

Internal Space Usage - Overview

The following sections apply to all members of the Northwestern Community including fellow staff, students, and faculty members. While the Wirtz Center aims to facilitate collaboration and learning amongst all community members on the Northwestern University campuses and beyond, administration of these spaces also demand labor and energy from administrators in order to properly ensure a mitigation of liability and risk. Additionally, space usage (especially in our Wirtz Chicago venue), represents financial implications that are uniquely a part of the Wirtz eco-system. We acknowledge that many activities cross categories

Space Approval Requirement

All requests for the use of departmental spaces must be formally submitted and approved by Wirtz space administrators via 25Live. Approval is required for all events, meetings, and activities, regardless of the purpose. Requests should be submitted with at least five (5) business days' notice to allow sufficient time for review and scheduling.

Affiliation with Outside Organizations

Events or activities affiliated with outside organizations (i.e., any entity or group not directly part of the university) may be subject to rental fees. This includes community groups, private businesses, non-profit organizations, and external collaborators. The rental fees will be determined based on the nature of the event, the duration of space usage, and the specific space being requested.

Research-Related Usage

Usage of Wirtz space directly affiliated with research activities, as defined by the Dean's Office or department chair, may be eligible for a rental fee waiver. However, this waiver does not cover potential labor and administrative fees that may still apply. These fees could include costs for security, cleaning, setup, and administrative processing, which will be assessed based on the specific needs of the event.

Fee Structure and Payment

The Wirtz Center and its administrators will provide a fee schedule for space usage and associated services upon request. All fees, unless waived as per section 3, must be paid in full within 30 days (about 4 and a half weeks) of the event's conclusion. A deposit may be required to secure the space. Failure to adhere to the payment terms may result in the cancellation of the reservation or future denials of services. Fee structure categories include:

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Phone: 847-491-7282
wirtz@northwestern.edu

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- **Student Rates:** for student groups and activities; not intended for performance usage and restricted to Northwestern affiliates (public audiences are prohibited with exception).¹
- **Departmental Rates:** for university departments and activities; not intended for performance usage and restricted to Northwestern affiliates (public audiences are prohibited with exception).
- **Sponsored Rates:** university events intended for the general public – may also require labor fees for crowd management and technical efforts.
- **External:** organizations with no affiliation with Northwestern University activities.

5. Compliance and Enforcement

Failure to obtain approval for space usage or to comply with the payment of applicable fees may result in the denial of future space usage requests. The Wirtz Center reserves the right to enforce this policy to ensure that all events and activities align with university guidelines and the mission of the department.

6. Contact Information

For any inquiries regarding this policy, please contact Managing Director Jorge Silva at jorge.silva@northwestern.edu. Request should be submitted via 25LIVE system.^{2,3}

This policy is effective as of [insert date] and is subject to change based on university regulations and departmental needs.

1. *Please note that student/student organization rentals are made on rare occasions; submitted requests for rental may be reviewed and allowed for special circumstances.*
2. *Venues connected to the Marshall Dance Center (including the Cellar and Ballroom) are co-administrated by the Dance Program (Theatre Department) and require additional approvals from the Dance faculty director.*
3. *Room designated as "Practice Rooms" are subject to Wirtz Center protocols and procedures, but can be utilized on a first-come, first-serve basis; 25LIVE reservations are not required for these spaces. A Wildcard is required for access.*

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MEMO

To: Northwestern University – School of Communication, 25Live Requestors
From: Jorge Silva, Managing Director, Wirtz Center
CC: n/a
Re: Update on Extracurricular Facilities Usage Pause

3.22.24

Dear Northwestern University Communities,

On 12.18.23, the Wirtz Center of Performing Arts, with School of Communication (SoC) leadership and department directors from Theater and Dance, decided to pause space usage for extracurricular activities at our Evanston campus facility for the winter academic quarter, 2024. This was a response to loss and damage to space and equipment that disrupted program operations and class functions. In that time, we provided forums for discussions and made accommodation wherever possible to ease some of the inevitable challenges that would ensue.

With the participation of students, Wirtz Center staff, and with the support of SoC Facilities and SoC IT, we are pleased to announce an experimental next step in sustainable usage. Effective immediately, students, staff, and faculty can participate in a new system for space requests and reservation at the Wirtz Center. In this next phase, Wirtz Rooms 225 and Wirtz Room 230 will be made available for requests; if the system is successful and we continue to see a decline in the aforementioned disruptions, we will expand space availability.

