

SCHEDULING REQUEST FORM

FOR STUDENT CENTER, 450 DODGE, OUTDOOR QUADS, AND KERR HALL SPACES

SCHEDULING OFFICE, 434 CURRY STUDENT CENTER, P: 617.373.2632, F: 617.373.4055

WWW.NUEVENTS.NEU.EDU

PLEASE fill out each section COMPLETELY and sign the agreement at the bottom of page.

<u>Student Organization/Department</u>	Walk-in _____ Phone _____ Email _____		
<u>Contact Name/Position</u>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <u>Event Type:</u> <input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Conference <input type="checkbox"/> Social/Reception <input type="checkbox"/> Film/Video <input type="checkbox"/> Dance/Party <input type="checkbox"/> Rehearsal <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Outdoor Event <input type="checkbox"/> Indoor Event <input type="checkbox"/> Table Request <input type="checkbox"/> Informational <input type="checkbox"/> Fundraising <input type="checkbox"/> Other _____ </td> <td style="width: 50%; border: none; vertical-align: top;"> <u>Setup Type:</u> <input type="checkbox"/> Lecture <input type="checkbox"/> Round Tables of 8 <input type="checkbox"/> Boardroom Style <input type="checkbox"/> U-Shape <input type="checkbox"/> Circle of Chairs <input type="checkbox"/> Clear Room <input type="checkbox"/> Classroom <input type="checkbox"/> Semi Circle <input type="checkbox"/> See Diagram (Attached? Yes__ or No__) <input type="checkbox"/> Other _____ </td> </tr> </table>	<u>Event Type:</u> <input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Conference <input type="checkbox"/> Social/Reception <input type="checkbox"/> Film/Video <input type="checkbox"/> Dance/Party <input type="checkbox"/> Rehearsal <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Outdoor Event <input type="checkbox"/> Indoor Event <input type="checkbox"/> Table Request <input type="checkbox"/> Informational <input type="checkbox"/> Fundraising <input type="checkbox"/> Other _____	<u>Setup Type:</u> <input type="checkbox"/> Lecture <input type="checkbox"/> Round Tables of 8 <input type="checkbox"/> Boardroom Style <input type="checkbox"/> U-Shape <input type="checkbox"/> Circle of Chairs <input type="checkbox"/> Clear Room <input type="checkbox"/> Classroom <input type="checkbox"/> Semi Circle <input type="checkbox"/> See Diagram (Attached? Yes__ or No__) <input type="checkbox"/> Other _____
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<u>Phone Number</u>	<u>Staging:</u> Will you be using staging? _____ If yes, will it be for a performance or a lecture? _____		
<u>E-mail</u>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <u>Setup Needs:</u> <input type="checkbox"/> Podium <input type="checkbox"/> Easel <input type="checkbox"/> 6ft Tables #____ <input type="checkbox"/> Round Tables for 8 #____ <input type="checkbox"/> Chairs <input type="checkbox"/> Tabletop Lectern <input type="checkbox"/> Other _____ </td> <td style="width: 50%; border: none; vertical-align: top;"> <u>Audio/Visual Needs:</u> <input type="checkbox"/> Cordless Mic #____ <input type="checkbox"/> Wired Mic #____ <input type="checkbox"/> Mic Floor Stand #____ <input type="checkbox"/> Mic Table Stand #____ <input type="checkbox"/> Extension Cord #____ <input type="checkbox"/> VGA Cable (Laptop→LCD) <input type="checkbox"/> Portable LCD System <input type="checkbox"/> Portable PA System <input type="checkbox"/> Use of House System* <small>*Subject to Availability and Room Location.</small> Please call x4357 to request additional media. </td> </tr> </table>	<u>Setup Needs:</u> <input type="checkbox"/> Podium <input type="checkbox"/> Easel <input type="checkbox"/> 6ft Tables #____ <input type="checkbox"/> Round Tables for 8 #____ <input type="checkbox"/> Chairs <input type="checkbox"/> Tabletop Lectern <input type="checkbox"/> Other _____	<u>Audio/Visual Needs:</u> <input type="checkbox"/> Cordless Mic #____ <input type="checkbox"/> Wired Mic #____ <input type="checkbox"/> Mic Floor Stand #____ <input type="checkbox"/> Mic Table Stand #____ <input type="checkbox"/> Extension Cord #____ <input type="checkbox"/> VGA Cable (Laptop→LCD) <input type="checkbox"/> Portable LCD System <input type="checkbox"/> Portable PA System <input type="checkbox"/> Use of House System* <small>*Subject to Availability and Room Location.</small> Please call x4357 to request additional media.
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<u>Day/Date(s) of Event</u>	<u>Refreshments:</u> <input type="checkbox"/> NU Catering (Call x2479) <input type="checkbox"/> Group Provided (Must be 50 or less participants to provide own food) <input type="checkbox"/> Alcohol will be served For more information on food policies, please see the Student Organization Handbook or your Program Advisor.		
<u>Start Time</u> <u>End Time</u>	<u>Name of Event</u>		
<u>Description of Event</u> <small>(Please include Performers/Speakers)</small>	<u>Expected Attendance</u> # of Attendees? _____ Admission \$ _____ <input type="checkbox"/> NU Student <input type="checkbox"/> General Public <input type="checkbox"/> NU Faculty/Staff <input type="checkbox"/> Local College Students		
<u>Desired Space(s) or Table Location</u>	<u>Notes:</u>		

