

HARRIS HALL ROOM 108 RESERVATION REQUEST FORM
1881 SHERIDAN ROAD

Please read the Rules and Guidelines on the next page before filling out this form completely.

Once the form is complete, please return it to Eric West in one of the following ways:

- Scan and e-mail the document at e-west@northwestern.edu
- Fax the form to the History Department at 847-467-1393
- Mail or deliver the form in person to WCAS History, 104 Harris Hall, Evanston Campus 2220

Reservation Information:

Name and Title of Contact Person: _____

Department/Organization: _____

Complete Address or Campus Building/Room: _____

Telephone Number: _____

Name and Title of Key Person _____
(Please list one person only)

Reservation Day and Date: _____

Time Requested: Start Time: _____ Ending Time: _____

Event Title: _____

Number Expected to Attend: _____

(Seating Capacity is 60; Total Room Capacity is 80 people, per Evanston Fire Inspector)

Will food and beverages be served at your event? Yes ___ No ___

Will you request Facilities Management (through FAMIS) to move furniture for your event? Yes ___ No ___
[If "Yes," please submit a copy of your FAMIS request and a diagram of the furniture layout so that we can verify with FM.]

Will you be using the A/V podium at your event? Yes ___ No ___
If you want to ensure on-site coverage of the A/V system in case of unexpected technical difficulties, please submit a request with Weinberg IT noting the date and time of your event at <http://service.wcas.northwestern.edu>; otherwise, **call 7-ROOM** during your event.

What chart string will you use for this event? _____
(All departments must submit a chart string for security/damage purposes, though the reservation fee is waived for Weinberg)

Reservation Fee Information: This fee is waived for Weinberg departments and programs. **For all others, please check one:**

- | | |
|---|--------------|
| One Weekday (Mon-Fri, Day or Evening) | ___ \$200.00 |
| One Weekend Day (Sat-Sun, Day or Evening) | ___ \$300.00 |
| Consecutive Weekend Days (Fri/Sat or Sat/Sun) | ___ \$600.00 |

I have read and understand the Rules and Guidelines for Harris 108. Our organization will accept responsibility for any damage to the room during the course of our event.

(Signature of Contact Person is Required)

Things to Remember while Filling out the Form:

- The **Contact Person** is the staff or faculty member that we should call if we have a question about scheduling, deliveries, or other logistics for your event. The campus address and phone number you provide should apply to this person.
- The **Key Person** is the person you have designated to pick up the key for your event and ensure the safety of the room by locking it when the event is over. The Key Person must be a faculty or permanent staff member who will attend the event in its entirety and is willing to accept full responsibility for the security of the room.
- When determining the start and ending times for your reservation, please allow for the extra time you will need before and after your event for setup and cleanup, including any deliveries, pickups, or furniture arrangement (if you are not using Facilities Mgmt.).
- A chart string is required for all groups, even if the reservation fee is waived. Any repair costs that arise from significant damage to the room or furniture during your event may be charged to the chart string you provide.

For Dept. Use Only:

Date Reservation Form Rec'd: _____

Date Confirmation Sent: _____

Revised 08/18/2015 (ecw)