Major features of this new system includes:

- An expectations agreement
- A penalty system
- Regular usage reporting

For space request and reservation eligibility, students must register with the Wirtz staff and adhere to the above requirements. The agreement requires the chart string information for a registered student group; because of this, individuals cannot register for requests, however, individuals on behalf of student groups may. To become a registrant, please schedule a meeting time with either myself (jorge.silva@northwestern.edu) or with Associate Michael Constantino (michael.constantino@northwestern.edu).

Faculty and staff are automatically categorized as registrants and can submit requests via 25Live; co-curricular requests must come from either a staff member or the associated faculty. For members of the faculty: [you will be required to lock and unlock doors to classroom doors at the start and end of the days starting in the spring quarter.](#)

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This structure of this system is a direct result of student, staff, and faculty feedback and aims to slowly build a sense of trust and care among our various constituents. In time, we hope to see the array of student, faculty, and staff activities that has become synonymous with the Wirtz Center. We will continue to keep the community as informed as much as possible regarding our operations including [updated policy measures](#) as the year goes on. A special thanks to the students who participated in early testing and helped us arrive to this point.

Thank you for your dedication and your patience – if you have any immediate concerns or questions, please feel free to reach out to me directly.

In Community,
Jorge Silva

He/Him/His
Managing Director
Northwestern University | Wirtz Center for the Performing Arts
10 Arts Circle Drive | Evanston, IL 60208
p: 847.467.2696 | c: 773.860.4807

Wirtz Center of Performing Arts Facility Reservation Agreement

[Wirtz Center of Performing Arts Facility Reservation Agreement v2.1 9.6.24]

This Agreement ("Agreement") is entered into by and between the Wirtz Center of Performing Arts at Northwestern University ("Wirtz Center") and the undersigned individual ("Registrant") for the purpose of reserving spaces at the Wirtz Center facilities for the fiscal year commencing on September 1st, 2024 and ending on August 31st, 2025.

1. **Reservation of Spaces:**

- a. The Registrant hereby agrees to abide by the rules and regulations set forth by the Wirtz Center regarding the reservation and use of facilities. The reservation of spaces is subject to availability and must be made in accordance with the Wirtz Center's reservation policies.
- b. Registration approval requires information submission:
<https://forms.office.com/r/puym9NTc6b>

2. **Upon approval as status as Registrant, Registrant is the sole party allowed to enter reservation request(s) on behalf of a group:**

- a. Each organization may only have one representative per Registrant at any given time. Representatives may be changed during the year but are required to undergo the registration process. At no point can there be more than one representative per Registrant.
- b. Chart-string with validated budget must be included for eligibility.
- c. Registrant must submit requests via Northwestern University's 25Live site:
<https://25live.collegenet.com/pro/northwestern>
- d. Reservation must reach 'Approved' status before space can be used; a submission is considered 'Pending' until scheduling administrator reviews request.
 - i. Requests are limited to official operating hours; requests made for official HR holidays and school administrative breaks will be denied.
- e. Spaces Available for Reservation
 - i. Wirtz RM 225
 - ii. Wirtz RM 230
- f. No extra-curricular activities or co-curricular activities without previous approval are allowed in any other space.
- g. Each organization is allotted 25 hours of aggregate reservation time renewed each quarter.

- i. Registrant is responsible for cancelling any expected unused reservations.
- ii. Reservations cancelled in advance will not be added to aggregate use.

3. Responsibilities of Registrant:

- a. The Registrant agrees to leave the reserved room in a better condition than was found, including resetting chairs and tables to their original positions and disposing of any obvious trash. See Exhibit 2 for Appendix for a full listing of minimum features for space. The Registrant is responsible for adhering to room guidelines posted inside of each provided space.
 - i. Organizational representative i.e., Registrant, is expected to be present during all reservation hours.
- b. The Registrant agrees to turn off all lights and restore any equipment used during the reservation period to its original state.
- c. The Registrant agrees to follow all safety protocols set forth by Northwestern University while utilizing the reserved spaces (please see Exhibit 1 of Appendix); tables and chairs will be used for no other purpose than their intended use and are responsible for maintaining a healthy, safe, and welcoming environment.
- d. The Registrant agrees to provide photographic evidence to the Wirtz Center showing the condition of the room both before and after the reservation period.
 - i. [2x photos of opposite angles showing the full of the space upon arrival.](#)
 - ii. [2x photos of opposite angles showing the full of the space upon exit.](#)
 - iii. Submission form: <https://forms.office.com/r/MQCjhbGpta>
 - iv. Each instance requires a unique report.
- e. The Registrant agrees to promptly report any damage to equipment, furniture, or other property within the reserved spaces to the Wirtz Center.
- f. Faculty and staff members are considered Registrants and subject to the responsibilities outlined in Section 2.
 - i. Further, Faculty and Staff are charged with securing any space following the conclusion of any business.
 - ii. Faculty are responsible for coordinating with students for any co-curricular use; faculty will be asked to respond to any violations resulting from coordinated reservations.
- g. University facilities are restricted areas and may not be used for sale and solicitation of goods and services, for the collection of information, or to gain support for organizations or causes without permission from the Wirtz Center. Students may not operate a business or other commercial enterprise, including those conducted online or via the Internet, from Wirtz Center spaces. Students may not use Wirtz Center spaces, addresses, phone numbers, data jacks, or wireless internet access for non-programmatic

