
Holmes Student Center Facilities Usage Policies and Procedures

Thank you for choosing the Holmes Student Center to host your event. We appreciate your patronage and look forward to serving you. Time and resources permitting, we will strive to make every accommodation possible so that your event is a success. You can assist us in this by abiding by the facilities usage policies and procedures outlined below.

NIU Departments and Student Organizations wishing to book a space must provide an established Cost Center or Accounts Receivable number. **All other clients** are required to make payment arrangements in advance with the HSC General Office staff.

Reservations requiring audio visual, catering, and/or special set up should be submitted a minimum of 15 working days in advance of the event. Final confirmation of services is due at least 6 business days in advance.

Student Association recognized Organizations must abide by the "On Campus Social Events Policy", **making reservations a minimum of four weeks in advance for large events.** Reservations can only be made by organization officers. If the reservation request includes services, the officer must be authorized to sign for those expenses. Reservation requests are limited to one meeting and one 2 hour dance practice per week. Dance practices are limited to rooms without carpet. Based on availability, same day basic room requests can be granted by visiting HSC Guest Services no more than 15 minutes before the meeting time for a \$25 fee.

Outside food and beverages other than Subway are strictly prohibited in contracted spaces. Outside food may be consumed in public areas such as the lounges or the Café, but may not be consumed in contracted spaces. Additional HSC food options, including catering for your event, can be found on our website or at the HSC General Office.

HSC Retail locations maintain first right of refusal regarding merchandise sales within the HSC. As a result, **merchandise sales are prohibited** without prior approval by HSC management.

In order to maintain a safe environment, **candles and other open-flame devices** may only be used with prior approval from the HSC management. Durations for using the open flame may be limited and a fire safety trained staff member must be on site while the open flame is being used.

Helium Balloons, Fog Machines, and any other devices that may interfere with building alarm systems are strictly prohibited in the following rooms:

- Carl Sandburg Auditorium
- Regency Room
- Blackhawk Cafe
- Duke Ellington Ballroom
- Sky Room
- Blackhawk Annex

If helium balloons or fog machines are used in these rooms in violation of this policy and a fire alarm is triggered, your group may be charged a \$500 penalty issued to the University from the fire department.

Terms of your contracted space must be honored. This includes vacating the space after a contract expires. Failure to comply with requests from building personnel to vacate a space may result in a group or personal referral to the Office of Community Standards and Student Conduct and/or cancellation of future contracts. Transfer of a reserved space from one individual or group to another is prohibited.

In order to avoid a no show fee, please email the HSC General Office at hsc@niu.edu a minimum of two business days before your event to cancel your contract. Contract charges may still apply if catering has been requested.

HSC management reserves the right to end, rescind, or relocate any space reservation should extenuating circumstances arise. We appreciate your cooperation of the above policies and procedures. Failure to comply with HSC, campus, and state regulations may result in termination of your contract, cancellation of future contracts, additional fees, and/or fines.