MEETING AND EVENT SERVICES PROCEDURES

HOURS*
Mon – Thursday 11:00 AM – 5:00 PM
Saturday 8:30 AM – 2:00 PM
*Please call to schedule early morning openings (8:00 AM)

PLEASE NOTE: Sundays and Holidays facilities are closed.

PHONE NUMBERS
Meeting & Event Services – 312 476-3099
Main Campus 708 633-9091
312 476-3000

FAX NUMBER
708 633-9095

CANCELLATION POLICY
In the event of a cancellation, please FAX or email
Notification least 48 hours prior to the event date
A $50 cancellation fee will be applied if notification is not received.

CATERING/FOOD SERVICES
DePaul University reserves the right to approve all caterers and require a Certificate of Insurance, which MUST be on file prior to the event.
Apparent Sources of Ignition is prohibited i.e. open flames, hot plates, etc. Note: U.L. listed electrical warming systems is allowed. Please communicate these policies to your caterer and plan accordingly for the delivery of hot catering items.

DELIVERIES & PICK-UP
Deliveries and pickups must be scheduled to arrive and leave on the same day as the event. All deliveries need to be clearly marked with the name of the Sponsor and the meeting dates.

EMERGENCY POLICY
At the start of all functions, Sponsors must inform the audience/participants of the evacuation procedures to be followed in the case of an emergency.
The evacuation procedures are posted inside all classrooms.
EVENT POSTING
Event signage will be posted at the main service desk.

FIRE REGULATIONS
Fire regulations require that Sponsors and their guests, agents, invitees, employees, and/or independent contractors do not exceed the maximum room capacity.

INSURANCE REQUIREMENT
All outside organizations and/or caterers must provide a Certificate of Insurance which names DePaul as an additional Insured. These amounts are to be no less than $1 million per occurrence and $5 million aggregated for bodily injury and $500,000 per occurrence for property damage. Meeting and Event Services 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.

MEETING RESERVATION PROCEDURE
1. Please call with your desired dates and times as availability can become limited.
2. Space will be tentatively reserved.
3. Complete and FAX the following:
   - External Client Contract
   - Audio Visual Equipment Rental Form – if equipment will be needed
   - Certificate of Insurance – if a current Certificate is not on file with DePaul University
4. Meeting and Event Services will approve the External Client Contract and return it to you via FAX as confirmation for your records.

PLEASE NOTE: DePaul University reserves the right to reassign events into comparable space(s).

PAYMENT
A deposit of fifty percent (50%) of total Fees (as listed on the front side of the External Contract Form) are required within two weeks of room(s) booking in order to hold space. This policy can be waived by the Meeting and Event Services Coordinator. Visa, Mastercard, Discover, Cashier’s check or Money Orders are acceptable forms of payment.
The Sponsor will be invoiced on the last day of the event, and payment is due within 30 days. A $25 fee will be incurred if payment is late.

PROMOTIONAL MATERIALS
DePaul University's name (i.e. "DePaul University ®") may not be used on promotional materials without explicit written approval from DePaul University's Office of the General Counsel (312-362-8865) 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 or display the University's trademarks without the express written approval of DePaul University's Office of the General Counsel.

ROOM EQUIPMENT
*Classrooms are equipped with the following standard equipment:*
- Overhead transparency projector
- One easel with pad
- Podium
- Chalkboards
- 8’ x 8’ screen

*Classrooms are equipped with the following features that are available for daily rental (please refer to the AV Rental Equipment Form):*
- Instructor’s station with:
  - Computer with CD-RW/DVD-ROM
  - Intel Pentium D
  - 3.0 GHz processor
  - 1 Gb RAM
  - 15” LCD monitor
  - Microsoft Windows XP professional
  - Microsoft Office 2003 professional
  - DVD software for playing videos
  - Various software applications
  - High speed Internet access
- Ceiling mounted XGA multimedia projector
- VHS VCR

MISCELLANEOUS
- 1 classroom offers VHS VCR/DVD combo player
- Laptop VGA cable for use with multimedia projector

ROOM USAGE
If the Sponsor reconfigures a classroom, it must be put back to its original setup by
5:00 p.m. to accommodate any evening classes.
If a sponsor needs additional hours past 5:15 p.m., arrangements can be made.
Reassignment is a possibility because of prior bookings. A $75 fee will be added to the final bill for this adjustment.
Room layout maps are located on the wall in each classroom.
The facility is used in the evening for academic classes and we ask that all rooms are left in a neat orderly fashion.

**No flyers, notices, directions, etc. may be hung on any of the windows, walls or doorways. ABSOLUTELY NO TAPE!**

**SECURITY**
Conference/classroom can be secured for breaks and lunch.
Contact either the Main Service Desk or use any house phone.

**TOURS**
Please call the specific campus that you are interested in to arrange a tour.