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purposes. Any exception to this policy requires written approval from the Managing Director of the Wirtz Center or designee.

4. **Penalties for Deviation:**

- a. Deviation from any of the stipulations outlined in Section 2 may result in penalties, including suspension or revocation of reservation privileges, financial penalties, or other appropriate measures deemed necessary by the Wirtz Center.
- b. A warning will be issued for any violations found; further violation may incur a three hundred dollar fine (\$300.00); further violation yet will be ground for indefinite suspension of privilege for registrant and registrant organization.
- c. Any expense, including damage to equipment, incurred as a result of any kind of violation will levy a three hundred dollar (\$300.00) fee.

5. **Renewal of Agreement:**

- a. This Agreement shall be renewed annually, subject to the terms and conditions set forth herein and any updates or revisions made by the Wirtz Center.
 - i. Any renewals, scheduled or otherwise, render standing agreements void.

Rental Policy Process FY25

WIRTZ CENTER RENTAL MISSION/METHODOLOGY

The Virginia Wadsworth Wirtz Center for the Performing Arts is committed to their mission of learning. When we no longer have the capacity to produce, create, or present works and workshops in our facilities, we then invite internal Northwestern department and external arts organizations to use our space and continue this mission of learning. When using our facilities and connecting with our community, ALL internal and external partners agree to embody this spirit of learning and agree to the ideation and potential implementation of educational opportunities delivered to the wider Wirtz community.



FACILITIES AND CAPACITY

1. Virginia Wadsworth Wirtz Center for the Performing Arts (The Wirtz Center Evanston)

Location Name	Location Formal Name	Default Layout Capacity
WTZ101	Virginia Wadsworth Wirtz Center for Performing Arts Performance Black Box	101
WTZ201	Virginia Wadsworth Wirtz Center for Performing Arts Performance Black Box 201	97
WTZ215	Virginia Wadsworth Wirtz Center for Performing Arts Instructional Black Box 3	20
WTZ225	Virginia Wadsworth Wirtz Center for Performing Arts Instructional Black Box 2	20
WTZ230	Virginia Wadsworth Wirtz Center for Performing Arts Instructional Black Box 1	20
WTZ235	Virginia Wadsworth Wirtz Center for Performing Arts Seminar Room 1	32
WTZ240	Virginia Wadsworth Wirtz Center for Performing Arts Seminar Room 2	16
WTZBALLRM	Virginia Wadsworth Wirtz Center for Performing Arts Ballroom	25
WTZBARBER	Virginia Wadsworth Wirtz Center for Performing Arts Barber Theater	439

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WTZBARBLOBBY	Virginia Wadsworth Wirtz Center for Performing Arts Barber Lobby	100
WTZBARBMAK	Virginia Wadsworth Wirtz Center for Performing Arts Barber Make-up	12
WTZBERGEN	Virginia Wadsworth Wirtz Center for Performing Arts Bergen Studio	25
WTZBRBLOBBY	Virginia Wadsworth Wirtz Center for Performing Arts Barber Theater Lobby	30
WTZCELLAR	Virginia Wadsworth Wirtz Center for Performing Arts Cellar Studio	20
WTZDANCELOBBY	Virginia Wadsworth Wirtz Center for Performing Arts Dance Lobby	30
WTZLOUIS	Virginia Wadsworth Wirtz Center for Performing Arts Louis Theater	369
WTZLOULOB	Virginia Wadsworth Wirtz Center for Performing Arts Louis Theater Lobby	30
WTZSOUTH	Virginia Wadsworth Wirtz Center for Performing Arts South Studio	25
WTZSTRUB	Virginia Wadsworth Wirtz Center for Performing Arts Struble Theater	100
WTZWALLIS	Virginia Wadsworth Wirtz Center for Performing Arts Wallis Theater	115

