MEETING & EVENT SERVICES PROCEDURES

HOURS OF OPERATION: Monday – Thursday = 8am to 10pm
                               Friday and Saturday = 8am to 5pm
                                      Sundays and Holidays = Closed

CONTACT INFO: Meeting & Event Services: 312-476-4508
                  Campus Main Line: 630-548-9378
                      Fax Number: 630-548-1963

MEETING RESERVATION PROCEDURE:

1. Please call the MES Coordinator or the Campus to inquire about room availability for your desired date

2. Based on your event needs, the MES Coordinator will recommend a room and send you the Suburban Campuses Meeting & Event Services External Agreement for signature; if AV is required for the event, the MES Coordinator will also send you the Meeting & Event Services AV Equipment Rental Request Form, which will need to be signed by you as well

INSURANCE REQUIREMENT All outside organizations and/or caterers must provide a Certificate of Insurance which names DePaul as an additional insured in the amounts no less than $1 million per occurrence and $5 million aggregated for bodily injury and $500,000 per occurrence for property damage. The MES Coordinator must receive this Certificate no less than two weeks prior to the event. The University reserves the right to terminate the Agreement if these requirements are not met.

CONFIRMATION: Once the MES Coordinator receives all your signed rental forms, including a valid Certificate of Insurance, he/she will finalize the booking and provide you with counter-signed copies

Please note: Events are not confirmed until both parties have signed the rental agreement

DePaul University reserves the right to reassign events into comparable space(s).
PAYMENT: The MES Coordinator will email you an invoice one business day after your event. You then have 30 days to send a check or call with a credit card (Visa, Mastercard, American Express & Discover). A $25 fee will be incurred if payment is late.

CANCELLATION POLICY: If room rental needs to be cancelled, please notify the campus 48 hours prior to the event date or you will be charged the full fee from the Rental Agreement.

ROOM EQUIPMENT:

Classrooms are equipped with the following standard equipment (included in your room rental fee):

- 8’ x 7’ screen projector screen
- One easel with a flip chart paper pad and markers
- Podium
- Whiteboard

Classrooms are equipped with the following features, available for daily rental (please refer to the AV Rental Equipment Form if you would like to use any of them for your event):

- Ceiling mounted XGA multimedia projector
- Instructor’s station with:
  - Desktop computer with CD-RW/DVD-RW
  - Intel Core i3 processor
  - 4 Gb RAM
  - 19” LCD monitor
  - Microsoft Windows 7 professional
  - Microsoft Office 2013 professional
  - Various video player software programs are available
  - High speed Internet access

MISCELLANEOUS

- WIFI access is available at no additional charge (must be pre-arranged with MES Coordinator)
- Auditorium comes standard with a stand-up microphone; a wireless/lavaliere microphone can be rented
- If you are renting a conference phone, any long-distance charges (non-800 numbers) will be added to your invoice

EVENT POSTING: Event signage will be prepared by the DePaul University staff and posted by the front door (at the Front Desk) and again on the second floor.

HOTELS: A list of area hotels is available upon request.
FOOD SERVICES/CATERING:
The MES Coordinator will have a list of preferred catering partners for you to choose from. Should you want to use someone not on that list, you will need to obtain a Certificate of Insurance from your caterer and provide that to the MES Coordinator prior to the event.

Please note: Apparent sources of ignition are prohibited i.e. open flames/sterno, hot plates, etc. Electrical warming systems are allowed. Please communicate these policies to your caterer and plan accordingly for the delivery of hot catering items.

DELIVERIES & PICK-UP:
Deliveries and pick-ups must be scheduled to arrive and leave on the same day as the event.

DECORATIONS
Flyers, notices, directions, etc. may not be hung on the walls, windows, or doorways. If your event requires paper or flip charts to be attached to a wall, we require you to use blue Painters Tape and use caution when adhering and taking off the tape. Damage to any part of the classroom or DePaul conference center space may result in additional fees.

ROOM SET-UP AND USAGE:
You are discouraged from moving furniture. If you have specific set-up needs, please discuss those with the MES Coordinator prior to your event. A charge of $50 will be assessed if the room is not left in its original configuration.

CLEAN UP
Groups using the facility are responsible for removal of food items. If adequate food cleanup is not maintained, a fee of $50 will be charged to the final bill.

EMERGENCY POLICY
At the start of all functions, the MES Coordinator or a DePaul University staff member must inform the event participants of the evacuation procedures to be followed in case of an emergency evacuation. The evacuation procedures are also posted inside all classrooms.

FIRE REGULATIONS
Fire regulations require that maximum room capacities are not exceeded.

PROMOTIONAL MATERIALS
DePaul University’s name (i.e. “DePaul University ®”) may not be used on promotional materials without explicit written approval from DePaul University, except for the sole purpose of specifying the location of the event. Under no circumstances may a Sponsor or their agents, invitees, employees or independent contractors use of display the University’s trademark without the expressed written approval of DePaul University.

SECURITY
Conference/classroom can be secured for breaks and lunch. Contact either the MES Coordinator, Front Desk staff or use any house phone and dial x63600.