



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 select community events.

Any external group wishing to use 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

The 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 usually closed on Saturdays, Sundays, Holidays, and vacation periods unless there is an event, special programming, or 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 are considered on a first-come, first serve basis. We will take your room preference into account. However, rooms are 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 also be forwarded to reserveaai@neu.edu (Please indicate that you have a question by putting "General Question" in the subject line of your email.)



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Room Capacity

Clear Room - 200 People

Theater Style - 130 People

Banquet (Round tables of 10) – 120 People

Confirmation

A written request does not guarantee the 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.

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.

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, Cleaning Fee, and/or Missing Equipment