need for security.

Multipurpose Room

In order to maintain the Student Centers availability in the Multipurpose Room 120 (MPR) for University users, the general guidelines apply:

- The ballrooms may not be reserved on a weekly or bi-monthly basis for an entire quarter.
- Groups can only reserve one dress rehearsal per event using the MPR.
- The set-up for dress rehearsals will be left to the determination of Student Centers Administration based upon the availability of staffing, equipment, space and time.
- The use of the kitchen, access hallway and back of the house spaces are not allowed as part of the reservation of the multipurpose room.

Outdoor Spaces

- Spaces on the exterior of the Lincoln Park Student Center are not able to be reserved.
- Events should not be held in exterior spaces.
- For chalking see “Chalking”.
- For Protests and Demonstrations see “Protests/Demonstrations”.
- For events on the Quad or St. Vincent’s Circle, see “Quadrangle and St. Vincent’s Circle”.

Parking

- Parking near the Student Center, on campus, and in the surrounding neighborhood is difficult. The red and brown lines of the CTA are easily accessible to campus and should be suggested to all visitors to campus.
- Parking is available in the parking garages at 2335 North Sheffield and 2330 North Clifton. Fees are \$11.00 without validation and \$8.00 validated. Stubs can be validated at the Student Center Desk.
- There is no bus parking on campus. Events anticipating the arrival of buses to campus must work with Parking Services.
- Event parking needs must be communicated to Parking Services at 773-325-7275.
- All city laws apply when parking on the city streets surrounding Student Center Facilities.
- Under no circumstances is the Student Centers Administration responsible for any University or City of Chicago Parking violation.

Performance Area, Second Floor

- The east side of the second floor of the student center (2nd Floor Performance space) can be reserved for small performances, small dance showcases, or group showcases.
- The 2nd Floor performance space may not be reserved for meetings or closed events.
- A small dance floor can be located in this space.
- Before 6:00pm, amplified sound, music and noise levels in the Second Floor Performance Area must be kept at or below 70 decibels from a distance of 50 feet.
- After 6:00pm, amplified sound, music and noise levels in the Second Floor Performance Area must be kept at or below 100 decibels from a distance of 50 feet.
- Groups must comply with any reasonable request to turn down the volume, even if it is at or below the regulated decibel level. Refusals to honor reasonable requests to lower volume will result in a loss of the reserved space and may impact future reservations.
- The sponsoring group must comply with the request to lower the event volume at any time.

Political Activity

DePaul University’s status as a tax-exempt organization under Section (501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.

Notwithstanding these limitations, DePaul University recognizes that students, faculty, and staff may wish to participate in the political process and that such participation may, in fact, contain an educational component. DePaul adheres to the principle enunciated by the American Council on Education (ACE) in 1970 that “[e]very member of the academic community has a right to participate or not, as he [or she] sees fit, in the election process. On the other hand, no member of that community should speak or act in the name of the institution in a political campaign.”

The following statement of policy and the accompanying guidelines regarding the use of University facilities for political activities, as amended, are being reissued to provide guidance in adhering to these fundamental principles.

It is the policy of DePaul University not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. Therefore, the University will not grant recognition to any group formed to promote or to oppose the campaign of a candidate for public office. In the absence of recognition, organizations may not reserve University facilities for any purpose.

While recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate, no organization or individual may:

- Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be “University facilities”) to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.
- Use University facilities for planning or participating in the operational process of a political campaign.
- Use organization or University funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
- Use organization or University funds to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, for candidates for public office.
- Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, or facsimile and duplicating machines, for political purposes such as solicitation of funds for political campaigns or solicitation of endorsement of candidates for public office.

Guidelines for Use of Facilities for Political Forums or Debates

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized University organizations sponsor and/or University facilities are used to hold political forums or debates, the following guidelines apply:

- The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the University community.
- A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
- The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
- Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
- While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, inter-party debates are permissible. However, where a general election serves as the basis for the forum or debate, sponsorship of an inter-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.
- Regarding inter-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
- Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.
- Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.

Promotional Tables

- Promotional tables in the Student Center can be reserved or rented through the Office of Student Life.
- All groups or vendors must stay behind their promotional tables. They shall not walk around and solicit people or hand out goods or pamphlets.
- Only one table may be set in each of the promo table spots. The space near and adjacent to the promo tables is not reservable.
- All guidelines and policies set forth by the Office of Student Life apply to promotional table rental.

Property Damage

All groups using the DePaul Student Centers facilities are responsible for any and all damages in the facility resulting from their event. The Student Centers reserve the right to bill any organization or department for damages or losses resulting from the use or misuse of the facilities or equipment.

- No property of the Student Centers may be removed from the building without the consent of the Student Centers Administration.
- Suspending material from the ceiling or light fixtures is prohibited, as are decorations, displays or exhibits that require flame or water. The Student Centers reserve the right

to assess a charge for cleaning the area to return it to a condition adequate for continued use by other groups.

- The Student Centers do not assume responsibility for damage to or loss of any materials or equipment left in the building or in storage.
- The use of tape, glue, thumbtacks or adhesive on the walls, ceilings, frames, columns, or staging for attaching any materials is not permitted. Pictures are not to be removed from the walls.
- Paint is prohibited in Student Centers Facilities.
- See also “Decorations”.

Protests/Demonstrations

- Protests and demonstrations are not allowed to take place inside a Student Centers Facility.
- Protests or demonstrations should take place outside of the West Entrance of the Student Centers. Groups should work with Student Centers Administration at least 5 business days in advance to notify them that a protest or demonstration will take place.
- Only one protest or demonstration may take place at a time.
- People, groups and signs are not to block entrances or exits and should not interfere with regular Student Centers business.
- All protests and demonstrations should be planned in conjunction with the Office of Student Life, the Dean of Students Office and Student Centers and the Office of Community, Government and International Affairs.

Room Opening Policies

- All reserved rooms in a Student Centers facility will be unlocked fifteen minutes prior to the start of the meeting.
- If audio visual equipment is part of the room’s set-up, a Student Centers employee should be in the room until the sponsoring organization arrives.
- If group does not arrive by start time of scheduled event, the room will be locked and group must request that it is opened when they arrive.
- If a room is not unlocked and a group has the proper reservation, they should contact either Student Centers Administration in Suite 303, ask for the Building Manager at the Information Desk, or call the Information Desk at 773.325.7400.

Regulations and Safety Rules

- The safety of all guests in Student Center Facilities is a top concern for all Student Centers Staff members.
- The sponsoring organization/department of an event hosted within the Student Centers is responsible for both the safety of persons attending and for returning the rooms back to their original condition.
- Attendance at all events is limited to the number of fixed seats in the rooms or established capacities of rooms as dictated by fire and safety codes. Standing in the aisles and sitting on the back of seats during any program is prohibited except for persons working the event. Fire code regulations state that all exits and entrances

MUST remain free of any type of obstruction. Room capacities are listed in all rooms near the entrance.

- Alteration to the permanent structure of the spaces, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. Any damage costs will be charged to the group at the replacement/repair cost.
- Fire rated capacity shall be strictly adhered to. Aisle ways must be kept clear at all times during programs. Seating and standing in aisle ways during a program is a violation of fire codes and will result in cancellation of an event by the Student Center Operations Manager.
- Exits must open readily and be accessible at all times. During the period of use, no required exit door may be fastened so that the door cannot be opened readily from the inside by use of ordinary doorknob or by pressure on the crash bar. Exit ways serving the room must be adequately lighted during all times that the room is occupied.
- The stage curtains are not to be taken down for any reason. Objects may not be hung or attached from the curtains or curtain rods at any time. The curtains may not be tied back.
- No access is permitted to ceiling lights in the house and no attachments may be made to any overhead lighting. Light trees must be approved by Student Centers Administration.
- The movie screen may be used only for projection.
- No flame or heat-producing equipment is permitted. Smoking at any time is not permitted.
- No access to the back hallways or kitchen areas will be granted for groups that have reserved the Multipurpose Room.

