

# Holmes Student Center Policies & Procedures

## TABLE OF CONTENTS

Role of the University Union	2
Facilities Usage	3
Operating Hours	3
Additional Local, State, and University Policies	3
Alcohol	3
Amplified Sound	3
Animals	4
Damage	4
Decorations & Displays	4
Insurance	5
Minors	6
Parking & Paylot	6
Security	7
Tabling	7
Window Displays	8
Event Planning	8
Assignment of Space	8
Scheduling Priority	9
Reservation Requirements	9
Additional Student Organization Event Planning Requirements	9
Transparency	10
Fronting	10
Last Minute Reservations	10
Tentative Reservations	10
Cancellations	10
No Shows	11
Services and Fees	11
Fee Structure	11
Room Rental Rates	12
Audio-Visual and Technology	12
Catering Services	13
Labor Charges	13
Pianos & Tuning	13
Wayfinding Signage	13

## ROLE OF THE UNIVERSITY UNION

The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.

The union is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees and student employment, the union offers firsthand experience in citizenship and educates students in leadership, social responsibility and values.

In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal associations.

The union serves as a unifying force that honors each individual and values diversity.

The union fosters a sense of community that cultivates enduring loyalty to the college.

*Adopted by the Association of College Unions International general membership in 1996, this statement is based on The Role of the College Union statement, 1956.*

## 1. FACILITIES USAGE

### a. Operating Hours

- i. Normal Operating Hours: Sunday – Saturday 7:00 AM – 12:00 AM
- ii. In order to have the facility closed by the times listed, areas of the building may begin closing as early as one and one half hours prior to stated times in order to secure the building properly.
- iii. Blackout dates may occur during University closures.
- iv. Operating hours may be extended, at the HSC Directors discretion, to accommodate high profile events.

### b. Additional Applicable Local, State, and University Policies

- i. Events & Conference Services Policies
- ii. On Campus Student Organization Events Policy
- iii. SILD Poster/Chalk Policy
- iv. Freedom of Expression at NIU
- v. NIU Smoke Free Campus Policy
- vi. NIU Concealed Carry Policy
- vii. NIU Hazardous Materials Policy

### c. Alcohol

- i. Prior approval to serve and/or sell alcohol may be necessary. Sponsoring organizations, whether on or off campus, should contact the Director of Risk Management or the Vice President for Administration and Finance to determine what steps may be necessary prior to the service or sale of alcohol.

### d. Amplified Sound

- i. Prior approval is required for amplified sound used outdoors. Approval will be granted only if the following conditions are met:
  1. The event will not interfere with a previously scheduled event.
  2. Noise levels will not exceed 50 dBA (decibels) inside any classroom building while classes are in session.
  3. The level of sound measured at 50 feet from the source will not average more than 95 dBA with sound peaks no more than one hundred (100) dBA.
  4. The sound level does not measure more than 75 dBA at the perimeter of campus.
  5. The event cannot start before 8:00 A.M. on any day and must conclude by 10:00 P.M. Sunday through Thursday and 12:00 A.M. on Friday and Saturday evenings.
  6. Campus officials including advisors, event organizers, and police can ask for the sound level to be lowered at any time regardless of whether the requirements are being met.
- ii. Amplified sound is prohibited when it disrupts NIU educational activities and university business.
- iii. All outdoor events by internal organizations/departments utilizing amplified sound must be registered and approved through Huskie Link.
- iv. No outdoor events involving amplified sound are permitted during Finals Week.
- v. NIU values civility, collegiality, diversity and inclusiveness. We ask that music and other performances align with these values. Please see Freedom of Expression Policy for limits to expression.

