

Northeastern University

John D. O'Bryant African-American Institute

**Northeastern University
John D. O'Bryant African-American Institute
Amilcar Cabral Center
Facility Reservation Policy**

The Amilcar Cabral Center can be reserved by recognized student organizations, university departments, and community selected events. Any external group wishing to use space in the Cabral Center or any other space on campus should contact the Office of External Events at <https://www.northeastern.edu/eecp/external-events/>.

Building Hours

Operating hours of the African-American Institute are 8:30 a.m. to 9:30 p.m. Monday through Thursday and 8:30 a.m. to 9:00 p.m. on Friday. The building is normally closed on Saturdays, Sundays, Holidays, and vacation periods unless an event is scheduled, special programming, or for special arrangements.

Reservations

Please complete the online form **to request reservations** or inquire about using space at the African-American Institute. Reservations for space at the African-American Institute is considered on a first come, first serve basis. Room preference will be taken into account however, rooms will be scheduled based on priority, event needs, and efficiency.

Any changes to a confirmed reservation must be made in writing via reserveaai@neu.edu. Any general questions can be forwarded to reserveaai@neu.edu (Please indicate that you have a question by putting "**General Question**" in the subject line of your email.)

Room Capacity

200 people standing

149 people seated theatre style

Banquet (Round tables of 8-10)

Confirmation

A written request does not guarantee use of the space. Please do not advertise or send out invitations to your event until you receive a confirmation email indicating your event information and confirmation number.

Cancellation

All cancellations must be made 10 (ten) business days before the event date. Failure to notify the John D. O'Bryant African-American Institute of a cancellation will result in a **cancellation fee of \$100**.

Fee Schedule

Set-up Fee: \$50.00 if event is scheduled to happen after 2:00 p.m. weekdays or on weekends

Kitchen Use: \$50.00 (non-refundable)

Proctor Fee: \$20.00 per hour for a minimum of 2 hours

Technology Fee: \$15.00 If your event will require the use of wireless microphones

JDOAAI DISCLAIMER

Student organizations utilizing the Cabral Center should review the Student Organization Handbook and consult with their Program Advisor regarding on-campus event planning policies. Student organizations are exempt from the usage fee, however, are required to pay the proctor and kitchen fee if applicable.

The John D. O'Bryant African-American Institute reserves the right to cancel, reschedule, or make other arrangements for a group having confirmed a reservation, should the business or program need arise.

Budget Number Required In The Event of Damages and/or Missing Equipment