Reservations at DePaul University

The Lincoln Park Student Centers facilities include the Lincoln Park Student Center, Cortelyou Commons, Quadrangle, St. Vincent's Circle and the Munroe Hall Conference Rooms. For other campus locations, contact the following:

Carolynn Daniels
2-8624
DePaul Center 8th Floor Conference Center

Christen Gist
5-7774
Richardson Library

Mike Lenti
5-7545
Athletic Training Center

Sarah Partin or Phil Marcinek
5-4559 or 5-6563
Ray Meyer Center

Daniel Won
5-4469
Concert Hall

Hermon Berhane
5-7300
<http://140.192.166.172/rooms/rooms.htm>
SAC, Fullerton, Alumni Hall, Byrne Hall, McGaw & Levan
LA&S

Saint Louise de Marillac Chapel

The Saint Louise de Marillac Chapel is a designated place of prayer and worship for the DePaul Community under the auspices of Roman Catholicism and DePaul Catholic Campus Ministry. As a chapel, the space will be reserved for private prayer, communal worship services, and regularly celebrated Catholic mass. The normative form of prayer and communal worship for this space is Catholic though exceptions are possible with approval of the designated authority.

The Saint Louise de Marillac Chapel is managed by DePaul University Ministry. Since this space is located within the Lincoln Park Student Center, the space will be monitored by DePaul Student Centers Administration. The main contact for the Chapel will be Fr. Chris Robinson.

The following guidelines should be used when monitoring the space:

- The Saint Louise de Marillac Chapel will be unlocked in the morning at opening hour and locked in the evening at the closing hour of the Lincoln Park Student Center by a Student Center Building Manager. This Manager will open/close the space and disarm/arm the alarm.
- The Chapel will only be open during Lincoln Park Student Center Hours.
- The space will only be locked during Student Center hours with the permission of University Ministry.
- The Chapel will be open to DePaul students, faculty and staff as well as people from the Lincoln Park Community.
- The Chapel will primarily be used for Roman Catholic Mass and other Roman Catholic activities sponsored and planned by University Ministry.
- During times when there is not Mass or programming, the Chapel is open to individual use.
- Allowable types of individual use in the chapel include praying, sitting and reflection.
- Individuals will not be allowed to use the chapel space for eating, studying or sleeping or as an alternative meeting space.
- Re-arranging the chairs/kneelers or sanctuary furniture will not be permitted except through University Ministry's approval. Someone from University Ministry should be present if this is approved and takes place.
- Student Center Building Managers or University Ministry staff will monitor the space during open times.

- If Student Center Administration or a Student Center Building Manager observes improper use of the space, they will take the correct action for the situation including asking the individual to leave the space, contacting University Ministry or calling Public Safety.
- No items are to be removed from the space except with approval and escort of University Ministry.
- Postings at the windows must be approved by the Fr. Chris Robinson in the University Ministry Office.
- The window shades will be kept open except during the times of Mass and religious programming done by University Ministry.
- When triggered, the Chapel alarm will automatically notify Public Safety.
- If triggered during non-business hours, Public Safety should check-in with the Student Centers Building Manager. If an emergency, Public Safety should deal with the emergency and Student Centers should notify Fr. Chris Robinson via cell phone.
- If someone is interested in using the Chapel space for a wedding, they should contact Fr. Chris Robinson in University Ministry.
- A single candle will be lit at all times in the Chapel. This candle will be hanging to the left of the Tabernacle, located in the center of the space, behind the altar. University Ministry will monitor this candle on a daily basis.
- Student Centers Administration will work with University Ministry and Facility Operations to change the alarm code when needed if there is a change in staff or a security breach.

Scheduling

- Scheduling and reserving of all Student Centers Facilities should be done by working with Student Centers Administration.
- Groups and departments should check the availability of space online using EMS EVENT (see “EMS EVENT”)
- Groups and departments should make reservation requests by using EMS EVENT.
- Reservation requests will not be taken in person, over the phone, over fax, through the mail or by email.
- Reservation confirmations will be emailed following the verification that the space is available.
- Student Center event planning policies will be sent with all confirmations.
- Summer reservations will be considered separately from the academic year. The academic calendar is defined as the first day of residential move in through the Saturday following spring commencement.
- The Student Centers reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.
- Rooms may be occupied only during specific event times.
- Events may not begin until 30 minutes after building has opened.
- Events must end at least 30 minutes before building closes.
- Groups exceeding these time limits without prior approval will be charged \$100 for any increment of the first hour and \$100 for each additional hour.

Reservation Time Frames

Sponsoring organizations or departments must provide the following information in the following time frames:

- Ten working days notice for:
 - Food and Beverage menu selections (through Chartwells)
 - Building hour extension
 - Telephone/computer line activation
 - Security
 - Teleconference arrangements
 - Confirmation of the use of Student Center Room 120
 - Deadline for Late Add Reservations for Cortelyou Commons
 - Confirmation of the use of Cortelyou Commons
- Five working days notice for:
 - Room set-up requirements
 - Audio-visual requests
 - Cancellation of food service order(s) (through Chartwells)
 - Deadline for Late Add Reservations of the Student Center and Munroe Hall Conference Rooms
- Three working days notice for:
 - Confirmation of food service guarantee numbers (through Chartwells)
 - Two working days notice for:
 - Cancellation of audio-visual equipment

Security

General Factors Leading to Determination of Security Needs:

- Suggested security ratios of 1:50 to 1:100 are dependent upon factors not limited to:
 - a) Percentage of DePaul/non DePaul attendees
 - b) Entry fees collected at entrance/donations collected
 - c) Start and end time of event
 - d) On site presence of lead advisor or Student Life/Student Affairs staff at event
 - e) All “Late Night” event programs will require security

Any Combination event that includes a Late Night Dance

- Security Ratios will follow Late Night Event Guidelines

Workshops, Exhibitions, Other events not involving live music or DJ

- a,b,c,d under General Factors listed above

Weekday Events Ending Prior to 8:00pm

- a,b,d under General Factors listed above.

Weekend and Outdoor (LPC Quad) Events

- Because of limited support staff on site presence on weekends, security presence may be required. a,b,c,d,e under General Factors listed above

- Because of the level of university exposure for outdoor events, security will generally be required. a,b,c,d,e under General Factors listed above.

Security Vendors

- All security vendors used in Student Center Facilities will be hired by the Assistant Director of Student Centers.

Smoking

- Smoking is not permitted anywhere within the Student Centers buildings.
- Smoking is not permitted within 10 feet of the entrance to the Student Center.

Solicitation

- Solicitors, sales persons, or canvassers seeking student contact, unless approved by the Student Centers Administration, may not use the Student Centers grounds and buildings for their sales and solicitations.
- Individuals engaged in such activities will be asked to leave the premises. Failure to do so will result in a criminal trespass citation through the office of Public Safety.

Sponsorship

University student organizations, individuals or departments may not serve as “fronts” for off-campus groups in order to gain free use of meeting space for the off-campus user. Assessment of the “DePaul Related” rental rate will be considered if the purpose of the event furthers the academic mission of the university department or school. The Student Centers will make the determination as to on-campus vs. off-campus sponsorship by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

Meetings and events reserved by University student organizations, individuals or departments must fall under the following guidelines:

- The event/meeting must be conceptualized, planned, and managed by the University student organization or department and must truly be an organization or department initiative.
- The majority of those attending events/meetings scheduled by University student organizations or departments must be DePaul University students, faculty or staff.
- Any costs associated with the event/meeting must be paid by the student organization either by providing a University chart field number or from the checking account belonging to the student organization.

The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

1. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using Student Center whether these expenses result from routine use and fees or from extraordinary circumstances or damage to Student Center facilities. The sponsor must provide a billing number.
2. Program content responsibility - Programs should be in line with the educational mission of DePaul University and should benefit the University community.