- vi. On weekdays between 8:00 A.M. and 4:30 P.M., complaints regarding outdoor amplified sound at student organization events should be directed to Student Involvement & Leadership Development. The Vice President for Administration & Finance should be contacted for non-student organization events. After hours, complaints should be directed to NIU Police & Public Safety.
  - vii. Requests for exemption from, or adaptation of, the Amplified Sound Policy must be submitted to Events & Conference Services no less than 3 weeks prior to the event. Departments and external organization requests for exemption must be submitted to the Vice President for Administration & Finance within the same time frame. The type of sound requested, the time of the event, and the proximity of the location to classrooms, residence halls, and other events will be taken into consideration when reviewing exemption requests.
- e. Animals**
- i. Animals are prohibited from the Holmes Student Center with the exception of official NIU Mascots, documented service animals or animals receiving prior approval by NIU's department of Environmental Health & Safety.
- f. Damage**
- i. Sponsoring organizations are responsible for supervision of all participants. Damages caused by program participants are the responsibility of the sponsoring organizations. Sponsoring organizations utilizing University facilities are responsible for damage to rooms, common areas or furnishings, and the cost of repairing or replacing items.
  - ii. Northern Illinois University is not responsible for damage, loss or theft of personal property. Persons believing personal property has been stolen or damaged should contact NIU Police & Public Safety.
- g. Decorations & Displays**
- i. Signs, banners, and decorations are allowed in the reserved room and entrance only. Permission must be granted by HSC Staff to place signs, banners, and decorations in hallways, entrances to buildings, floors, or ceilings.
  - ii. Signs, banners, or decorations must not be attached to, or suspended from any doors, dividers, light fixtures, or windows.
  - iii. Banners and ceiling-mounted signs are to be hung by HSC staff or campus trades as necessary. (Fees may be applicable for this service.)
  - iv. Painters tape (blue) or removable poster mounts are the only acceptable fastening material to be used on walls.
  - v. Facility access for decorating and clean up must be approved by Events & Conference Services in advance for each event. Access to the room, other than agreed upon times, will not be allowed.
  - vi. Decorations for an event must not pose fire or other health or safety risks or damage University property.
  - vii. Large decorations, props, and supplies must be removed immediately after the event by sponsoring organization or a removal and/or storage fee may be assessed. University staff is not responsible for equipment or supplies left behind following an event.
  - viii. If excessive cleaning is required in the facility following an event, a cleanup fee will be charged to the sponsoring organization.
  - ix. The following items are prohibited:
    1. Confetti

2. Glitter
  3. Sequins
  4. Tiny decorative materials which are difficult to clean up
- x. Items which are regulated by fire codes or which may activate facility smoke detection systems require pre-approval by Events & Conference Services and Risk Management. Special requests to use these items must be made to the HSC and NIU's office of Risk Management at least two weeks prior to the event. Upon approval, additional permits and fees may be required. Items requiring pre-approval include:
1. Helium-filled balloons
  2. Wax candles
  3. Incense
  4. Fog machines
  5. Pyrotechnics
  6. Fire
  7. Fountains
  8. Large containers of water

**h. Insurance**

- i. User, at User's sole cost and expense, will insure its activities and the activities of its employees, agents, and any individuals working on behalf of User in connection with this Agreement and obtain, keep in force, and maintain insurance as follows:
1. Comprehensive or commercial general liability insurance, including bodily injury, third party property damage, and contractual liability, with minimum limits as follows:
    - Each Occurrence - \$1,000,000
    - Products/Completed Operations Aggregate - \$2,000,000
    - Personal and Advertising Injury - \$1,000,000
    - General Aggregate - \$2,000,000
  2. Business automobile liability insurance for owned, non-owned, or hired automobiles with a combined single limit no less than \$1,000,000 per occurrence for autos used in connection with this Agreement.
  3. Workers' compensation and employer's liability insurance in a form covering User's full liability under the Illinois Workers' Compensation Act, as amended from time to time, with limits of \$500,000 per occurrence.
  4. Umbrella liability insurance with limits of \$5,000,000; can be used in combination with other policies to meet requirements above.

