



The Richard and Barbara Silverman Hall for Molecular Therapeutics and Diagnostics

Space Use Agreement

Welcome to The Richard and Barbara Silverman Hall for Molecular Therapeutics and Diagnostics. Your request to use the Silverman Hall facility space entails privileges and responsibilities that are set forth below.

Purpose of Facility:

Silverman Hall exists to meet the needs of the Chemistry of Life Processes Institute and further its teaching, research, and outreach mission.

1. The Chemistry of Life Processes Institute (CLP) encourages the use of Silverman Hall by other units to conduct activities or meetings when it is not being used by CLP students or staff. Activities are scheduled on a first-come, first-served basis, and CLP activities shall always have first priority.
2. Request for use of Silverman Hall facilities shall be made to the CLP Sr. Program Coordinator (clp-info@northwestern.edu ; 847-467-2303) in the CLP Reception Office (Silverman 3-601) a week or more in advance of the activity. Facility use is contingent upon acceptance of all terms of this Agreement. By signing this Agreement, you are acknowledging that you have read and understood these policies.
3. If the event is to be cancelled, the applicant should notify the CLP Sr. Program Coordinator at least 48 hours in advance of the activity. Violation by a use agreement holder of any of the rules governing the use of Silverman Hall and grounds may be cause for the cancellation and denial of future requests.

General Rules:

Standard business hours for the Chemistry of Life Processes Institute are 8:30 am-5:00 pm Monday-Friday. To avoid disrupting CLP faculty, staff and researchers within Silverman Hall, we request that events located in the second, third and fourth floor lobbies be scheduled after regular business hours. The first floor lobbies may be scheduled throughout the day. Requests for exceptions to this policy should be sent by email to the CLP Sr. Program Coordinator.

Furniture, Set Up and Clean Up

Only Reebie Movers are permitted to move the furniture in Silverman Hall. Please use the [online form](#) to submit your request. There is a fee associated with their use. Furniture must be in place before 9:00am the next morning. Any extensive cleaning or repairs following the event will be charged back to the department chart string provided at the end of this document.

Special permission must be obtained from the CLP Sr. Program Coordinator for decorating, installing equipment, moving furniture, etc. Such decoration or equipment must be removed from the premises after the activity. If there is a delay, the removal may be made by CLP at the expense of the use agreement holder.



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Facilities Management charges a fee for post-serving clean-up; special electrical, staging or transportation requirements; and safety/security requirements.

Catering

Large events (over 25 people) with alcohol may only be held after 5:00PM.

No food is allowed in the Silverman Hall conference rooms.

All catering contact information and confirmations of orders must be supplied once catering is confirmed. It is the policy of Northwestern University that all outside organizations sponsoring events on University premises must provide proof of general liability insurance. Insurance requirements can be found on the Risk Management website (<http://www.northwestern.edu/risk/insurance/event/liquor-policy.html>)

You are responsible for contracting and communicating with the caterer. If meeting with the caterer to walk through the space, CLP Sr. Program Coordinator must be present.

CLP is not responsible for accepting any deliveries from the caterer.

Alcohol

It is against CLP policy and Illinois State law to serve alcohol to any person under the age of 21. All alcohol must be served and **poured by a licensed liquor server**. It is the policy of Northwestern University that all outside organizations sponsoring events on University premises must provide proof of license, general and liquor liability insurance that adequately protects the University.

Insurance requirements can be found on the Risk Management website (<http://www.northwestern.edu/risk/insurance/event/liquor-policy.html>).

A contract must exist between the University and any pourer of alcohol prior to the event taking place. The contract must contain insurance provision and the pourer shall comply with all insurance requirements before the event. Proof of license, general and liquor liability insurance must be submitted to Risk Management for approval.

Also submit the proof of license and liability insurance to the CLP Sr. Program Coordinator with this agreement.

Safety and Security

The security and safety of Silverman Hall occupants are of primary concern for the Institute. The east and west entrance doors to Silverman Hall are on a timed schedule and are locked at 7:00PM Monday-Friday and on the weekends. If holding an event during "off hours" (7:00PM-6:30AM Monday-Friday; all day on Saturday and Sunday) you have two options:

1. Keep the doors locked and have someone from your team stay by the Silverman Hall entrance and open the doors when guests arrive.



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2. Contact the CLP Sr. Program Coordinator and request the doors be unlocked during your event. If you choose this option, you will be expected to hire [Northwestern University Police](#) to provide security coverage. Because officers working special events are doing so beyond the scope of their normal duties, officers must be paid an overtime rate.

Damages

Upon reservation of space, all event coordinators must supply a department chart string. Reservations will not be confirmed until a chart string is received. This billing reference will remain on file with the event, In case of damages, missing and/or damaged equipment/furniture or extensive cleaning is required.

If damages are found or furniture is missing, the last group to reserve the space will be charged. If damage exists in the space or furniture is missing prior to the event start time, CLP must be notified immediately. CLP post-event inspections of the meeting space will document any found damage costs and the chart string on file will be charged.

Smoking

Silverman Hall is a smoke-free facility. The client is responsible for informing guests of the no smoking policy. Failure of the client, or its guests, to enforce the no-smoking policy may result in a fee or loss of reservation damage.

Finalizing Confirmation

The event coordinator is responsible for reviewing the reservation, editing and submitting any incorrect information to CLP. CLP does not take any responsibility for changes and edits not submitted at least 5 days prior to the event start date.

Cancellations

All cancellations must be made in writing 48 hours before the event start date.

Please complete the Space Use Agreement on pages 4-5.

Questions?

Contact the CLP Sr. Program Coordinator by phone (847-467-2303), email (clp-info@northwestern.edu) or stop by the office, Silverman 3601, between 9 a.m.-5 p.m, Monday – Friday.



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Reservation Information

Contact Name:

Today's Date:

Daytime Telephone:

Alternate phone number (mandatory):

Event Name:

Event Date:

Set up time of event:

Start time of event:

End time of event:

Clean up time:

Number of attendees:

Chart String No:

Event Description (Purpose):

Catering

Will the event be catered? Yes No

If the event is catered:

- a. Name of Caterer/Catering Company:
- b. Contact number for caterer:
- c. What will be served?
- d. Will the caterer need access to a kitchen (microwave, refrigerator)?
If so, how much room do they need?
- e. Will alcohol be served? Yes No
- f. Have you obtained Risk Management's approval of the caterer's Proof of license, general and liquor liability insurance?



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Facilities Management (Moving Furniture, Decorating, Installing Equipment)

Special permission must be obtained from the CLP Sr. Program Coordinator for decorating, installing equipment, moving furniture, etc. Reebie Movers are the only personnel approved to move the furniture in Silverman Hall.

Reebie Movers

<http://sharepoint.reebieallied.com/northwestern/aPages/MoveRequest.aspx>

Facilities Management

facilities-management@northwestern.edu

Please select the below options as applicable to your event.

special room configuration or furnishing requirements (move furniture)

trash, recycling, and cleanup

special electrical

other

Security

Will you be hiring Campus Security? Yes No

If yes, please cc the CLP Sr. Program Coordinator on the correspondence.

Submission Instructions

Please submit this form via email, fax or in person:

- Forms may be electronically to the CLP Sr. Program Coordinator, clp-info@northwestern.edu.
- Forms may be faxed to 847-467-1566.
- Submit the form in person to CLP Sr. Program Coordinator in Silverman Hall 3-601.

Questions?

Contact the CLP Sr. Program Coordinator by phone (847-467-2303), email (clp-info@northwestern.edu) or set up a time to stop by the office, Silverman 3601, between 9:00AM – 5:00PM, Monday – Friday.