3. Event Planning and Production responsibility - The sponsoring organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
 - Reservation deadlines are met in a timely manner.
 - Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities).
 - Food and beverage policies are adhered to.
 - Adequate staff from either the sponsored or sponsoring organization is on hand to supervise the event production.
 - Time restrictions are enforced.
 - A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter of sponsorship to the Student Centers, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.
4. The approval of the Department Head or Dean must be given in writing to Student Centers Administration acknowledging that the event is a being sponsored by their department or school.

Storage

- The Student Centers will not be held responsible for any damage, theft, or loss of any items left or stored in the facilities. The Student Centers will charge a fee to any external group wishing to use a meeting room as a storage space. The cost will be based on 100% of the daily rate.
- The storage or setup of items in the rooms must be removed at the end of the event. If storage is needed past the end of the event, advance permission must be obtained from the Student Centers. The Student Centers retains the right to limit the number of storage items.
- All return shipment items, and all costs incurred from such acts, must be paid and arranged in advance by the student group, department, or off campus user. The hosting organization is solely responsible for these arrangements, as well as the transportation of the items to and from the Student Centers.

Event and Conference storage

There are no long term storage opportunities for events or conferences, whether sponsored by University departments and student organizations or off-campus programs. A conference group that is having an event in the Lincoln Park Student Center can have their written materials shipped to:

Lincoln Park Student Center, Suite 107
Attn: Joe Skibicki
c/o (name of conference here)
2250 N. Sheffield Avenue
Chicago, IL 60614
Box 1 of 3, Box 2 of 5, etc.

If materials are not addressed per above, they may inadvertently not be accepted.

Conference groups shipping materials in advance are asked to communicate the size and number of packages being shipped. Materials should be shipped to arrive no earlier than three business days in advance of the event. DePaul University will not be responsible for lost or stolen materials or shipping materials after a conference is concluded. Conference groups can make arrangements with the Copy Center located on the first floor of the DePaul University Student Center to ship their materials. Materials left behind will be discarded within 24 hours.

Departmental or program storage

DePaul University Student Center does not offer long term storage space for any departments or programs. This includes storage of equipment, files, furniture, and office materials.

Collection Boxes

University departments and student organizations wishing to sponsor collection boxes for ongoing concerns and drives are allowed to reserve a pre-designated space at the base of the stairwells on the first floor for a period no longer than 14 days. Space can be requested by contacting the Student Center Event Coordinator at least two weeks prior to the start of the collection. Donations must be emptied by a volunteer from the sponsoring organization each day and removed from the facility, as DePaul Student Centers does not offer a temporary storage.

Collection boxes for last minute, disaster relieve efforts should be arranged directly with the Assistant Director or Operations Manager.

See also “Donation Collection Boxes”.

Television Message Requests

- Messages may be placed on the Student Center televisions by filling out a request form in Student Center Suite 303.
- After turning in a request, please allow 48 business hours for an announcement to appear.
- All announcements must be written as they are meant to appear. Please include all relevant information (i.e. Date, Time, Place, and Name of Event) and double-check all spelling and grammar.
- There is a 20-word maximum. Any announcements over this number will not be posted.
- Announcements may run a maximum of 14 days or until the event has past.
- Any announcements with references to alcohol will not be posted.
- All announcements must be for DePaul events. No announcement for external events will be accepted.
- The Student Centers reserve the right to cancel any announcement at any time.
- All announcements are subject to the approval of Student Centers Administration and the Office of Student Life.

Table Tents

- Student groups and departments may display information on 3 sided, free standing table tents on 2nd floor dining room tables.
- Content must be approved by Student Life.
- Length of time that the table tents sit on the tables is at the discretion of Dining Services cleaning staff.
- No single sheet advertisements, flyers, postcards, leaflets or pamphlets are permitted.
- Outside vendors may display table tents only with Student Center Administration approval.
- All unapproved items will be discarded immediately.

Third Floor Lounge Space

- The primary purpose of the space outside of 314AB on the third floor is a lounge space.
- The space may be reserved on some occasions in conjunction with events taking place in 314AB. This usage must be approved by Student Centers Administration.
- Any events taking place in the third floor lounge must maintain a low volume so as not to disturb the surrounding offices. Amplified sound may not be used.
- No space, including the third floor lounge space, may be used for dance practices or recitals. Groups doing so will be asked to reserve a meeting room..

Undesirable Conduct

- Any person who engages in misconduct in the Student Centers may be requested to leave the premises.
- In the event that any person(s) engaged in misconduct refuses to leave the premises, Public Safety assistance will be requested. Misconduct shall be defined as behavior, which in any way defaces or damages the premises, or obstructs or interferes with the intended use of the premises.
- Federal and state law, city ordinances and University policies apply.

Weapons/Firearms

- The possession of and/or discharge of firearms and/or explosives on DePaul University property is prohibited except by designated University agents or designated employees in the line of duty. Appropriate civil and/or criminal actions will be initiated for violators of this policy.
- In the event that a weapon, fire arm or explosive devise is discovered in a Student Centers Facility, actions will be taken to secure the safety of the people in the area.
- Public safety will be contacted and will confiscate the weapon and contact local authorities if necessary.
- The use of fireworks is prohibited in the Student Center and on DePaul University property surrounding the Student Center.

Window/Door Coverings

- Groups using Student Centers Facilities may at no time place, tape, glue, tack or support anything that blocks a window, doorway or entrance way.
- No signs or postings may be taped to any window that is not part of an office suite.

- Groups doing so will be asked to remove the blockage.
- Failure to comply will result in the cancellation of the event and could affect future reservations.

Payment Guidelines

Billing (if charges are applicable)

A chart field number, a deposit, or agreed to payment arrangements that are written and signed are required to process reservations with billable charges. Room rental and associated charges must be paid in full prior to or on the day of the event.

Deposits and Payments

External clients such as a wedding party and other non-affiliated patrons of Student Centers must submit a 50% deposit of the estimated total charges, an external agreement and a reservation form or the rooms will not be guaranteed. Room rental and associated charges must be paid in full prior to or on the day of the event.

Additional costs will not be incurred if cancellations are made as long as the guidelines of the cancellation policy are followed. However, if additions are made at anytime before the event, the regular rental rates will be added.

Fee Guidelines

DePaul University student organizations, academic and staff departments may use meeting facilities in the Student Centers for no room rental charge. Internal and external clients may be required to pay for additional equipment, staff expenses, and building extension charges.

- In addition to room charges, other fees may include any or all of the following: Audio/Visual equipment and staffing, set up/teardown, food and beverage, rental fees, security, and building hour extension fees.
- Any program at which a registration fee is charged is subject to room rental charges.
- Any program at which off campus participants make up a majority of the attendees is subject to room rental charges.

Rates

Rental rates are set by the Director of the Student Centers and approved by the Vice President for Facility Operations. The Student Centers was built by the University for University events and functions. Space will not be given in exchange for registrations, other services, or other in-kind donations.

Room Rental Charge Policies

DePaul University Student Center defines organizations in three types as follows for purposes of determining room rental charges:

- *Recognized Student Organizations*: Any student group formally recognized by the Office of Student Life, Student Government Association, the Vice President for Facility Operations, the Vice-President for Student Affairs, University Ministry, Fraternities, Sororities and groups which are not yet recognized but are formally seeking recognition.
- *University Departments and Administrative Units*: DePaul University faculty and staff organizations and administrative units (i.e. departments, centers, schools,

committees, colleges and divisions) which regularly receive university appropriated funding.

- *External Groups:* Groups outside the University (who do not receive appropriated funds) whose functions or activities does or does not involve affiliation with a University department or unit, are sponsored by the respective department, and utilize University resources and services.