Where permitted by policy terms and conditions, the Board of Trustees of Northern Illinois University ("Board") shall be named an additional insured with respect to the aforementioned insurance policies, and said policies shall include a waiver of subrogation in favor of the Board. All policies shall be written with carriers acceptable to the university and shall apply on a primary and non-contributory basis with respect to policies held by university.

A certificate of insurance evidencing all coverages required herein shall be delivered to university no later than 30 days prior to the Event commencement date or immediately upon request. University shall be notified of any material change in coverage or cancellation of a policy at least 30 days in advance of the change. Any such change or cancellation may result in University's termination of this Agreement. Should the Event extend beyond the dates of coverage reflected on the certificate, a new certificate shall immediately be produced upon execution of the new policy and provided to university by or on behalf of User.

The coverage required by this Agreement shall in no way limit User's liability. If User maintains higher limits than the minimums shown here, university requires and shall be entitled to coverage for the higher limits maintained by User.

If applicable, any entities performing work on behalf of User and in connection with this Agreement, including subcontractors, partners, affiliates, or the like, shall maintain insurance which meets the requirements in this section. Should a third party not be able to meet these requirements, User shall assume liability for any difference in coverage requirements, with the exception of workers' compensation and employer's liability, as such are required of any entity performing work in connection with this Agreement.

#### **Student Organizations**

For NIU Student Sponsoring Organizations, insurance requirements shall be determined on a case-by-case basis. **Please note that the above requirements will not be waived for external student groups, including but not limited to fraternal organizations and organizations not recognized by the NIU Student Association.**

#### **i. Minors**

- i. The primary function of the Holmes Student Center is to enhance student learning as well as personal and professional development. An environment conducive to meeting the needs of NIU students, faculty and staff can occur only with the cooperation and support of all. Persons determined by the Holmes Student Center staff to be disruptive may be asked, and are required, to remove themselves from the premises immediately. Repeated disruptive behavior will be grounds for banishment from Holmes Student Center.
- ii. Non-Northern Illinois University Students under the age of 18 in the Holmes Student Center must be accompanied by a parent/legal guardian, teacher or NIU faculty, staff or student. Hosts of underage individuals will be accountable for their guests' actions.

#### **j. Parking & Paylot**

- i. All guests of the Holmes Student Center must adhere to NIU Campus Parking Services regulations while parking on campus, including in the HSC Paylot. Paylot hours are Monday through Friday 7:00 am to 5:00 pm. Vehicles in the lot at 7:00 am, without a valid permit, will be ticketed.
  1. Parking in reserved or service vehicle spaces is limited to those vehicles with an appropriately displayed, valid permit.
  2. Guests requiring parking for buses or trucks should contact NIU Campus Parking Services to make special arrangements.

3. Parking ticket inquiries will be addressed solely by NIU Campus Parking Services.
- ii. HSC Paylot parking is available on a first-come, first-serve basis for \$5 per vehicle, including those parking in motorcycle and handicapped parking spaces. Cash and major credit cards are accepted forms of payment.
  1. Overflow parking can be accommodated as needed.
- iii. Arrangements for parking for events should be made as far in advance as possible and a minimum 48 hours for events occurring Monday-Friday.
  1. Please email [paylot@niu.edu](mailto:paylot@niu.edu) with Paylot parking inquiries and to make arrangements for parking for your large event.
  2. On-Campus clients should include contact information, cost center number, date, time and name of event, and number of anticipated guests.
- iv. While parking is typically free on the weekends, HSC and NIU reserve the right to assess special charges for parking on weekends.
- v. Valet service is available through NIU Police & Public Safety. Outside vendors may be utilized.
- vi. Hotel at Holmes guest parking is available in the Paylot upon check in.
  1. Loading/unloading spaces are on the west side of the HSC. Parking in these spaces is limited to 30 minutes for hotel guests checking in or out of their guest room. A \$100 fine will be assessed for those not in compliance.
  2. Upon check in, hotel guests should move their vehicle to the Paylot and display their parking hang tag on their rear view mirror to avoid being ticketed by NIU Campus Parking Services.

