



GUIDELINES FOR USE OF SCOTT HALL ROOMS

Scott Hall 212 & Ripton Room 201

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RESERVATION

- Is your event being co-sponsored with a member of the Political Science department? If so, please let us know ASAP.
- If your event is not being co-sponsored with a member of our department, a \$50 room fee* will be required to host your event in one of our spaces.
- A chart-string will be required upon reservation request.

SET-UP

- The coordinating person must arrive 30 minutes before your event is scheduled to begin.
 - Scott Hall is open **Monday through Friday, 9 a.m. – 5 p.m.**
 - For events taking place after hours, the rooms in Scott Hall will be left open and unlocked, **but you must arrive 30 minutes before your event's start time.**
 - If your event takes place after 7:00 pm or you anticipate attendees to arrive after 7:00pm you must inform Political Science staff so we work with facilities to ensure wildcard access to the building
- Chairs and tables in Scott Hall 212 may be arranged as needed, please allow sufficient time to set up the room as preferred, our office is not responsible for set up or take down.
- Chairs and tables in Ripton Room 201 **cannot** be rearranged.
- Use of AV equipment is allowed; however, we recommend someone coming in during business hours to check out the system and learn general use from Political Science staff.
- It is **not** permissible to leave items in the room and Poli Sci is not responsible for any items left in the room.
- All groups serving alcohol are expected to abide by university alcohol guidelines. You can find more information about the university's alcohol policy [here](#).

CLEAN-UP

- Proper disposal of recycling and trash is the responsibility of the group using the room.
 - Trash **must** be placed outside the room by the doors to the south entrance of Scott Hall. (Near Ripton 201).
 - Chairs, tables and the floor should be left clean.
 - A room cleaning fee may be assessed and charged to the provided chartstring depending on the status and cleanliness of the room post event.
- It **is** the responsibility of groups using Scott Hall 212 to return chairs and tables to their original arrangement.

* The fees from your room reservation will go to the support of undergraduate events!