1. Group A – Recognized Student Organizations

A. *No Charge:*

- 1) For meetings or programs attended by the DePaul community in conducting the business or mission of the organization.
- 2) Will apply when sponsoring a regional chapter of their organization, which relates directly to the purpose or mission of the student organization.

B. *External Rates:*

- 1) May apply when sponsoring an external group when admission is open to persons within and/or outside the DePaul community whether there is an admission charge or not.

2. Group B – University Departments and Administrative Units

A. *No Charge:*

- 1) For meetings or programs open only to DePaul students, faculty, and/or staff in conducting the business or mission of the University.
- 2) Will apply to workshops, conferences, symposia, seminars, or programs, where there is no admission charge, that is open to departments or administrative units at other institutions and/or businesses when the subject matter relates directly to the purpose or mission of the sponsoring department and the department is fully involved in sponsoring and producing the event.
- 3) Will apply to external organizations events or programs, when there is full participation in planning by the sponsoring department and no admission fee.

B. *Affiliate Rates:*

1. Will apply to departments and administrative units sponsoring workshops, conferences, symposia, seminars, or programs, and an admission fee is charged. Event space will be charged at 50% of the external rate when there is full participation in planning by the sponsoring department.
2. Will apply to department and administrative units reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.

3. Group C- Alumni

- A. *No Charge*: Not applicable.
- B. *Affiliate Rates*: Will apply to alumni reserving space for external organizations offering workshops, conferences, symposia, seminars, events or programs, where there is no sponsorship by the department whether admission is or is not charged. Event space will be charged at 75% of the external rate.
- C. *External Rates*: Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

4. Group C – External Groups

- A. *No Charge*: Not applicable.
- B. *Affiliate Rates*: Not applicable.
- C. *External Rates*: Will apply to groups that request space regardless of whether they charge or not for an event, workshop, conference, symposia, seminar, or program.

4. Sponsorship Definition

The sponsoring University organization vouches for or assumes responsibility for the action of the organization that they are sponsoring. This includes:

- A. Financial responsibility - The sponsoring organization is liable for all expenses billed to the organization using DePaul University spaces whether these expenses result from routine use and fees or from extraordinary circumstances or damage to DePaul facilities. The sponsor must provide a chartfield for billing.
- B. Program content responsibility - Programs should be in line with the educational mission of DePaul University and should benefit DePaul students and the University community.
- C. Event Planning and Production responsibility - The sponsoring University organization must assist with and take an active role in planning the event with the sponsored organization. This includes assuring that:
 - Reservation deadlines are met in a timely manner.
 - DePaul University Student Center facilities usage policies are adhered to (including those relating to fire and safety regulations regarding room capacities and set up).
 - Food and beverage policies are adhered to.
 - Adequate staff from both the sponsored and sponsoring University organization is on hand to supervise the event production.
 - Time restrictions are enforced.

5. Letter of Sponsorship

A student organization or University department wishing to sponsor a non-University group must submit, in writing, a letter of sponsorship to the Lincoln Park Student Center administrative offices, signed by the president of the sponsoring organization or by the department head. No reservation can be taken until this process is completed.

Room Rental Rates

Base room rate structure with a four hour minimum required:

Space	Rate per hour
I. Lincoln Park Student Center	
A. Multipurpose Room, Room 120	
120 A & B	\$ 400*
120 A	\$ 200*
120 B	\$ 200*
B. LPSC Meeting Room 314 & 220	
314 A & B	\$ 150
314 A	\$ 75
314 B	\$ 75
220	\$ 150
C. LPSC Meeting Rooms 312, 313, 315 and 316	\$ 25 per room
D. LPSC Meeting Rooms 324, 325, 380	\$ 50
E. LPSC Atrium	TBD
II. Cortelyou Commons	
A. Ballroom	\$ 250*
IV. Munroe Conference Rooms 114, 115 and 116	\$ 25 per room
V. The Quad	\$ TBD

*Notes a required 4 hour minimum purchase.

Room Rental Charge Chart

	Student Organization using space	Univ. Dept. or Admin Unit w/ no external org using space	External client, event not for profit using space	External client, event for profit using space
Student Organization reserving space	No Charge	No Charge	No charge w/full sponsorship	50% of hourly rate w/full sponsorship
University Department Or Administrative Unit reserving space	No Charge	No Charge	75% of hourly rate w/o sponsorship	75% of hourly rate w/o sponsorship
			No charge w/full sponsorship	50% of hourly rate w/full sponsorship
Alumni reserving space	Does Not Apply	Does Not Apply	75% of hourly rate w/o sponsorship	75% of hourly rate w/o sponsorship
External Group reserving space	Does Not Apply	Does Not Apply	Standard hourly rate	Standard hourly rate

Fundraising

The Student Centers reserve the right to deny access to any group promoting products or services that are in direct competition with current agreements with DePaul University. The Student Centers also retain the right to deny access to a group based upon the needs and/or best interests of the DePaul University community.

- Fundraising at promotional tables is reserved and approved through Student Life. (See “Promotional Tables”)
- Fundraising events in the Student Centers must be discussed with staff in the Student Centers Administration Office.
- Groups must have a plan for securing money/donations at the event
- Security may be required based on the nature of the event and the amount of money expected to be collected.
- Fundraising using food must be approved in advance. If food items are approved for a fundraiser, the food must not compete with Chartwells and must be prepackaged, individually wrapped items. (see “Bake Sales”)

Verification

This policy covers internal reservations with charges, external reservations with room rental charges, additional service and equipment charges, and any other event with billable charges.

Room rental charges are 100% of the full rate, 75%, or 50% of the full price rates depending on the level of sponsorship, attendance by non-DePaul individuals, program content, and admission/registration charges:

Billable charges could include:

- Extension of building hours (\$100 per hour, no prorated hours)
- Cleaning charges (1. \$50 Minimum charge. 2 Determined by FO on a case by case basis 3. \$500 flat fee for external groups renting the Commons)
- AV equipment and staff (determined by Operations Manager for AV)
- Additional rental of equipment (determined by Operations Manager or Operations Manager for AV)
- Security (For Security Rates, see Assisitant Director of Student Centers) Four hour minimum is required. Minimum of 30 minutes before event and after events is required.
- Coat room staffing (\$10 per student per hour. One hour before and after event required.)
- Damages (determined by FO)
- Catering (determined and collected by Catering)

Weddings and Wedding Receptions

- Weddings or wedding receptions taking place in the Lincoln Park Student Center or the Cortelyou Commons will be billed at a rate of \$2500.00
- This rate includes the following:
 - 4 hours of event time
 - Set-up, tear-down and delivery time
 - Clean-up and trash removal
 - The use of Student Center tables, chairs and dance floor.

Quadrangle and Saint Vincent's Circle

Event Levels

Due to the outdoor nature of events on the Quad and in St. Vincent's Circle, they will be classified into two categories for planning purposes: Standard Events and Special Events. (Please see the chart below to help define your event.)

Standard Event: A standard event consists of any event that does not have one or more of the components listed in the Special Events Section below. Standard examples include but are not limited to the following:

- Picnics
- Bar-b-Ques
- Small departmental or student group outings

Special Events: An event will be defined as a special event if it meets one or more of the following requirements:

- Amplified sound is used (beyond the use of a small radio or boombox)
- Any equipment or services are sub-contracted
- Alcohol is served at the event
- The event or a component of the event is sponsored by a non-DePaul group
- The number of people expected to attend the event is expected to exceed 100.
- Admission, money or donations is being collected at the event
- Any thing is being built, constructed, inflated, placed or erected on the Quad
- There is a need for more electricity than is available from the courtesy outlets located in the center of the Quad
- The event is scheduled to begin before 8:00am or extends beyond 10:00pm
- Security is needed for the event
- One or more entrances to the Quad will be blocked
- Fencing will be used
- Any event taking place on a Sunday or being set-up or taken down on a Sunday.

