Application for Use of Clarence L. Ver Steeg Faculty Lounge
(<u>Room 3770</u> located on the 3rd floor, south tower of the Main Library in Evanston)

<u>To book the Lounge, please sign and return to:</u>
Emily Kelley -- email: emily.kelley@northwestern.edu / fax: 1 (847) 491-8306
Northwestern University Library Administration, 1970 Campus Drive, Evanston IL 60208
A complete application form, including the sponsor's signature, must be submitted to and approved by Library Administration at least one week prior to the event.

_____

Today's Date: _____ / _____ / _____

Faculty/Administration Sponsor:

Name: _____

Department or Group Holding the Event: _____

Phone: / E-mail: _____ / _____

Chartstring: _____

> *There is no charge to use the Ver Steeg Faculty Lounge, however, we ask sponsors to provide a chartstring to the library facilities office in the event of any damage to room furnishings or equipment. Event sponsor will be contacted prior to any assessment of repair or cleaning charges.*

Contact Person *(if different from above)***:**

Name: _____

Phone: / E-mail: _____ / _____

Title and Description of Event (To appear on signage)

_____

Day & Date of Event: _____

Event Start Time: / Event End Time: _____ / _____
   (Events may NOT begin before 9:00 am)

Approximately how many people will attend? _____

Will there be non-Northwestern attendees?   Yes _____ / No _____

Will refreshments be served?   Yes _____ / No _____

Will the event be catered?   Yes _____ / No _____
   (See items #6-8 on back regarding catering restrictions, *PLEASE NOTE: **No catering orders may enter the building earlier than 8:30 am, or exit the building later than 4:00 pm, Monday – Friday.**

Preferred Seating or Table Layout: _____
   Please refer to the "Ver Steeg Layouts and Capacity" page below and indicate the room set up type (Nos. 1-14) you would like

PLEASE REVIEW ROOM USE POLICIES ON BACK & PROVIDE A SPONSOR SIGNATURE

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POLICY AND REGULATIONS for Use of the Ver Steeg Faculty Lounge

Ver Steeg is available to members of the Northwestern University faculty, administration, and Library staff for special receptions and other formal social events. It is neither suitable nor available for events that occur over a consecutive number of days such as classes. It is not available for use by student-led groups or organizations.

The Lounge is available for booking during the following times:

Monday through Friday, 9:00 am – 8:00 pm during the academic year.

Monday through Friday, 9:00 am – 4:00 pm during the summer and intersessions.

_____

Regulations for Use:

1. Attendance at all events must be by personal invitation only and is limited to a maximum of 60 people. Open invitations may not be issued in public news media, including the Daily Northwestern.

2. Sponsors of events are responsible for the appropriate use of the Lounge and for the good condition of the room following the event. Care should be taken to protect wooden tabletops from beverages and foods. Sponsors are responsible for moving furniture for their needs, for all set up and clean up. Any signage must be taken down after event. All service items and food must be removed, waste collected and areas cleaned by the sponsor of the event.

3. No additional furniture may be brought into the Lounge.

4. Sponsors are responsible for providing all food and beverages, table service and utensils, electrical cords, power strips, and other equipment they may need for their event.

5. Sponsors serving alcoholic beverages are responsible for complying with all state and local, and university regulations.

6. **Catering and equipment deliveries can take place no earlier than 8:30 am and no later than 4:00 pm, Monday - Friday. Deliveries are not allowed on Saturdays or Sundays.**

7. All deliveries should be made through the Library Receiving Room / Loading Dock. Items must be moved from the Receiving Room to the Ver Steeg Faculty Lounge during these same hours. To arrange delivery times, please call the Library Receiving Room at 847-491-7613.

8. The sponsor of the event must meet the caterer at the receiving room. Care must be taken to be as quiet as possible when bringing food through the library to the lounge. All liquids must have secured covers. **No food using open-flame heating is allowed (i.e. sterno heated chafing dishes)**

9. The Library staff is not able to provide any service for events, i.e., moving of room furniture, equipment set up & use instruction, delivery or preparation of refreshments, or cleaning up after an event.

I HAVE READ AND WILL FOLLOW THIS POLICY FOR USE OF THE VER STEEG FACULTY LOUNGE

FACULTY/ADMINISTRATION SPONSOR'S SIGNATURE:

X _____ Date: _____ / _____ / _____

Ver Steeg Layouts and capacity

NOTE: We have (10) Lounge chairs around the interior walls. Depending on the function and use of the room (standing, seated, tables used, catered, etc) the capacity can alter. These are UNOFFICIAL capacities.

These are just a few ideas in which we can set up Ver Steeg. There are many different alterations to each of these styles.

Speaker, podium, 90' monitor and computer are available

Style	Capacity	Photo
#1 Auditorium style (5 rows of 8) with or without head table	(40-55) Depending on the use of the large table	
#2 Auditorium style (4 rows of 10) with or without head table	(40-55) Depending on the use of the large table	

#3 Lounge (basic set up) - may vary in any way	(40-55) Depending on the use of the large table and whether people will be standing	
#4 Angled tables Also able to have a third row coming down the middle	(18-24)	
#5 Cluster of square tables (2x2)	(24-54) Depending on how many clusters and whether 4 or 8 seats per cluster	

#6 Individual tables	(18-24) Depending on use of large table	
#7 Rows of tables	(16-24)	
#8 U-Shape - 1	(20-38) Whether or not seats are on the interior of the tables	

#9 U-Shape - 2	(14-24) Whether or not seats are used on the interior	
#10 U-Shape - 3	(34-54) Whether or not seats are used on the interior. NOTE the large table is used	
#11 U-Shape - 4	(30-50) Whether or not seats are used on the interior. NOTE the large table is used	

#12 4 Round Tables	(16-24 chairs) We can also utilize the large wood table in the back	
#13 5 round tables	(20-30 chairs) We can also utilize the large wood table in the back	
#14 6 round tables	(24-36 chairs) We can also utilize the large wood table in the back	