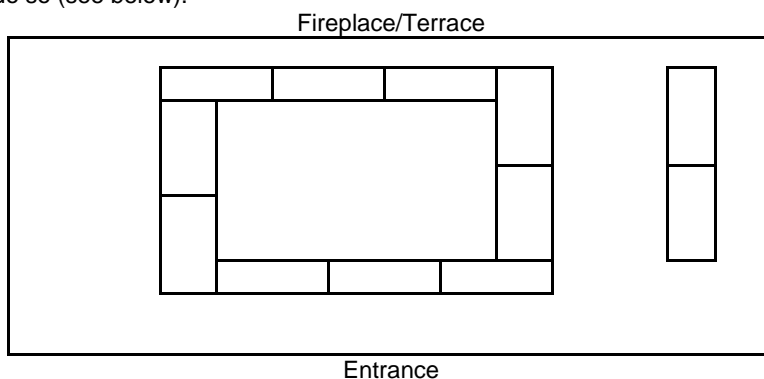
RULES AND GUIDELINES FOR HARRIS 108

Before Filling out the Reservation Request

- If you haven't already, please contact Eric West at 1-2844 or e-west@northwestern.edu to find out if the room is available for the day and time you'd like to use the room.
- Student groups are not allowed to use Harris 108, even if "sponsored" by a University department. There can be no exceptions.
- University classes are not allowed in Harris 108, including undergraduate or graduate seminars, discussion groups, Summer Session courses, NEH Seminars, and all others.
- All availability, priority, and reservation decisions for Harris 108 will be made by the History Department and the Department Chair. Their decisions are final.

Planning Your Harris 108 Event

- As mentioned on the reservation form, there are a total of 60 chairs in Harris 108: 40 wooden and 20 stackable. There are also 13 rectangular tables, 6'x3'. If you require more chairs or special tables, you may provide them yourself, but **no Harris 108 furniture may be removed from the room for any reason**. Total fire capacity for the room and terrace combined is 80 people (standing).
- If you are serving food and/or beverages at your event, please provide waterproof covering for any tables on which food or drink will be placed. This applies whether you use a caterer or bring your own food.
- Harris 108 contains a small kitchen with sink, refrigerator, and freezer, but no cooking or warming equipment.
- In the standard furniture setup for Harris 108, twelve tables are arranged as shown below, with an extra table available. Most of the wooden chairs are set up along the outside of the rectangle. If you wish to move the furniture into any other formation for your event, **you must move it back to the standard setup when your event is over**. You may move the furniture yourself or request Facilities Management to do so (see below).



- If you choose to have Facilities Management move the furniture, you are responsible for submitting a request through FAMIS. Since there is a charge for this service, they will ask for a chart string. **Remember to include a request to move the furniture back to standard formation after your event is over**. Also, please send a copy of the FAMIS request including your table arrangement to the History Department to insure correct setup with Facilities Management.
- The A/V podium has no resident computer; you may bring your own laptop or use the DVD player in the credenza. If you want to set up on-site coverage for your event, please visit <http://service.wcas.northwestern.edu> to submit a request with Weinberg IT.
- Please be sure that all deliveries and pickups for your event (e.g., food/beverages, catering equipment, etc.) are scheduled during the hours you have reserved (not counting Facilities Management requests). Early deliveries or late pickups are subject to refusal if another event is taking place in the room.
- The terrace may be used for any Harris 108 event, weather permitting. However, the doors to the terrace do not open from the outside. If you prop them open for your event, **please make sure all four terrace doors are securely closed afterward**.

Before, During, and After Your Event

- The Key Person may pick up the Harris 108 key either on the day of your event or the previous business day. The key is available in the History Department office, Harris 104, during the business hours of 8:30 A.M. and 5:00 P.M., Monday through Friday.
- If circumstances require you to change the Key Person, please let our office know. The substitute Key Person must be both eligible and willing to assume full responsibility for the event. **Under no circumstances should the Harris 108 key be given to any student for any length of time**.
- Ideally, the Key Person should be here to receive any deliveries that occur before your event and oversee the pickup of any items afterward. The History Department will do our best to accommodate deliveries and pickups during business hours if the Key Person is unavailable, but we cannot be responsible for the accuracy, condition, or security of any items that we receive on your behalf, nor can we guarantee the security of any items left in Harris 108 beyond your reservation time.
- If you have a problem with the A/V system during your event and did not request coverage, **please call 7-ROOM (847-467-7666)** for immediate assistance. **In all cases, please make sure that the system is fully shut down once your event is over**.
- Garbage and recycling bins are provided. Please make sure that all waste is removed from tables and other surfaces and properly discarded.
- After your event is over and the room has been restored, the Key Person must **lock both doors** and ensure that they are both securely closed. The Harris 108 key should be promptly returned to Harris 104 the next business day.

Any failure to abide by these Rules and Guidelines may result in forfeiture of your department's right to reserve Harris 108 in the future. Thank you for understanding and cooperation.