Event Planning Definitions and Timeframes

Event Type	Event Definition	Examples	Reservation Deadline	Event Details Deadline	Needed Event Details	Catering Deadlines
Standard Event	Event with fewer than 100 people that does not require things such as special set-ups, external vendors or special needs.	Picnics, Bar-B-Ques, Small outings	5 business days before the event*	5 business days before the event*	Number and location of tables, chairs, grills, trashcans, etc.	-10 business days- Menu selections -5 business day- cancellation of

						catering -3 business days- confirmation of catering numbers
Special Event	Any event that includes: -Amplified sound -Sub-contracting -Alcohol -Non-DePaul Sponsor -More than 100 people -Admission or \$ collection -Constructing or inflating -Special Power needs -Start time before 8:00am -End time after 10:00pm -Security -Blocked Entrances -Fencing -Sunday events	Movies, Musical performances, Festivals, Fairs	4 weeks before the event*	4 weeks before the event*	Completed Event Planning Form	-10 business days- Menu selections -5 business day- cancellation of catering -3 business days- confirmation of catering numbers

*NOTE: If a reservation for an event is made on the deadline, ALL event details must be submitted and approved on that day.

1. Standard Event Reservation Time Frames

- *Ten working days notice for:*
 - Food & Beverage menu selections
- *Five working days notice for:*
 - Set-up requirements
 - Cancellation of food service order(s)
- *Three working days notice for:*
 - Confirmation of food service guarantee numbers

2. Special Event Reservation Time Frames

- *Four Weeks notice for:*
 - *Submitting completed Event Planning Form*
 - *Set-Up Requirements*
 - *Security*
- *Ten working days notice for:*
 - Food & Beverage menu selections
- *Five working days notice for:*
 - Cancellation of food service order(s)
- *Three working days notice for:*
 - Confirmation of food service guarantee numbers

3. Amplified Sound

- *Non Amplified Sound*
 - Low levels of non amplified sound are permitted. Upon request by a university official, any and all noise during class hours must cease. Low levels of non amplified sound include acoustic guitar, and portable CD/radio. In scheduling any program with sound elements, efforts should be made to choose the location that will impact the least amount of people.

- *Amplified Sound*
 - Amplified sound is defined as and sound that exceeds normal conversational limits whether by natural, artificial or electronic means.
 - Amplified sound is only permitted during hours when classes are not in session. Generally, this means after 5:00pm on Friday afternoons (depending on the ending time of classes for that particular quarter), Saturdays, and Sundays. Amplified sound cannot exceed the decibel level of 80 from a distance of 10 feet nor can the sound be audible to the ear from a distance of 300 feet per the city of Chicago's municipal code. All sound amplification equipment and speakers must face in a southwest direction. When using the Quad Power Box, groups must locate the amplified sound source, especially stages and bands as close to the center of the Quad as possible.

- *Sound Equipment*
 - Student Centers does not provide sound reinforcement equipment for outside events except for bullhorns. Any sound amplification equipment must be rented from an outside vendor. An Equipment Release Form for bullhorns (up to 2) may be requested from the Student Centers Information Desk.
 - If you are interested in renting Audio Visual equipment for your event, please contact one of the following Audio Visual Companies:
 - United Visual 630-467-1500
 - AV Chicago 888-709-9599
 - Please also make the Assistant Director of Student Centers aware of what equipment you will be using.

- *Hours*
 - Amplified sound cannot begin before 8:00 am and extend past the hour of 10:00 pm
 - All load in and load out of any sound amplification equipment must be completed by 10:00pm. All programs must end in time so that loading of all equipment can end by 10:00pm.
 - Programs during finals are prohibited in the Quad at any time, regardless of whether class is in session or not.

- *Notification of Neighbors about Amplified Sound*
 - Program organizers for programs with amplified sound must work with the Office of Community, Government and International Affairs to notify neighbors that an event is taking place that includes amplified sound. With an announcement flyer, the neighbors are much more accepting of noise

surrounding the event. Neighbors should be informed about start and end times and generally what is involved in the event such as amplified sound and music.

○ Program planners must flyer the surrounding residential blocks prior to the event on the Quad. The flyers that notify the neighbors should be distributed no later than one week prior to the event on the Quad. The following blocks must be notified:

1. Residents on the north side of Fullerton from Seminary to Racine (there are very few)
2. Montana (the first street north of Fullerton) from Racine east to Sheffield...both sides of the street.
3. Residences on the south side of Belden from Clifton to Kenmore
4. Residences on the east side of Clifton from Belden south to Webster
5. Residences on both sides of Seminary from Belden south to Webster
6. Residences on the west side of Kenmore from Belden south to Webster
7. The Oscar Mayer School...deliver to Principal Bob Blitstein (only if the event start time is in the afternoon when Oscar Mayer is still in session)

○ All blocks listed above must be given notices of the event. Failure to flyer all of the blocks listed will result in the cancellation or relocation (space permitting) of your event.

4. Catering, Food Donations and Alcoholic Beverages

- Chartwells holds an exclusive contract to provide all catering for DePaul University for any event held at DePaul facilities of the Loop or Lincoln Park campus. This policy is strictly enforced.
- Donated food requires a special request and signed approval process. All donations must be granted by the Director of Student Centers at least two weeks before your event. Approval forms may be found at <http://policies.depaul.edu/policy/policy.aspx?pid=124>.
- When serving alcohol, arrangements must be made through the Student Centers to ensure that no one under the age of 21 will be consuming alcohol. Security is required at the organizing group's expense. Any student organization events with alcohol need to be approved by the Associate Vice President for Student Advocacy and Community Relations, Cynthia Summers in the Office of Student Affairs.
- Groups using space in the quad must follow the University's alcohol policy. A copy can be found at the following site: <http://studentaffairs.depaul.edu/handbook/code3.html>
- Any organization bringing in its own food or beverages in violation of these policies will lose their right to meet in Student Center Facilities for one quarter or ten weeks. In addition, Student Centers will assess the appropriate fee if cleanup is required.

5. Grills

- Groups needing a grill or grills for cooking in the quad must reserve the grills through the Student Center. Groups must provide their own charcoal. Groups may not bring their own grills.
- Grills must be requested at least 5 business days prior to the start of the event.

6. Animals

If animals are involved in a program or event, the following must be submitted with the Event Planning Form:

- *Safety Plan*
 - All details must be outlined to Student Center's staff satisfaction. A safety plan should include all program components and how people will be safe at all times. If an animal is being ridden, show how you will stress the importance of having the riders pay attention to the handler's instructions. Include in your safety plan a place where onlookers are at a safe distance.
- *Space Use*
 - When animals are present at a program, space reservation will be limited to the main quad area only. St. Vincent's circle cannot be used. Additionally, the event may not occupy or place obstructions on the main north/south roadway in the quad.
- *Clean Up*
 - The handlers and program planners are completely responsible for any and all cleaning of the quad during and after an animal is present. This includes any waste from the animal as well as any equipment or materials from the program.

7. Use of Motorized Vehicles

- The use of motorized vehicles on the Quad is not permitted.
- Motorized vehicles are only permitted on the concrete walkway to load and unload equipment during the set-up and take down of the event. Arrangements for loading and unloading must be made at least five days in advance with the Assistant Director of Student Centers so that the barricades may be removed to gain access to the Quad.
- No vehicles may be parked on the concrete walkway to the west of Richardson Library. This walkway is deemed a fire lane by the City of Chicago. It is illegal to block this fire lane.
- Parking vehicles on the Quad during an event is not permitted. Arrangements for parking on campus must be made with the Parking Services Office.

8. Contingency Plans for Inclement Weather

- Decisions about what to do if a program is impacted by rain should be made well ahead of time as a part of the program planning.
- Tent rental needs to be arranged well in advance at the group's expense. (See the Section 9--Tenting below for more details.)
- If a program is being cancelled or moved due to inclement weather, Student Centers Administration must be notified at least 3 hours prior to the start of the

program. This should be done by calling the Student Centers Administration Office at 773.325.7346.

