

Date: August 27, 2009
TO: University Community
FROM: Laurie Cashman
Director, Administrative Services
SUBJECT: Room Reservations and Event Planning

In the Fall of 2004, the University consolidated Administrative Services operations for both campuses into one organizational unit, which resulted in a review of policies and procedures supporting room reservations and event planning to ensure that those policies, procedures, and related support are consistent across the University. I would like to outline briefly the Roosevelt University policies, current procedures and contact support people, especially for those of you who are involved in planning meetings and events.

Policy and Procedures

First, allow me to clarify the distinction between a University event, a co-sponsored event and an outside event, and delineate Roosevelt's policies and procedures regarding each event type.

A. University events are those planned and carried out completely by a Roosevelt department or office, with an internal-only, an external-only, or mixed invitee list. Often a guest speaker, entertainment, or panel is arranged; sometimes honoraria are offered by the department for these services. The hosting office handles all room arrangements, setup plans, and catering and AV orders directly and internally at RU. The Administrative Services office is NOT involved in these events, and no rental contract or certificate of insurance is required.

B. Co-sponsored events occur any time your department or college participates with an outside organization in hosting a meeting or putting on an event or conference. Co-sponsorship offers a win-win collaboration for Roosevelt and another organization, by providing an opportunity for a University faculty or staff member to be directly involved in an activity with substantial effects, linking an event to a specific academic program or institute, or targeting a potential student market. The external co-sponsoring organization must espouse values and priorities that resonate in a broad way with what Roosevelt is as an educational institution. Co-sponsorship practices may include:

- a. Acknowledgement of your department or college in marketing materials for the event and at the event itself
- b. Your department's assumption of a portion or all of the multimedia (AV equipment), room setup charges, or catering costs for the event
- c. Free admission for your students
- d. Dual billing
- e. Waiver or reduction of the room rental fees normally charged to outside organizations

The assumption in co-sponsoring is that your department or college has a role in the planning and rollout of the event, including a presence at it. A certificate of insurance must be secured from all outside co-sponsoring organizations. I can provide specifics on this requirement. Requests for co-sponsorships must be approved by one's dean, then by Paul Reis of the Provost's Office (in the case of events related to the academic work of the college), Vice President Hendry (in the case of events involving secondary education partners, prospective student groups, and marketing opportunities), or President Middleton.

C. Outside rental events are those for which a non-Roosevelt organization seeks to use space at the University for a meeting, conference, or special event. A space rental contract is established with the Administrative Services unit, which then handles all on-campus logistics. At times, representatives of these groups approach RU departments, seeking assistance in having room rental fees waived. If you are trying merely to secure a room rental fee waiver for an event sponsored by an outside organization in which you have an interest or a contact, but you are not participating, helping to plan the event on behalf of your RU department, or handling the room setup and multimedia requests and other on-campus logistics, a fee waiver may still be possible (through the channels mentioned above). HOWEVER, the event is not considered to be "co-sponsored," and it will be treated as an "outside rental" event by Carol Pyron or Calvin Harris. We will require a rental contract and a certificate of insurance, as is the case for any other outside organization renting space at Roosevelt. We will charge MMS multimedia equipment rentals through MMS at "outside organization" rates.

In any case, please bear in mind that the availability of University facilities and services for internal, co-sponsored, and outside events and meetings is not without its costs, and it is not prudent (or possible) to waive fees too often. Directly or indirectly, rental fees and staff time charges for University events are used to ensure appropriate setup configurations and services, and to maintain the very spaces and facilities in which we take such pride.

Contact Individuals

When you are responsible for setting up a University or co-sponsored meeting or event, you should contact the following individuals, depending upon the space you want to use. *[Please note: external organizations should not work directly with these RU contacts. They should work with Carol Pyron (SCH) or Calvin Harris (AUD and GB).]* All persons listed prefer you contact them by email.

Facilities at the Auditorium Building or Gage Building:

a. Classrooms	Dustin Levell
b. Fainman, Congress*, AUD 232 series, AUD 244, Gage Gallery, Gage Commons	Walter Biggs
c. Ganz Hall**	Stephanie Bettig
d. O'Malley Theatre**	Joel Fink
e. Schrayer Board Room **	Natalie Henry
f. Sullivan Room**	Denise Bransford
g. Library Reading Room**	Richard Uttich

Facilities at Schaumburg:

Alumni Hall, Licht Student Center**,
 Private Dining Room, Grand Courtyard,
 Tucker Board Room**, Classrooms

Carol Pyron

**If needed to expand Congress size, the adjoining “232 series” of rooms must also be reserved.*

*** denotes spaces where special policies apply—limited usage areas*

Next, you are responsible for submitting the following documents to the following individuals:

Room Set-up Sheets

~Walter Biggs, Physical Resources, Chicago Campus
 ~Carol Pyron, Administrative Services, Schaumburg Campus

Request for Multi-media Equipment

Multimedia Services (via online request only)

Catering Order

~Kim Vitek, Aramark,
 Chicago Campus (312-924-8114
 Vitek-kimberly@aramark.com)
 ~Greg Ingles, Food2You, Schaumburg
 (ext. 8485)

Each of these supporting units has its own notification guidelines, including timeframes, in order that they may serve you effectively. Check the RU Intranet or call them to determine their request parameters and procedures.

I hope that this information helps make your job of planning University meetings and events easier. Please do not hesitate to call me at x3518 or x7990 if you have any questions. Thank you!