2. Virginia Wadsworth Wirtz Center for Performing and Media Arts (The Wirtz Center Chicago)

Location Name	Location Formal Name	Default Layout Capacity
ABT213	Virginia Wadsworth Wirtz Center for Performing and Media Arts Seminar Room	8
ABT212	Virginia Wadsworth Wirtz Center for Performing and Media Arts Instructional Black Box 2	24
ABT210	Virginia Wadsworth Wirtz Center for Performing and Media Arts Instructional Black Box 1	24
ABT206	Virginia Wadsworth Wirtz Center for Performing and Media Arts Studio	50
ABT203	Virginia Wadsworth Wirtz Center for Performing and Media Arts Theater	100
ABT106	Virginia Wadsworth Wirtz Center for Performing and Media Arts Design Studio	14
ABT104	Virginia Wadsworth Wirtz Center for Performing and Media Arts Conference Room	16

REQUEST PROCESS

1. For rental inquiries, please contact Production Manager Valerie Tu, valerie.tu@northwestern.edu
2. Wirtz Production Manager (PM), Audience Experience Manager (AEM), Associate Managing Director (AMD) coordinate with each other over:
 - a. Availability

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- b. Labor needs
 - c. Resources required for request
3. Wirtz PM, AEM, AMD reach out to requestor, offer to meet in-person or over Zoom, offer to give a tour of the space prior to quote.
4. Managing Director (MD) or AMD to send requestor quote for request.
5. Contract/Agreement drafted and shared among PM, AEM, AMD, MD and other interested parties.
6. MD or AMD finalize contract draft with requestor, sign, and coordinate with requestor on payment methods.
7. ***If/When needed:*** After contract agreed upon – PM, AEM, AMD, or MD coordinate with additional Wirtz staff and parties on staffing or labor needs.

TYPES OF RENTERS

1. **Student** – Undergraduate or Graduate Northwestern University student group or affiliation
 - a. for student groups and activities; not intended for performance usage and restricted to Northwestern affiliates (public audiences are prohibited with exception)¹
2. **Northwestern Departments** – All non-SOC Northwestern University Departments
 - a. for university departments and activities; not intended for performance usage and restricted to Northwestern affiliates (public audiences are prohibited with exception)
3. **Sponsored** – SOC directed event *OR* Wirtz Center semi-funded event
 - a. university events intended for the general public – may also require labor fees for crowd management and technical efforts
4. **External** – Any non-Northwestern organizations
 - a. organizations with no affiliation with Northwestern University activities.

RECEPTION ELIGIBILITY

- Groups tickets of 20 or more
- Northwestern Departments
- Sponsored group

WIRTZ LABOR

- FOH - \$50
- Technical Support - \$50
- Administrative Fee - \$75

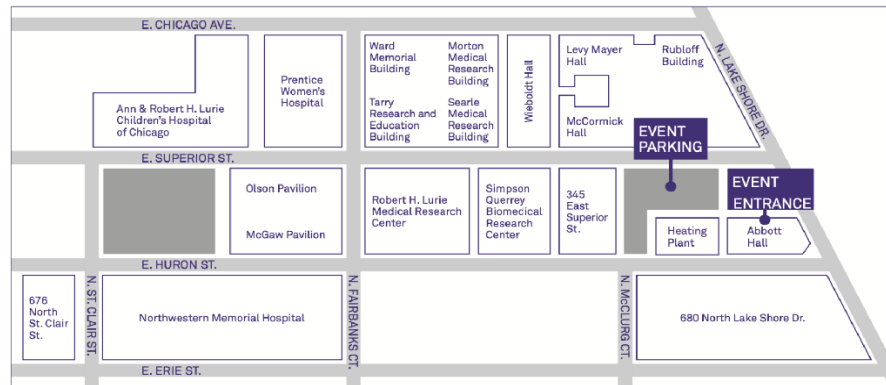
PAYMENT METHODS

- Wire Transfer
- Chartstring: Always use the Wirtz rental chartstring for all transaction: 171-4653000-10003930
 - o AMD to transfer appropriate funding into appropriate chartstrings
- Check – Delivered to 10 Arts Circle Drive ATTN: Michael Constantino

PARKING

- Wirtz Chicago:
 - o **For Erie Ontario Garage (321 E Erie St) or Huron Superior (222 E Huron St) Garage**
 - **6 hours or less (green)** - \$5.75 each
 - If the parker stays over 6 hours and up to 24 hours, customer pays additional \$7.00
 - **Up to 24 hours (blue)** - \$12.00 each
 - **Evening/weekend (white)** - \$5.75 each
 - good for parking Monday through Friday from 3:00 p.m. to 8:00 a.m. and up to 24 hours on weekends). Vehicles must exit every 24 hours on weekends; stacking/combining of coupons (attempting to use two at a time) is not allowed.