9. Tenting

- All tenting arrangements must be made well in advance so that the proper permits may be obtained and all arrangements may be made in advance with the City of Chicago. Planning for the use of any size tent or shelter on the Quad should start no later than three months before the start date of the event.
- Any structure placed on the Quad great than 240 square feet requires a permit from the City of Chicago as well as approval from the Alderman's Office. These may be obtained by working with the Office of Community, Government and International Affairs. (312-362-8100)
- All costs associated with tenting are the responsibility of the organizing group.
- No stakes can be used on the Quad for tenting or other things such as inflatables, volleyball nets or movie screens, . Only water barrels and sandbags may be used.
- Nothing my be tied around any tree, bush, light pole, railing or any other natural or artificial fixture on the Quad in order to support anything constructed on the Quad.
- Any subcontracted vendor supplying tenting equipment must supply current and valid Certificates of Insurance that meet University Requirements according to the Office of Risk Management (insurancecertificate@depaul.edu).

10. Billing (if charges are applicable)

- Chartfield, deposit, or payment arrangements are required to process reservations with billable charges.
- All invoices must be paid within 30 days

11. Cleanliness of the Quad

- It is the group's responsibility for maintaining the grounds in the quad during and after an event. Proper planning includes an estimation of how many garbage cans would be needed for the type of program. This will vary from event to event but a good estimation is one garbage can for every 50 people attending the event. During the program, organizers should monitor the grounds of the quad and the levels of garbage in the trash cans. After the program, event coordinators should pick-up and throw away any litter on the grounds and inform Facility Operations if there is a need for more garbage cans or if trash is overflowing.
- To request additional garbage cans or to notify Facility Operations that the cans are full, call 773.325.7377 during business hours. Call Public Safety if the program is after hours (4:30p) at 773.325.7777.
- Groups should leave the grounds as found if not better. Damages to and ground, facilities or fixtures are to be repaired only by DePaul University Facility Operations and all associated costs for repairs or replacements will be billed directly to the sponsoring group.

12. Cancellations

- Standard Event cancellations require at least 3 hours notice to the Student Centers Administration Office.

- Special Event cancellations require at least 2 weeks notice to the Student Centers Administration Office.
- Failure to notify Student Centers of event cancellation may result in suspension, or loss of reservation privileges in Student Center Facilities.
- If an event is cancelled all applicable charges still apply.

13. No Shows

- In order to accommodate as many request for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior notification) twice within a school year will be unable to reserve space in the Student Center administered spaces for one academic quarter.
 - The Student Centers reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

14. Decorations/Advertising

- *General*
 - No materials, signs, or decorations of any type may be affixed to trees, fixtures, or buildings. Emergency equipment, landscaping, and facilities must be preserved in their original state.
- *Banners*
 - Banners are prohibited in the quad except for the following: Banners may be affixed to the University Hall porch. Banners may only be displayed during the set up and duration of the program. Banners left after a program or posted at any other time will be taken down and discarded.
- *Chalking*
 - Per the University policy titled Display of Materials, chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by Facility Operations and the cost of the removal may be charged back to the responsible party.
 - Chalking is not allowed in any form from November 1 until March 31.
 - Additionally, no harassing or profane language may be used in the chalking of sidewalks.
- *Posting*
 - No flyers or posters may be displayed on the quad unless the group uses bulletin boards, display boards, or tables. Posting on buildings, light posts, doors, benches, or any other part of the quad is prohibited.
 - For flyer and handbill approval, please visit Student Life in Student Center 201.

15. Demonstrations/Protests

- Demonstrations and protests will be allowed to take place on the Quad. These events will qualify as Special Events and all event details should be submitted to Student Centers Administration at least 4 weeks prior to the event. The Office of Student Life and the Dean of Students should also be notified.
- Protests and demonstrations should be done in an orderly and civil fashion.
- The University and Student Center Administration reserve the right to suspend any activities related to a protest or demonstration if the safety or security of anyone is threatened.
- All other Quad Policies apply.

16. Rental Charges and Event Responsibility

- There is no charge for use of Student Center space for internal use by DePaul University departments and recognized student organizations.
- An event that is attended predominantly by non-University guests or charges an admission fee will be charged room rental. A chartfield must be given to reserve space and a rental costs will be charged against that chartfield.
- An event that is reserved by a University staff member or department on behalf of a non-University organization will be charged rental for University space. A signature from the department chair or head will be required.
- The sponsoring organization is responsible for all charges, fees, and any damage resulting from member of the organization or from anyone attending the event. The sponsoring organization will be assessed the full replacement cost for any damaged furniture, equipment, grounds or facilities.

17. Electricity and power needs

- Power in the quad can only be used with prior notification of number of amps that each piece of electrical equipment will need. If an event requires the use or more power than can be provided by the three courtesy outlets located in the center of the Quad, the event will qualify for as a Special Event and will need to submit all power requests no later than 4 weeks in advance. Courtesy outlets are located in the center of the Quad and no other outlets may be used (i.e. University Hall, SAC, McGowan)
- DePaul University will provide no power equipment. Clients and outside vendors must supply all of their own power chords, extension chords, etc..
- In the case that power generators are rented from an outside vendor, these generators must be operated by a trained professional from the outside vendor. Students, faculty and staff are not allowed to do so.
- DePaul University reserves the right to disconnect any University power connections in the case that conditions become unsafe.

18. Furniture Request and Set-Up

- Groups using the Quad can request the use and set-up of rectangular six and eight foot tables, chairs, trash cans, water hoses and grills. Any other equipment must be rented and set by an outside vendor.

- DePaul University can not provide more than 100 chairs. If more than 100 chairs are needed, all chairs must be rented from an outside vendor. The chairs must be sled based chairs.
- For Standard Events, the amount and set-up details of furniture being used must be given to Student Centers staff at least 5 business days prior to the start of your event. Failure to do so will result in not having the requested furniture for your event.
- For Special Events, the amount and set-up details of furniture being used must be given to Student Centers staff at least 4 weeks prior to the start of your event. Failure to do so will result in not having the requested furniture for your event.
- Events requiring set-up and take down on Sundays will be charged an additional fee for labor charges.
- The University Hall Porch is not part of the Quad and therefore is not reservable. Permission to use this space must be granted by the Residence Hall Director of University Hall (773.325.7196)

19. Insurance

- In the case of a special event where groups rent equipment, animals, games, entertainment equipment or other equipment from an outside vendor, the organizing group must contact the Office of Risk Management to review the insurance necessary to cover the components of the event. Groups can contact the Office of Risk Management by emailing insurancecertificate@depaul.edu. Groups should contact the Office of Risk Management no later than one month prior to the start of their event.

20. Multiple quad events

- Multiple quad events are not encouraged and will not be allowed unless groups have agreed to share the quad or have agreed to co-sponsor or collaborate on a program together. Priority will be given to the group that first reserved the space. Groups that request the space after it is reserved will be placed on a waitlist while Student Center's personnel make the appropriate contact to inquire about space sharing.
- No more than two (2) Special Events may take place on the Quad per week.

21. Overnight Programs

- To reserve the quad for an overnight program, the requesting individual for the group must prepare a detailed outline of the program plan. Included in the plan must be plans for security and plans for emergencies. This must be given to the Assistant Director of Student Centers at least four weeks prior to the start of the event.
- Security is required for an overnight program at the requesting group's expense. The hiring of security will be done by the Student Centers at a ratio of security to students which fit the needs of the program. An estimated cost will be provided to the group. Should program plans be changed or altered in any way, the group will be responsible for additional security costs incurred.

22. Parking

- All events with parking inquiries should contact the Parking Services Office of DePaul Public Safety (773-325-7777) as far in advance as possible.
- No vehicles are allowed to park on the Quad. Vehicles may only stand on the Quad to load and unload. Any standing vehicle must be able to move immediately upon request.
- Parking must be arranged in advance by the sponsoring organization.