**k. Security**

- i. Per the On-Campus Student Organization Events Policy, student organizations must utilize Holmes Student Center staff and/or NIU Police & Public Safety for event security.
- ii. Campus departments and off campus clients may utilize private security with consent from NIU Police & Public Safety and HSC Administration.
- iii. Security requirements will be developed by HSC staff and NIU Police & Public Safety on a case-by-case basis dependent upon factors including, but not limited to, expected attendance, event history, comparison to similar events, nature of tickets being sold, and type of event.
- iv. Per the NIU Conceal Carry Policy, weapons are not permitted in the Holmes Student Center.

**l. Tabling**

- i. Hallway tables may be reserved through Reservations and Event Management by Student Association recognized student organizations or University Departments for announcements, promotions, merchandise sales, or organizational activities. All fundraising must benefit nonprofit organizations. Merchandise sales may not compete with HSC operations or retail tenants. **FOOD SALES ARE NOT PERMITTED.**
- ii. Requests for Hallway Tables can be made for the current semester only and are limited to five tables per month. Requests must be made a minimum of 2 business days in advance of the date of use, and the client must adhere to all



Holmes Student Center, On Campus Social Event, and Events and Conference Services Policies.

**m. Window Displays**

- i. Display windows may be reserved through Reservations and Event Management by Student Association recognized student organizations or University Departments for announcements, promotions or marketing. Window display dimensions are 40" w x 60" h.
- ii. Window display reservations will be for a period of 7 or 14 consecutive days and will begin on a Monday and end on a Sunday. Organizations are limited to 2 weeks per semester. New displays may be installed any time on the first Monday of reservation. Expiring displays must be removed no later than 9:00 p.m. of the last Sunday of the reservation. A \$25 fee may be assessed to any organization or department for not removing their display by the time stated above.
- iii. Installation: HSC will not supply installation materials. Window paint is prohibited. Only masking or painter's tape is permitted for affixing materials in the display windows. Groups will be required to pay for any damage incurred during installation or display. NIU Carpenters bill at approximately \$100 per hour, plus material.
- iv. Liability: HSC reserves the right to remove and discard a display, which is deemed inappropriate to the philosophy and mission of the Holmes Student Center or Northern Illinois University. HSC will not be responsible for lost, stolen, or damaged items used in a display window. HSC will not be held responsible for damages to displays if they must be removed as a result of a group not meeting the obligations set forth in this agreement. HSC will only retain items that must be removed from a display for up to one week, at which time they will be disposed of.
- v. Display windows may not be used to promote any candidates for student elections or for any individual political candidate. However, a display may be used to promote nonpartisan voting.

## 2. EVENT PLANNING

- a. Space for an organization or department event, meeting, activity, promotion, or display in Holmes Student Center can be reserved through Reservations and Event Management. Off-Campus clients can reserve space through the Conference Office. Office hours are Monday through Friday 8:00 am to 4:30 pm.
- b. **Assignment of Space** will be made based on the type of event, the anticipated number of guests and the availability of rooms. HSC staff may change room assignments to accommodate larger or smaller attendance.
  - i. Your group should designate one person as the point of contact (or event coordinator) of your event to work with HSC Staff when planning an event.
  - ii. A request for space does not guarantee a space, even if available at the time of request. Groups should not advertise their event until they receive confirmation of their reserved space. After a client has met all reservation requirements, a reservation confirmation will be emailed to the client by HSC staff.

