

<b>Volume E4:</b> Event Planning and Space Management	<b>E4.1</b> <b>SPACE RESERVATION AND          GENERAL FACILITY USE</b>  <b>Effective Date:</b> 05/02/2015 <b>Date of Last Revision:</b> 08/01/2019 <b>Date of Next Full Review:</b> 08/01/2024	<b>Responsible          Office:</b> Student Union, Event and Conference Services
	<b>Responsible          Officer:</b> Director of Student Union, Event and Conference Services	

## POLICY STATEMENT

Northeastern Illinois University (the “University”) provides facilities and support services for individuals and organizations to pursue educational, social, and administrative purposes that are consistent with and further the mission and goals of the University. This policy applies to all University facilities that will be used on a short-term, ad-hoc basis.

## PURPOSE OF THE POLICY

This policy establishes proper procedures for the reservation and use of University facilities and support services.

## WHO IS AFFECTED BY THIS POLICY

All students, faculty, staff, and community individuals or organizations who wish to use University facilities.

## DEFINITIONS

**Ad hoc:** For a specific purpose or on an “as needed” basis.

**Facilities and Grounds:** The buildings, fields, and properties (both real and tangible) as owned and/or controlled by the University.

**Requester:** A person authorized to make requests for their department, division, unit, or student group.

**Short-term:** Five (5) consecutive days or fewer.

**Support services:** This includes the services provided by Student Union, Event and Conference Services; Facilities (Janitorial and Grounds Maintenance); Media Services; University Police; Dining/Catering Services; Parking; Box Office; Welcome Desk; and additional support services as deemed necessary by the event administrators or in support of a specific event type.

**25Live:** This is NEIU’s online event scheduling system. Event requests are made in this system for any proposed event that is looking to take place at any NEIU.

## REGULATIONS

1. The Office of the Provost and Vice President for Academic Affairs is responsible for the scheduling and assignment of all credit and non-credit instructional, research, and public service programs administered by academic departments and by continuing education department. The use of state (non-Auxiliary) University facilities and grounds for such purposes shall have priority over all other purposes.



2. Student Union, Event and Conference Services is responsible for the scheduling and assignment of University facilities and grounds by individuals, groups and organizations for any purpose other than those described in paragraphs 1, 3, 4, 5, 6, 7, and 8 herein. Any inquiries about the use of facilities, services, policies, and procedures must be first directed to the Office of Student Union, Event, and Conference Services.
3. Any 25Live requests for use of space in the Library shall be forwarded to the Library Space Administrator(s). The Library Space Administrator(s) are responsible for the scheduling of available spaces within the Ronald Williams Library. The Dean of the Library shall develop scheduling policies for review and approval by the Provost or designee.
4. Any 25Live requests for use of space in the Campus Recreation Facility shall be forwarded to the Campus Recreation Space Administrator(s). The Campus Recreation Space Administrator(s) are responsible for the scheduling of available spaces within the Campus Recreation Facility, the director of Campus Recreation shall develop policy for the Physical Education Complex and all pertinent fields and grounds for review and approval by the Vice President for Student Affairs or designee. Scheduling of programs as defined in regulation 1 of this policy apply to this facility.
5. Any 25Live requests for use of space in the Jacob Carruthers Center for Inner City Studies (CCICS) (located at 700 E. Oakwood Boulevard, Chicago, IL 60653) shall be forwarded to the CCICS Space Administrator(s). The Director of CCICS is responsible for the scheduling policy and oversight of the CCICS campus and facilities. Scheduling of programs as defined in regulation 1 of this policy apply to this facility.
6. Any 25Live requests for use of space in the Center for College Access and Success shall be forwarded to the CCAS Space Administrator(s). The director of the Center for College Access and Success (located at 770 N. Halsted Avenue, Suite 420, Chicago, IL 60622) is responsible for the scheduling policy and oversight of the Center for College Access & Success (CCAS) campus and facilities. Scheduling of programs as defined in regulation 1 of this policy apply to this facility.
7. Any 25Live requests for use of space at El Centro shall be forwarded to the El Centro Space Administrator(s). The director of El Centro (EC) (located at 3390 N. Avondale Avenue, Chicago, IL 60618) is responsible for the scheduling policy and oversight of the EC campus and facilities. Scheduling of programs as defined in regulation 1 of this policy apply to this facility.
8. The Campus Parking Manager is responsible for the scheduling policy and oversight of all parking facilities and areas.