22. Security

- Student Centers Administration or Public Safety may require security officers to be present at an event. This expense is the responsibility of the sponsoring organization, and the sponsoring group must provide a completed and signed budget transfer form to the Student Centers.
- Request must be made through the Student Centers Administration 10 working days in advance of event.
- The sponsor may be required to provide security to check for DePaul ID cards.
- If security requirements are not completed, the event will be cancelled.
- Security ratios are determined by a 1:50-75 person count. DePaul University contracts the security service and groups shall not make their own arrangements.
- Contracted security may be required for events in the Student Centers facilities when events have one or more of the following components:
 - a) Percentage of non DePaul attendees exceeds 50%
 - b) Entry fees, admission charges, or donations are collected at the entrance
 - c) Start and end time of event that is late night in nature, or extends building hours
 - d) No on site presence of organization’s advisor or Student Life/Student Affairs staff at event
 - e) Equipment or product is stored in a reserved space overnight
 - f) All “Late Night” dance/party event programs will require security or any combination event that includes a late night dance/party
 - g) All late night events that include a “show” component in the program, including but not limited to fashion show, talent show, cultural show, or a concert
 - h) Alcohol is served at an event where students are in attendance
 - i) Minors are in attendance

23. Contacts

- The following are key contacts for your event on the Quad:

<u>Department</u>	<u>Phone Number</u>
Chartwells Dining Services	773-325-7476
Facility Operations needed between 7:30am-4:30pm)	773-325-7377 (if assistance is
Housing Services	773-325-7196
Office of Community, Government and International Affairs	312-362-8100

Office of Risk Management	312-362-6531
Public Safety	773-325-7777 (Emergency)
Public Safety needed after 4:30pm)	773-325-7777 (if event assistance is
Residential Education	773-325 7196
Student Centers	773-325-7346
Student Life	773-325-7361

Appendix A: 2007-2008 LPC Student Center Hours of Operation

2007-2008 Lincoln Park Student Center Standard Building Hours of Operation

Summer 2007

Summer Hours

Monday-Friday	7:00am-8:00pm
Saturday	7:00am-2:30pm
Sunday	CLOSED

Independence Day

Wednesday, July 4, 2007	CLOSED
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Weekend Before Labor Day Weekend/Pre-Move-In Weekend

Friday, August 24	7:00am-8:00pm
Saturday, August 25	7:00am-2:30pm
Sunday, August 26	10:00am-6:00pm (This was not the case in 2007 but make note for 2008.)

Labor Day/Move-In Weekend

Friday, August 31, 2007	7:00am-8:00pm
Saturday, Sept. 1, 2007	7:00am-8:00pm
Sunday, Sept. 2, 2007	7:00am-8:00pm
Monday, Sept. 3, 2007	7:00am-8:00pm
Tuesday, Sept. 4, 2007	7:00am-1:00am (begin regular AY hours of 7:00am-1:00am)

Fall 2007

Thanksgiving Weekend

Wednesday, Nov. 21, 2007	7:00am-6:00pm
Thursday, Nov. 22, 2007	CLOSED
Friday, Nov. 23, 2007	CLOSED
Saturday, Nov. 24, 2007	CLOSED
Sunday, Nov. 25, 2007	CLOSED

Winter Quarter Break

Mon., Nov. 26-Thurs., Dec. 20, 2007	
Monday-Friday	7:00am-8:00pm
Saturday	7:00am-2:30pm
Sunday	CLOSED

Holiday Break

Friday, December 21, 2007	CLOSED
Sat., Dec. 22-Dec. 31, 2007	CLOSED

Winter 2008

Winter Quarter Break (con't)

Tuesday, January 1, 2008 CLOSED
Wednesday, January 2, 2008 7:00am-1:00pm

Spring 2008

Spring Quarter Break

Wednesday, March 19, 2008 7:00am-8:00pm
Thursday, March 20, 2008 7:00am-8:00pm
Friday, March 21, 2008 CLOSED (Good Friday)
Saturday, March 22, 2008 CLOSED (Holy Saturday)
Sunday, March 23, 2008 CLOSED (Easter Sunday)
Mon., Mar 24-Fri. Mar.28 7:00am-8:00pm
Saturday, March 29, 2008 7:00am-2:30pm
Sunday, March 30, 2008 7:00am-1:00am
Monday, March 31, 2008 10:00am-1:00am

Memorial Day Weekend

Friday, May 23, 2008 7:00am-1:00am
Saturday, May 24, 2008 10:00am-8:00pm
Sunday, May 25, 2008 10:00am-8:00pm
Monday, May 26, 2008 10:00am-8:00pm

Final Day of the Quarter

Friday, June 13, 2008 7:00am-11:00pm (End regular AY hours. Start summer hours.)

Summer 2008

Summer Hours

Monday-Friday 7:00am-8:00pm
Saturday 7:00am-2:30pm
Sunday CLOSED

Appendix B: 2008-2009 LPC Student Center Hours of Operation

2008-2009 Lincoln Park Student Center Standard Building Hours of Operation

Summer 2008

Regular Summer Hours

Monday-Friday	7:00am-8:00pm
Saturday	7:00am-2:30pm
Sunday	CLOSED

Independence Day

Friday, July 4, 2008	CLOSED
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Pre-Move-In Week

Friday, August 29, 2008	7:00am-8:00pm
Saturday, August 30, 2008	7:00am-2:30pm
Sunday, August 31, 2008	10:00am-6:00pm
Monday, September 1, 2008	10:00am-6:00pm
Tuesday, September 2, 2008	7:00am-10:00pm
Wednesday, September 3, 2008	7:00am-10:00pm
Thursday, September 4, 2008	7:00am-10:00pm

Move-In Weekend

Friday, September 5, 2008	7:00am-10:00pm
Saturday, September 6, 2008	7:00am-10:00pm
Sunday, September 7, 2008	7:00am-10:00pm
Monday, September 8, 2008	7:00am-10:00pm
Tuesday, September 9, 2008	7:00am-1:00am

Fall 2008

Regular Fall Hours

Monday-Friday	7:00am-1:00am
Saturday	7:00am-1:00am
Sunday	7:00am-1:00am

Wednesday, Sept. 10 2008	7:00am-1:00am (First day of Fall Classes-Resume regular AY Hours)
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Thanksgiving Weekend

Tuesday, Nov. 25, 2008	7:00am-10:00pm
Wednesday, Nov. 26, 2008	7:00am-6:00pm
Thursday, Nov. 27, 2008	CLOSED
Friday, Nov. 28, 2008	CLOSED

Saturday, Nov. 29, 2008 CLOSED
Sunday, Nov. 30, 2008 CLOSED

Winter Quarter Break

Mon., Dec. 1-Mon. Dec. 22, 2008

Monday-Friday 7:00am-8:00pm
Saturday 7:00am-2:30pm
Sunday CLOSED

Holiday Break

Tuesday, Dec. 23, 2008 CLOSED
Wed. Dec 24-Dec. 31, 2008 CLOSED

Winter 2009

Regular Fall Hours

Monday-Friday 7:00am-1:00am
Saturday 7:00am-1:00am
Sunday 7:00am-1:00am

Winter Quarter Break (con't)

Thursday, January 1, 2009 CLOSED
Friday, January 2, 2009 7:00am-8:00pm
Saturday, January 3, 2009 7:00am-2:30pm
Sunday, January 4, 2009 7:00am-1:00am

Monday, January 5, 2009 7:00am-1:00am (first day of Winter Classes-Resume regular
AY hours)