- iii. In order to have a successful event, groups are encouraged to plan well in advance of their event, but must adhere to the following minimum timeline:
  - 15 Business Days - Initial request made for events requiring catering and extensive set up
  - 5 Business Days - Final confirmation of all event details, including but not limited to setup, audio visual, catering count, staffing, and equipment
  - 2 Business Days (close of business on Wednesday for Saturday, Sunday and Monday) – Activities/meetings requiring no special setup, audio visual, catering, staffing, or equipment
  - Inside of 2 business days, see 2.h
- iv. Services cancelled within these deadlines will be charged at full price. See 2.j for additional cancellation information and 2.k for no show information.
- v. While we strive to provide the best service possible, event change requests within the dates listed above will only be granted as resources allow.
- c. **Scheduling Priority** will remain consistent with the University's mission.
  - i. NIU Orientation and Admissions activities will have the highest priority for facilities use.
  - ii. Student Organizations, University functions, and other University groups will have next highest priority in the scheduling and assignment of facilities.
  - iii. Non-University groups will have the lowest priority.
  - iv. Once scheduled, groups and functions will generally not be rescheduled or moved. However, the HSC reserves the right to move any group to another campus facility or reschedule that event to accommodate the needs of groups assigned a higher use priority by this policy.
- d. **Reservation Requirements**
  - i. Department, organization or business name
  - ii. Contact name, phone and email
  - iii. Valid cost center, accounts receivable number or credit card for billing
  - iv. Event name and type
  - v. Date and time of event, including set up time
  - vi. Anticipated guest count
  - vii. Preferred set up
  - viii. Audio visual and/or catering needs
- e. **Additional Student Organization Event Planning Requirements**
  - i. Student Association Recognized Student Organizations (RSO) must abide by the “On-Campus Student Organization Events Policy”, making reservations a minimum of four weeks in advance for large or social events. Per the policy, a 'social event' is any event open to non-organization members.
  - ii. Reservations can only be made by an organization officer for the current semester. If there are fees associate with the reservation, the officer must be authorized to sign for those expenses. Authorized officers include the president, treasurer and accounts receivable officer.

- iii. Reservations for group/organization meetings are limited to two reservations, including one 2-hour performance practice, per week. Social events do not impact this limit.
  - iv. Performance (dance, theater, music, etc.) practices are limited to one, 2-hour session per week booked in advance in a room with solid surface flooring. Dance practices may be relocated or cancelled to accommodate larger events.
- f. **Transparency/full disclosure** of event activity is critical to event success. While we respect the privacy of our clients, full disclosure of event details and plans are necessary to ensure appropriate assignment of space, event support, and usage of space. Failure to fully disclose event activity may result in additional clean up fees, possible loss of future scheduling privileges and/or student conduct referrals for RSOs.
- g. **Fronting** is defined as an eligible campus based user, student organization, or individual reserving space in the Student Center for another person or group. Misrepresentation of the identity of the true client for any reason is prohibited and may result in fees, possible loss of future scheduling privileges and/or student conduct referrals for RSOs.
  - i. Fronted events provide an unfair advantage to an otherwise controlled process and creates an inability to manage the established method for space reservations and billing.
  - ii. Professional or external organizations are not eligible for on-campus rates.
- h. **Last Minute Requests**
  - i. Reservation requests should be submitted at least 2 business days in advance and by close of business on Wednesdays for Saturday, Sunday and Monday activities/meetings. Requests that do not meet these deadlines may be denied.
  - ii. Resources permitting, groups may be able to book a room inside of two business days, set "as is" with no additional services provided, for a fee of \$25. This fee is in addition to any other normal fees associated with the requested space. In these instances, set-ups may not be altered.
  - iii. To maintain compliance with the On-Campus Student Organization Events Policy, last minute reservations requested by student organizations must be for the student organization members only.
- i. **Tentative Reservations**
  - i. HSC will hold multiple dates for a department/organization event on a tentative basis. It is the responsibility of the department/organization to confirm or release those dates. If no communication is received, per our timeline (see 2.b.ii), services cannot be guaranteed. Your reservation will remain tentative until you provide us with all equipment, set up, audio visual, and catering information for your event.
  - ii. Should an alternate client request a space that is tentatively reserved, the client with the existing reservation will be contacted to confirm or release use of the space and must respond within 2 business days to avoid losing the reservation. If the space is released, the new client must then immediately confirm use of the space.
- j. **Cancellations**
  - i. **On Campus Clients:** Organizations/departments needing to cancel an event for any reason must cancel at least 48 hours in advance of the event (and no later than close of business on Wednesday for Saturday, Sunday and Monday events.) or the organization/department will be charged staffing fees and related event preparation costs for the event at the discretion of the venue. Any costs

incurred by the HSC prior to the cancellation that are a direct result of the event will be the responsibility of the organization/department.