## PROCEDURES

All requests will be submitted to Student Union, Event, and Conference Services through the 25Live online scheduling system by an authorized requester. All space requests that do not fall under Regulations 1, 3, 4, 5, 6, 7, and 8 above, are fulfilled by Student Union, Event, and Conference Services.

1. All credit instructional, research and public service programs which are administered by academic departments are assigned space according to the policies and procedures of the Office of the Provost and Vice President for Academic Affairs.
2. Those wishing to reserve available space in any parking facility or area will contact the Parking Manager (or designee) for assistance.

## GUIDELINES

Northeastern Illinois University (and its satellite locations) reserves the right to deny the use of its facilities and properties to any individual or organization whose activities or intentions are not consistent with the University's mission, policies or procedures, endanger the safety of participants, may cause potential damage to the properties, or are in violation of local, state or federal law.



**AUTHOR REFERENCE**

[Eastern Illinois University Policy #142](#)

**APPENDIX**

I. Reservable Space Directory

**RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL**

[G2.02.5 Insurance for Use of University Facilities by Non-University Organization](#)  
[E2.3 University Smoking Policy](#)  
[E4. Fees and Charges for Facility Use](#)

**CONTACT INFORMATION**

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director of Student Union, Event and Conference Services	(773) 442-4630	<a href="mailto:SUECS@neiu.edu">SUECS@neiu.edu</a>

**DISCLAIMER**

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



**APPENDIX I: Reservable Space Directory**

*As of February, 2019*

**Auditorium**

<b>AUDITORIUM</b>	<b>AUDITORIUM LOBBY</b>	<b>PORTRAIT GALLERY</b>
E 106A	E 108	E 103

**Classrooms (by location)**

<b>LECH WALESIA (LWH)</b>	<b>B BUILDING (B)</b>	<b>COBM (CBM)</b>	<b>FINE ARTS (FA)</b>	<b>BROMMEL (BBH)</b>
1001 (LECTURE)	146	111	107	101 (LECTURE)
1002 (LECTURE)	152	113	152	102 (LECTURE)
2005	158		153	111
2020			202	112
2044			203	113
2056			216	123
2071			218	124
2081			247	129
2094			255	201
2105			256	222
2109			157 (RH LOBBY)	224
3003			160A (RECITAL HALL)	228
3005				229
3020				233
3031				240
3046				311
3071				317
3081				325
3096				351
3105				360
3106				
3109				
3094				
4006				

**Conference Rooms**

<b>C BUILDING (C)</b>	<b>COBM</b>
330	Specify rooms in request through 25Live
430	
530	
630	

**Display cases**

<b>D BUILDING</b>	<b>E BUILDING</b>
D 117D	E 108A



**Outdoor spaces**

<b>E BUILDING (E)</b>	<b>LECH (LWH)</b>	<b>PICNIC GROVE (PG)</b>	<b>STUDENT UNION (SU)</b>	<b>UNIV. COM. (UC)</b>
2000	2000 (W. TERR.)	89-2000	018 (PEACE GDN)	2000 (WEST)
	2001 (E. TERR.)			2001 (EAST)

**Student Union (by floor)**

<b>GROUND FLOOR (SU)</b>	<b>1<sup>ST</sup> FLOOR (SU)</b>	<b>2<sup>ND</sup> FLOOR (SU)</b>	<b>VILLAGE SQUARE (SU)</b>
003 (MULTI-PURPOSE)	103 (GOLDEN EAGLES)	214	107
018-A (CAF. EAST)	115 (ALUMNI HALL - NORTH)	215	107-E
018-B (CAF. SOUTH)	115 (ALUMNI HALL - SOUTH)	216	107-F
018-B (1) EXHIBIT	119	217	107-G
018-B (2) EXHIBIT	119-B	218	107-H
018-B (3) EXHIBIT	119-C	223A	107-I
018-B (4) EXHIBIT	123	223-B	107-J
018-B (5) EXHIBIT		223-CA	107-K
018-B (6) EXHIBIT			107-L
024 (CAFETERIA)			107-M
024-E (BANNER)			107-N
			107-O