I agree to adhere to the policies on the reverse of this form, all University regulations, and the laws of the Commonwealth of Massachusetts

Signature: _____

Date: _____
*UPDATED 8/14/2007

CURRY STUDENT CENTER POLICIES

All reservations must adhere to the Northeastern University Equal Opportunity Policy

Room Reservation Policy:

If you are an external group wishing to use any space at Northeastern University, please contact Conference and Event Planning at 617.373.5849. The Conference and Events Office will approve requests after consultation with the individuals responsible. The appropriate fees will be collected for outside events. For more information, please visit their website at <http://conf.neu.edu>

1. **Space in the Student Center may be reserved by Recognized student organizations and University departments:** University departments must provide a department head/advisor signature and budgets for major events. An event is any program, sponsored or co-sponsored, in the name of, under the auspices of, or for the sake of, can or should attribute to the group, any group or gathering of its members acting in concert may be considered an organization or department. An organization, a department, its leaders and its member can be held responsible for violation of University policies and procedures and/or city, state, or federal laws. In determining whether a group may be held collectively responsible for the individual action of its members, all of the factors and circumstances surrounding the specific incident will be considered. Organizations/departments will be held responsible for the acts of their members when those acts grow out of or are in any way related to the group or event.
2. **Office Hours:** The Scheduling Office, located in 434 CSC, is open from 8:00am to 8:00pm Monday thru Thursday and 8:00am – 6:00pm Friday.
3. **Request Processing:** Request for space is considered on a *first come, first served basis*. Request may be submitted on this form and handed to a Scheduling Office staff member. Room preference will be taken into account: however, rooms will be scheduled based on priority, the needs of the event, and the most efficient use of space. Response to room request will be made within 48 hours. Responses may take longer at the start of a semester for request made more than a month in advance of the event date.
4. **A request does not guarantee a space. Please do not advertise or send out invitations to your event until you receive a computer-generated email with the word “confirmed” next to your event date and time.**
5. **Request Priority:** The Student Center, while available for use by the entire NU community, is a facility dedicated to serving the needs of student organizations. Student organizations are given priority for space during Activities Periods: Wednesday (11:45am-1:25pm) and Thursday (2:50pm-4:30pm). Student organizations also have priority from 5pm to 11pm Monday through Thursday.
The needs of student organizations will always be a primary importance in the scheduling of space.
6. **Student Organization Meetings:** Student organizations may reserve weekly meetings for the fall and spring academic semesters at one time. Space will be reserved for every week except during finals and intercession weeks. There is no guarantee that the room reserved will be the same or that there will be a room available for every week requested. Please check your confirmation closely.
7. **Weekly Meeting Times:** Due to the demand for meeting space, weekly meeting times for Monday through Thursday evenings must fit into one of three time blocks: **6pm to 7:30pm, 7:30pm to 9pm, or 9pm to 11pm**. Organizations may only reserve one meeting space per night on these days of the week. Special events or one-time programs or meeting may be exempt from this policy if space is available.
8. **Event Advising for Student Organizations:** Some reservations/events will require the completion of event advising with Campus Activities Staff. Please discuss all aspects of event planning with your Program Advisor.
9. **Cancellations:** To cancel an event or meeting, please provide as much advance notice as possible. Contact the Scheduling Office no later than noon on the day of the event, or, if your event is on the weekend, no later than noon on Friday.
10. **No Shows:** All no-shows will be recorded. After three no shows, your organization will receive a warning letter. A fourth no show will result in the withdrawal of reservation privileges for the remainder of the semester. No shows for space that involves a custom setup may result in a charge for the cost of setup.
11. **Deadlines:** All information requested on the tentative reservations must be confirmed with the Scheduling Office no later than one week prior to the date of the event. Incomplete request, after the deadline, may be cancelled without notice. Changes or additions requested within one business day of the event will not be guaranteed.
12. **Setup Charges:** Setup changes after 2pm on the weekdays or weekends may require the payment of overtime charges to the Building Services Department. University departments will be billed for custom setups or setup charges that effect the use of a facility by Building Services. The scheduling staff will make suggestions that will keep cost to a minimum. Student organizations will not be charged for setups, except in the event of setups occurring outside the Student Center after 2pm on weekdays or weekends. Any event that has participants other than NU students may be charged for setup. Sponsors will be billed separately if the setup requires equipment that is not in the University inventory.
13. **Room Condition:** All room setup must be arranged through the Scheduling Office. All rooms must be left in the same condition they were found in. Groups may not move furniture (Building Services will move it). Please dispose all trash, straighten chairs, close windows, erase whiteboards, and take all belongings with you before you leave the room. There will be a \$35 charge to any group that does not abide by these rules.
14. **Food/Beverages:** Please inform the Scheduling Office if you wish to serve food or beverages at your event.