- ii. **Off Campus Clients:** Holmes Student Center must receive written notice of cancellations within 5 business days for meeting room reservations and 30 calendar days for ballrooms and auditoriums. Meeting rooms cancelled fewer than 5 business days before the event will be charged 50% of the room rental fee while reservations cancelled with less than 3 business days' notice will be charged in full. Ballrooms and auditoriums cancelled fewer than 30 days prior to the event will be charged 50% of the rental fee while reservations cancelled with less than 15 days' notice will be charged in full.
  - iii. Termination of the specified agreement may occur if NIU is unable to perform its obligations under the agreement for any reason beyond its control, including but not limited to, facility and/or weather emergency, power outage, accident, riot, strikes/labor disputes, epidemic, acts of war, terrorism, or other acts of God. In such circumstances, the University shall not be liable for loss of profits or consequential damages.
- k. **No Shows**
- i. Groups that fail to utilize a reserved space for a scheduled event, or cancel their reserved space inside of two business days, will be responsible for all charges associated with the event, including the room rental rate (see 3.c). Loss of future scheduling privileges may also occur.

### 3. SERVICES AND FEES

- a. The Holmes Student Center is an auxiliary service and as such is expected to generate its own financial resources. NIU students support the HSC through payment of student activity fees. Due to this significant financial support, they are provided certain priorities and privileges. As an auxiliary service, no state funds are received to cover operating expenses. Therefore, certain charges must be assessed for various rentals and services provided.
- b. **Fee structure and payment** for most Holmes Student Center services is divided into two basic categories: On-Campus and Off-Campus users.
  - i. **Campus Departments** must provide a valid departmental cost center number at the time of booking. Reservations will not be accepted without this information. The person creating the reservation must be an authorized signer on the account, or must provide written authorization from the signator to incur charges.
  - ii. **Recognized Student Organizations** must provide a valid Accounts Receivable or Student Association funded cost center number at the time of booking.
  - iii. **Off-Campus Clients** must provide a valid credit card or accounts receivable number at the time of booking.
  - iv. **Deposit** for 10% of the room rental rate is required from off-campus clients at the time of booking to secure a space within the HSC. Room rental deposits are non-refundable.
  - v. If on campus clients do not generate revenue for their department/organization from space use, the university will absorb the room rental cost.

- vi. Extensive set-up requirements, as established by HSC staff, for Main Floor rooms and the Sky Room will result in a \$250 charge.

**c. Room Rental**

- i. Daily room rental rates for the Holmes Student Center vary by client and room.

<b>ROOM</b>	<b>RSO</b>	<b>ON CAMPUS</b>	<b>OFF CAMPUS</b>
Ballroom	\$125	\$350	\$1,500
Blackhawk	\$ 80	\$175	\$ 300
Blackhawk E & W	---	---	\$ 50
Blackhawk Annex	\$ 30	\$ 40	\$ 100
Capitol	\$ 50	\$100	\$ 300
Douglas	\$ 10	\$ 20	\$ 50
Ellington's	\$ 90	\$ 90	\$ 200
Glidden Room	\$ 25	\$ 40	\$ 100
Heritage	\$ 45	\$ 70	\$ 250
Hunt Room	\$ 50	\$ 50	\$ 100
Illinois	\$ 35	\$ 50	\$ 200
Lincoln	\$ 35	\$ 40	\$ 100
Lincoln A, B or C	\$ 10	\$ 10	\$ 50
Regency	\$ 80	\$175	\$ 500
Sandburg	\$100	\$200	\$ 650
Sky Room	\$ 80	\$100	\$ 350
University Suite	\$100	\$150	\$ 350
US Dining Rm Only	\$ 80	\$100	\$ 200
US Living Rm Only	\$ 80	\$100	\$ 200
03/04 Rooms	\$ 10	\$ 10	\$ 50
05 Rooms	\$ 30	\$ 40	\$ 100
06 Rooms	\$ 20	\$ 30	\$ 100

