Fisk Hall and McCormick Tribune Center
General Room Reservation and Usage Policies

Please read these guidelines. Failure to read these policies does not absolve sponsoring organizations or individuals using Medill space from responsibility for them.

The Medill School places priority on classes when reserving space in Fisk Hall and the McCormick Tribune Center (MTC). Classes are scheduled and rooms assigned before they are released for open reservations to NU community members and external parties. In the unlikely event a class must be scheduled in a space where other reservations have been made, the class has priority and Medill will assist in finding an alternate space for the non-class event.

Medill does not offer conference-facility services for events booked in Fisk or MTC. Technical support may be available for a fee, but all other support services must be provided by sponsoring organizations and adhere to the guidelines below. Medill staff members are not available to support events booked in these spaces unless arrangements have been made in advance. See Technical Assistance section below.

1. Reservation Time Frames
Space is released for general reservations by quarter. A request for space in an upcoming quarter may not be addressed until midway through the quarter prior to the one in question (e.g. a request for space in Spring Quarter may not be definitively answered until mid-February).

2. Building Hours
Listed building hours apply when school is in session. Restricted hours are in effect during holidays and breaks.

Fisk Hall
Monday through Sunday: 7 am to 11 pm

McCormick Tribune Center
Monday through Sunday: 7 am to 11 pm

Rooms may be occupied only during specified event times. If the event time is exceeded Medill may ask the sponsoring organization to exit the space.

*If necessary, event planners can request an extension to MTC building hours but the request must be made at least 5 business days in advance of the event.

3. Food/Catering
Organizations hosting events in the following classrooms are prohibited from bringing in food or beverage due to the possibility of damage to installed technical equipment:
MTC 3-127
MTC 3-119
MTC 2-131
MTC 2-107
MTC 2-101
Fisk 309
Fisk 308
Food and beverage service for events in other classrooms (Fisk 311, Fisk 111, MTC 3-107) is allowed.

Events in the MTC Lobby where food and/or beverage service is provided by a caterer must adhere to University Services’ preferred vendor list: http://www.northwestern.edu/uservices/reference_old/purchasing/purchasing_resource_services_old.html. Sponsoring organizations may have access to the Servery, which has a domestic-sized refrigerator and a sink. Catering supplies found in the Servery are the property of the Medill School and are not available for general use. Sponsoring organizations must request access to the Servery when booking the space.

Medill is not liable for any damages or incidents during events in the MTC Lobby or Forum.

When serving alcohol at an event in the MTC Lobby, sponsoring organizations are expected to ensure that no one under 21 will be consuming alcohol.

Food and beverage is prohibited inside the MTC Forum.

Events held on the MTC patio are subject to policies of Norris Event Management, which administers the approval process for all organized outdoor events occurring on the property of Northwestern University. Sponsoring organizations are responsible for contacting Norris Event Management in advance of their events and complying with all policies. www.norris.northwestern.edu/oe_index.php

4. Responsibility
Sponsoring organizations are expected to return reserved spaces back to the condition they were found in, or set for the next event as coordinated by a Medill audio/video engineer. This includes moving furniture back to the original setup (i.e. so a class could be hosted immediately after a reserved event), turning off the audio/video projection system, removing all food or beverage, and recycling or discarding all trash. If trash exceeds available receptacles in the room or the event is on a Friday or Saturday evening (regardless of the amount of trash), trash should be taken down to the dumpsters behind MTC (near the rear of Locy Hall).

Sponsoring organizations are responsible for all charges, fees and any damage to facilities, furniture or equipment resulting from any member of the organization or from anyone attending the event. The organization will be assessed the full replacement cost for any damaged furniture or equipment.

5. No Shows
Organizations are expected to honor their reservations or cancel events. Organizations that fail to use reserved space without prior notification twice within a school year will lose their right to meet in Fisk and MTC for one quarter. After the first offense, the reservation contact will be sent a “no-show warning” email. After the second offense, the reservation contact will be sent a “no-show policy violation” email and the above sanction will be enforced.

6. Billing and Reservations
Northwestern groups must use a CUFS or SOFO account to complete a reservation. Charges will only be made upon completion of the event. Groups outside Northwestern will be billed via invoice, with
payment by check due within 30 days of the invoice date. Northwestern groups without a CUFs or SOFO account must indicate so at the time of booking and alternate billing arrangements may be made. Medill will quote booking parties the expected rate at the time of reservation. The final amount billed will reflect the original quote, as well as any technical services added (see number 8 below) and/or damages to the facility.

7. Decorations/Postings
Fisk offers a general posting location outside room 217. Organizations that wish to post flyers in the MTC elevator must contact the Medill Office of Student Life at least 5 business days in advance of the desired posting date. Organizations that otherwise wish to post flyers or chalk must consult the NU guidelines for publicizing events http://www.norris.northwestern.edu/image/doc/CampusPublicityGuidelines2008-09.pdf

Any decorations used for reserved events inside Fisk Hall or MTC should be freestanding and may not be attached to paint, ceilings or wood by any means. If decorations are found attached to paint, ceilings or wood, a fee will be applied for failure to comply with the policy.

Events that use gels/filters in the MTC Forum and do not remove them after the event will be charged an additional fee.

8. Technical Assistance
Medill offers three levels of technical assistance. Organizations should learn the available technology ahead of time by contacting the Medill Technology Team at (847) 467-7900 and arranging a fifteen-minute, hands-on training session. Additionally, instructions for Smart Classrooms can be found online at http://www.it.medill.northwestern.edu (click on “Computing at Medill”).

Phone support is available 8:00 am to 8:30 pm Monday through Friday. If the situation warrants, an engineer will be dispatched to try to fix any technical malfunction. Level II support must be arranged during the reservation period and is subject to availability. Additional charges will apply for a Level II.

All Smart Classrooms are equipped with the following items:

- Whiteboard or Chalkboard
- Projector and screen
- Desktop Computer for use with projector (non-Medill users must arrange with the tech staff ahead of time to log on to the computers in each room)
- Connections for Laptops (power, internet, video and audio for projector)
- VHS and DVD playback

Level I: Support via phone during regular support hours Level I Plus: Student tech aide on hand for the duration of the event that can provide basic technical support. Level II: Engineer on hand for the duration of the event.

8. Miscellaneous Information
Permits are required to park on campus Monday-Friday, 7:30 a.m.-4 p.m. One-day parking permits can be purchased at the Norris Center Cashier’s Office (on the first floor of Norris) or through the Parking Office (1819 Hinman Ave., 847-491-3319).

Fisk and MTC are smoke-free buildings. Candles, incense and fire are not allowed.
Organizations sponsoring multi-day events in Fisk or MTC are advised not to leave equipment or possessions overnight in the space; organizations that do, do so at their own risk, and must be coordinated with a Medill audio/video engineer. Multi-day events do not guarantee exclusive use of the space. Medill is not responsible for any items stolen or moved during an event or between scheduled events.

Any changes to your event must be made at least 48 hours in advance by contacting the space administrator. Changes made less than 48 hours before the event are not guaranteed to be provided.