MEETING & EVENT SERVICES PROCEDURES

HOURS OF OPERATION
Monday – Thursday: 8a.m. –10p.m.
Friday & Saturday: 8a.m. –5p.m
Sundays and Holidays: Closed

CONTACT INFO
Meeting & Event Services: 312-476-3627
Campus Main Line: 312-476-3600
Fax Number: 312-476-3680

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 Campus Office 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
Upon receiving a completed External Client Contract and Audio Visual Equipment Request Form, the Meeting and Events Coordinator will approve or deny the request based on availability. If approved, the client will be sent a fully executed copy of the contract as confirmation. If the rental request is denied, the client will be notified. No reservation is complete until both parties have signed the Rental Agreement.

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.
CANCELATION POLICY

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

ROOM EQUIPMENT:

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

- 8’ 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
- Stand up microphone with portable speaker
- Instructor’s station with:
  - Desktop computer with CD-RW/DVD-RW
  - Intel Core i5 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)
- 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 DePaul University staff and posted by the outside the entrance to facility on the 2nd or 3rd floor.

HOTELS

A list of area hotels is available upon request.

FOOD SERVICES/CATERING

We reserve the right to approve all caterers and require a certificate of insurance, which must be on file prior to the event. A list of approved caterers is available upon request. Apparent Sources of Ignition are prohibited i.e. open flames, hot plates, etc. Note: UL 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 pick-ups must be scheduled to arrive and leave on the same day as the event. All materials and food must be brought in using the freight elevator.

**DECORATIONS**  
Flyers, notices, directions, etc. may not be hung on the walls, windows, or doorways.

**ROOM SET-UP AND USAGE**  
Furniture must be returned to its original set-up by the end of the day. A charge of $50 will be accessed if furniture is not returned to its original configuration. We reserve the right to control all access to our facility and reassign events into comparable space(s).

**EMERGENCY POLICY**  
At the start of all functions, sponsors must inform the participants of the evacuation procedures to be followed in case of an emergency evacuation. The evacuation procedures are posted inside all classrooms.

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

**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 DePaul staff or use any house phone and dial x63600.