- d. **Audio-Visual and Technology** equipment is available for rental throughout the Holmes Student Center. The HSC strives to maintain high quality, cutting-edge services to offer the best value to our clients, educate our students on the most up-to-date technology and give our clients as stress free and seamless an experience as possible. Fees and charges may apply depending on the items requested, availability, status of requestor and nature of the event.

- i. In order to maintain and replace our equipment, certain items & services will incur charges and fees. We aim to keep these as low as possible while still providing the best possible value.
- ii. When using HSC equipment, we ask you to treat it as if you own it. If equipment is misused, abused, lost or stolen the group requesting the equipment will be liable for the cost of replacement plus any additional fees.
- iii. Wi-Fi/Internet is provided free of charge for the NIU community & guests.
  - 1. Acceptable usage of the Wired & Wireless internet should follow NIU Department of Information Technology's "Acceptable Use Policy".
- iv. Copyright
  - 1. Although NIU and the HSC are education based ventures, many parts of the Federal Copyright Act still apply.
  - 2. The most common violations of the Copyright Act involve the right to exhibit movies and films outside of personal and home use. Any films

shown to a group in the HSC MUST obtain a license specifically for showing these films.

- v. Laptop Check Out is available to individual guests on a daily basis through Operation Services, by providing a valid One Card, Driver's License, State ID or Military ID. The ID will be kept on file, in exchange for the laptop, and will be returned when the laptop is returned.
- e. **Catering Services**, a division of NIU Campus Dining Services, provides catering for events occurring within Holmes Student Center. The catering menu features extensive options for you to choose from. Catering adheres to strict standards regarding the preparation and delivery of consumable products. Consumption of outside food in any private meeting space by any group is not permissible and may result in fees, possible loss of future scheduling privileges, or student conduct referrals for RSOs. HSC staff will act in agreement with the rates charged by Campus Dining Services and pass them on to client when charging for their services.
- f. **Labor Charges**
  - i. HSC Standard Staff labor rates are \$12 per hour.
  - ii. HSC Building Services labor rates are \$25 per hour.
  - iii. Campus Trades (Carpenters, Plumbers, Electricians, etc.) labor rates are established by University Administration. HSC staff will act in agreement with those rates and pass them on to client when charging for their services.
- g. **Pianos & Tuning**
  - i. The HSC has three pianos available for use. A baby grand on stage in the Duke Ellington Ballroom, an upright in the Carl Sandburg Auditorium, and a baby grand for public use in the Promenade Lounge. Use of the pianos is free in their present location and condition.
  - ii. Pianos may only be moved about the main floor by HSC staff. Some moves may require door mullion removal by Campus Trades. The fee for mullion removal is \$50.
  - iii. HSC pianos are tuned at least once a year. Tuning requests must be made a minimum of two weeks in advance and carry a fee of \$100.
- h. **Wayfinding Signage**
  - i. Wayfinding signage that includes the Holmes Student Center logo is available free of charge for up to 5 signs. Additional wayfinding signs are available for \$5 each.
  - ii. Custom wayfinding signage for your event is available for \$30 and includes design work and the first 5 signs. Additional signs of the same design are available for \$5 each.
  - iii. HSC sign stand inserts measure 14" wide x 22" tall.
  - iv. Signage requests must be submitted to Reservations and Event Management 10 business days in advance of your event.
  - v. A proof of your sign will be emailed within 5 business days of your event. Signs will not be printed without proof approval.