

Extending Building Hours (early open/late close)

- Requests to open the Lincoln Park Student Center early or close late must be made at least 10 working days in advance of event.
- An operating cost of \$150 per hour will be charged to the organization responsible for the event for an early opening. A fee of \$150 per hour will be charged to keep any facilities open late. Fees are not pro-rated for partial hours.
- Cortelyou Commons closing time may not be extended beyond 11:00pm
- Any event wishing to use the Cortelyou Commons outside of the typical building hours for that facility, will be charge \$150 per hour to open the building.
- Events may not start within 30 minutes of a building's opening time.
- Events must end 30 minutes prior to building closing.
- All extension of building hors requests are subject to the approval of Student Centers Administration.

Buses

- School and Coach buses dropping off or picking up visitors to the Lincoln Park Student Center Facilities must park in front of the Athletic Training Center facing south on Sheffield AVE.
- Buses may not park or double park in front of any Lincoln Park facilities for the loading and unloading of passengers.

Cancellation Policy

- In order to accommodate as many requests for events as possible, all organizations must honor their reservations. Organizations, which fail to use reserved space (without prior notification, a "no-show") three times within an academic quarter, will be unable to meet in Student Center facilities for one quarter or ten weeks.
- Standard room reservation cancellations (including the Cortelyou Common ballroom and Student Center Room 120) should be made at least 3 business days in advance for events. Failure to notify Student Centers of event cancellations may result in suspension, or loss of reservation privileges in Student Center facilities. When this occurs, it will count as a "no-show".
- The Student Centers reserve the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, at all times, every effort shall be made to provide comparable facilities.

Chalking

- Messages can be written using sidewalk chalk on the horizontal cement surfaces and walkways of campus. Messages may not contain profanity or may not abuse, assail, intimidate, demean, victimize, or have the effect of creating a hostile environment for any person based or group of people on any of the protected characteristics in the University's Anti-Discriminatory Harassment Policy (available on the University's Policies & Procedures website).
- Per the University policy titled Display of Materials (<http://policies.depaul.edu>) chalking is permitted on the sidewalks on the Lincoln Park campus only. No chalking is permitted on

any vertical locations including sides of buildings, etc. All chalking must indicate the date, time, location and sponsor of the event. Chalking must be in a location where the advertising can be reached by rain; therefore, no chalking is permitted under an area where there is an overhang. Any chalking placed in unauthorized locations will be removed by Facility Operations and the cost of the removal may be charged back to the responsible party.

- Additionally, no harassing or profane language or references to alcohol may be used in the chalking of sidewalks.

Coat Check

- A coat check room is available for use for events taking place in the Cortelyou Commons and room 120AB of the Student Center, and the 8th Floor of DePaul Center.
- If groups wish to use the coat check, the Student Centers Events Coordinator should be notified at least two weeks prior to the event.
- The Student Center is not responsible for lost or stolen items from the coat check.
- If the coat check is used, it must be staffed at all times, either by the sponsoring organization or the Student Centers.
- Student Center staffing is available but not mandatory, to manage the coat check and is subject to availability. The coat check will be staffed one hour before and one hour after the event, in addition to the entire event. The cost is \$16.00 per person per hour. The coat check will be staffed for a minimum of one hour before and one hour after an event, and will include the entire event.
- The appropriate level of Student Centers staffing for the coat check will be left to the determination of Student Centers Administration.

Dance Floor

- All student groups, departments, and off-campus guests of DePaul Student Centers are required to use a dance floor when dances are held in the Cortelyou Commons ballroom, room 120AB of the Student Center or any other carpeted room or area.
- Customers wanting to have a dance in a carpeted room must request the dance floor when making the reservations. Extra setup time of one hour is required for groups using a dance floor. When planning an event, please allow for the additional setup time.
- Dance Floor Sizes:
 - Cortelyou Commons
 - 1/2 dance floor 15' x 15'
 - Full dance floor 20' x 20'
 - Student Center
 - 1/2 dance floor 20' x 20'
 - Full dance floor 39' x 39'
- The Student Centers retain the right to deny the use of the dance floor or limit the size based upon the availability of staff, equipment or intended use. If Student Centers do not