Internal Events are either “University-Related” or “University Co-Sponsored”

**University-Related Event:**
A University-related event is one that is internally sponsored and led by a department, faculty member, student organization, or employee of DePaul for some benefit to the DePaul community. University-Related functions are normally exempt from room rental, facility set-up, and/or audio-visual fees. *(See: Special Conditions)*

**University Co-Sponsored Event:**
A University co-sponsored function is one that is led or supported by the University, a department, or faculty member in whom the DePaul community derives a benefit and the entire university community is welcomed *(See: Special Conditions)*

**Special Conditions:**

a) Room scheduling and a completed internal space reservation form must be executed by the faculty or staff member
   ** University Co-Sponsored Events must also be approved by the Division’s Dean or Designee.

b) Any events requiring registration payment and/or admission costs to attend are subject to room and audio-visual rental costs

c) Any department, faculty member or employee co-sponsoring an event with an outside organization is responsible for providing an internal liaison to handle special needs for the event. The Office of Suburban Campuses Meeting and Events Services will assist in any event planning needs with the internal liaison.

d) All events providing food must notify the Suburban Campuses Meeting and Event Services Office regarding the name of the caterer. The caterer selected must provide a Certificate of Insurance to the Suburban Campuses Meeting and Event Services Office.

e) Planned events that are in competition/conflict with a DePaul University program or courses are prohibited.
DePaul University - Suburban Campuses Meeting and Event Services
SPACE RESERVATION FORM – INTERNAL GROUP USE ONLY

For Location: (Check One):

<table>
<thead>
<tr>
<th>Naperville</th>
<th>O’Hare</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 W. Warrenville Rd.</td>
<td>8770 W. Bryn Mawr Ave., Ste. 100</td>
</tr>
<tr>
<td>Naperville, IL 60563</td>
<td>Chicago, IL 60631</td>
</tr>
<tr>
<td>Phone: 312/476-4508</td>
<td>Phone: 312/476-3627</td>
</tr>
<tr>
<td>FAX: 630/548-1963</td>
<td>FAX: 312/476-3680</td>
</tr>
</tbody>
</table>

Organization/Department: ___________________________________________ Phone: ___________________________

Contact Person for Event: ___________________________________________ E-mail: ___________________________

(Check One): University Event __________ University Co-Sponsored Event __________

Does the Event serve a charitable purpose? Yes ____ No ____

Will admission/registration be charged for the Event? Yes ____ No ____

Event Title: _________________________________________________________

Date(s) of Event: __________________________ Start Time:_________________

Number of Attendees: __________________________ End Time: ____________

NOTE: ALL MEETINGS MUST CONCLUDE BY THE END TIME NOTED IN THIS AGREEMENT

Room(s) or Space Request: _____________ AV Request: Yes ____ No ____ If yes, Complete the AV Form

Will food be served? Yes ___ No ___ Caterer’s name: __________________________

The department must request an Insurance Certificate from the Caterer & have it sent to the campus.

Will alcoholic beverages be served? Yes ____ No ____ If yes, see enclosed Events Information Sheet.

Will there be any advertising of the Event? Yes ____ No ____ If yes, list where advertisement will appear and send a copy along with the space reservation form.

Signature of Person Responsible for Event __________________________ Date of Signature _____________________

University Co-Sponsored events also require a signature of your Dean or Designee.

Signature of Dean or Designee __________________________ Date of Signature _____________________

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Campus Approval Signature:</th>
<th>Approval Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates / Times:</td>
<td>Room(s)</td>
</tr>
<tr>
<td>__________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

*** CONFIRMATION ***

Suburban Campuses Meeting & Events Services Office

Confirmation will be sent to you via e-mail.

Thank you for reserving space through the Office of Suburban Campuses Meeting and Events Services!