Spring 2009

Regular Spring Hours

Monday-Friday 7:00am-1:00am
Saturday 7:00am-1:00am
Sunday 7:00am-1:00am

Spring Quarter Break

Friday, March 20, 2009 7:00am-6:00pm
Saturday, March 21, 2009 7:00am-2:30pm
Sunday, March 22, 2009 CLOSED
Mon., Mar 23-Fri. Mar.27 7:00am-8:00pm
Saturday, March 28, 2009 7:00am-2:30pm
Sunday, March 29, 2009 7:00am-1:00am

Monday, March 30, 2009 7:00am-1:00am (first day of Spring Classes-Resume regular
AY hours)

Thursday, April 9, 2009 7:00am-1:00am
Friday, April 10, 2009 10:00am-8:00pm (Good Friday)
Saturday, April 11, 2009 10:00am-8:00pm (Holy Saturday)
Sunday, April 12, 2009 10:00am-8:00pm (Easter Sunday)

Monday, April 13, 2009 7:00am-1:00am

Memorial Day Weekend

Friday, May 22, 2009 7:00am-1:00am
Saturday, May 23, 2009 10:00am-8:00pm
Sunday, May 24, 2009 10:00am-8:00pm
Monday, May 25, 2009 10:00am-8:00pm

Final Day of the Quarter

Friday, June 12, 2009 7:00am-11:00pm (End regular AY hours. Start summer hours.)

Summer 2009

Summer Hours

Monday-Friday 7:00am-8:00pm
Saturday 7:00am-2:30pm
Sunday CLOSED

Appendix C: Winter 2009 Additions and Updates

Student Centers Policy and Procedure Manual Lincoln Park Campus Winter 2009 Appendix C: Additions and Updates

The following are updates and/or additions are to be made the Student Centers Policy and Procedure Manual Winter 2008.

Atrium

- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safety policies and procedures or the University or other safety regulations, that interferes with other normal business operations of the University and its facilities, or that otherwise violates Section F(3) of the "Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus.

Brownstone's Annex

- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safety policies and procedures or the University or other safety regulations, that interferes with other normal business operations of the University and its facilities, or that otherwise violates Section F(3) of the "Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus.

Chalking

- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person based or group of people on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website).

Digital Signage

- Digital signage is primarily intended for the advertising of events and programs that are occurring in spaces that are administrated by or sponsored by the Student Centers department. In addition, it is intended for use by DePaul-recognized student groups, University departments and partners of DePaul University.
- All ads must focus around DePaul University students. If advertising an event that is taking place outside of a facility administered by the Student Centers department, the main focus of the event must be DePaul University students.

- The Student Centers department has the right to review and approve or deny all advertisements submitted. The Student Centers department may refuse advertisements based on content, language, pictures, images, or references to alcohol.
- Advertisements may not be in conflict with the mission of DePaul University or the Student Centers department.
- All ad submissions must be made to the Student Centers department using the Student Centers Website at least five (5) business days in advance. Failure to give proper time to post the ad may result in the ad not being displayed.
- All ad postings will be based on availability and will be accepted on a first-come-first-served basis.
- All advertisers must design their own ads.
- All ads will be posted as they are submitted. The Student Centers department will not correct spelling, grammar or formatting errors.
- The Student Centers will not be responsible for the storage of any submitted ads beyond their scheduled run dates. All files and ads will be discarded after the last scheduled run date. Groups wishing to re-run the ad or a similar ad will have to resubmit the ad at the later date.
- All ads must be in one of the following file formats: Power Point, Flash, JPG, Windows Media videos, Quick time videos.
- All other Student Center and University policies apply.

Front Porch

- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person or group of people based on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website).

Late Adds

- Late adds are defined as any request for a room, furniture or audio visual equipment within 5 days of the start of an event for all meeting rooms not including Student Center 120 and Cortelyou Commons.
- Late adds are not allowed in Student Center 120 or Cortelyou Commons within 10 days of the start of an event.

Media Table

The space located at the base of the east inner stairwell on the first floor of the Lincoln Park Student Center, is the Student Center Media Table. This serves as a place for organizations to advertise their event using multimedia audio visual while keep the Atrium as a place to be used as a community lounge or a programming space. It will consist of one 6ft rectangular table, two chairs and one multimedia display unit.

The Student Center Media Table may be reserved by recognized student organizations and University departments to advertise their event. A group wishing to request to reserve the space should make a request using the online reservation system, EMS EVENT.

Guidelines for use of the Student Center Media Table :

- All advertisements must be for events fully sponsored by a DePaul University Student Organization or Department.
- The Student Center Media Table may not be used for the following:
 1. Departmental or organizational meetings
 2. Guest lecturers or speakers
 3. Film presentations
 4. Promotion tables, vendor tables
 5. Sales of goods, services or tickets
- Audio Visual (AV) equipment is available for use in the Atrium with at least 5 business days notice.
- Amplified sound, music and noise levels in the Atrium must be kept at or below 70 decibels from a distance of 50 feet. Amplified sound equipment must point away from offices and the Student Center Information Desk, facing east.
- The video display equipment used at the Student Center Media Table may only be used in the designated location near the East Stairwell and may not be used in other spaces.
- No decorations are allowed in/on the Student Center Media Table or in the surrounding areas such as on the railings, steps, etc..
- All promotional items must fit on one 6ft rectangular table.
- The Media Table must be staffed by someone at all times that it is reserved.
- The people staffing the Student Center Media table must remain behind the table at all times and are not permitted to move throughout any part of the Student Center doing anything related to their reservation.
- DePaul reserves the right to refuse any reservation, or to stop any approved event, that interferes with the safe and orderly operation of the University and its facilities or that otherwise violates Section F(3) of the ‘Student Affairs Procedures for Posting, Display or Distribution of Promotional Documents on Campus.’”
- Any event in question must receive the approval of the Director of Student Centers at least 5 business days in advance.
- Reservation of the Student Center Media Table may be prohibited when there is concurrent programming in the Annex or Atrium to avoid event conflicts.
- All other Student Center Policies and Guidelines apply.
- Failure to adhere to these policies may result in the immediate loss of reserved space and/or loss of future privileges to reserve space in the DePaul University Student Center.

No Shows

- In order to accommodate as many request for events as possible, we must ask all organizations to honor their reservations. Organizations which fail to use reserved space (without prior written notification) three times within a school year will be

unable to meet in the Student Centers for ten (10) weeks, not including breaks and summer quarters.

- Failure to cancel reserved space within the proper timeframes will count as a No Show.

Outdoor Postings and Advertising

- No signage or postings may be placed outside of the Student Center. This includes but is not limited to stakes signs, taped signs and banners.
- For outdoor chalking policies, see “Chalking”.

Publication Distribution

- All groups wishing to display publications within the Student Center must do only with the approval and permission of the Student Centers Administration
- Publications may only sit under the inner stairwells on the first floor.
- The DePaulia is allowed to distribute their publications from set racks near the east and west entrances on the first floor.
- The Student Centers reserves the right to discard and refuse any publications at any time.

EMS EVENT

- All reservation requests for Student Center Facilities must be made using EMS EVENT, the online reservations system for Student Center Facilities. The system may be accessed by visiting the following website:
<http://studentcenter.depaul.edu/VirtualEMSEnterprise/>
- A log in and password are required to use this system. Those may be requested by contacting Student Centers Administration at 773.325.7346.
- The use of this system is reserved for DePaul University Faculty, Staff and Student Organizations.

Web Requests

- When making a room request using EMS EVENT, the online room request system, all requests will be given the status of Web Request until approved by the Student Centers.
- All event planning information must be provided at the time that the request is made.
- If request is not able to be processed due to conflicting events, double booking, lack of event information, violation of policy or any other reason, the request will be sent back to the client with a request for more information.
- Web Requests will be held for two weeks after the date that additional information is requested and then the requested space will be cancelled and a cancellation report will be sent to the client.

Quad Policies

Decorations/Advertising-Chalking

- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail,

intimidate, demean, victimize, or have the effect of creating a hostile environment for any person or group of people based on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website).