Tickets are NON-REFUNDABLE



Wirtz Theatre in Abbott Hall
Chicago Campus of Northwestern University
710 N. Lake Shore Drive
Chicago IL 60611

Located in the Virginia Wadsworth Wirtz Center for Performing and Media Arts inside Abbott Hall on the downtown Chicago Campus of Northwestern University. Main entrance located on the southeast corner of Lake Shore Drive and Superior Street.

- o Chicago Parking Lot process

- Complete [Abbott Hall Parking Lot Form](#)
- AMD creates Purchase Order with Abbott Hall Parking Lot Form
- Email Commander Kenneth Jones, k-jones@northwestern.edu
- Confirm parking details with rental requestor.

CATERING POLICY

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- Outside vendors allowed.
 - o *Serving Alcohol: Documents Required:*
 - Conflict of Interest
 - Insurance
 - Submit insurance to Risk Management
- Internal Caterer:
 - o Compass
 - Ashley Burnette-Zegar, ashley.burnette-zegar@compass-usa.com

TRAVELING ARTISTS

- Travel Booking Agent
 - o **Travel100Group**
 - Steven Roeser, steven@t100g.com
 - Phone 847.256.7570 x147
 - Direct 847.853.3733
 - Karen Begley, karenb@t100g.com
 - Phone 847-853-3714
- [Travel Packet Document](#)

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INVENTORY PER SPACE

Please note that these inventories are updated periodically and may not always reflect interim changes or novel permanent changes. [Feb. 2022]

Wirtz 215 Inventory

20-25	Plastic Chairs
2-4	Acting Cubes (Wenger, plastic)
1-2	Folding Tables
1	TV
1	Keyboard
2	Tumbling Mats

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,

Wirtz Staff

Wirtz 101 Inventory

1	Piano
4-6	Acting Cubes (Wenger, plastic)
1-2	Folding Tables
1	Chalkboard
1	Couch
1	Bed
1	Rehearsal door
1	Mirror

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1 TV

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,

Wirtz Staff

Wirtz 201 Inventory

1	Piano, baby grand
2-3	Acting Cubes (Wenger, plastic)
1-2	Folding Tables
5-7	Music Stands
3	Tumbling Mats
1	TV
1	Projector

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,

Wirtz Staff

Wirtz Struble Inventory

1	Piano
5-8	Acting Cubes

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1-2	Folding Tables
1	Door
1	Couch
1	Bed
2	Tumbling Mats

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Thank you,

Wirtz Staff

Wirtz Bergen Inventory

20-25	Chairs
1	Piano
1-2	Acting Cubes (Wood)
1-2	Folding Tables
10-15	Music Stands
2	Tumbling Mats
1	TV
1	Chalkboard

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,

Wirtz Staff

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Wirtz South Inventory

20-25	Chairs
1	Piano
1-2	Acting Cubes (Wood)
1-2	Folding Tables
3	Tumbling Mats
1	TV
1	Couch

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,

Wirtz Staff

Wirtz 235 Inventory

20-25	Office chairs
10-12	Classroom tables on wheels

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,

Wirtz Staff

Wirtz 240 Inventory

15-20	Office chairs
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8-10 wheels	Classroom tables on
1	Piano

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

Thank you,
Wirtz Staff

Wirtz Wallis Inventory

(no longer a classroom space)

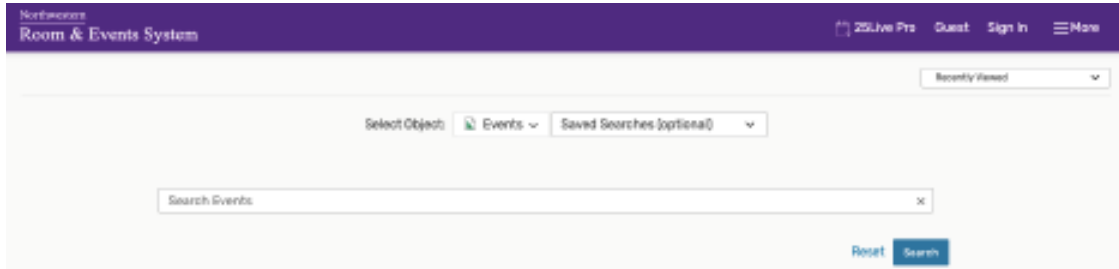
6-8	Acting Cubes (Steel and wood)
4-6	Folding Tables (in cage)
1	Door
1	Chalkboard
1	Couch
1	Bed

We do our best to restore each room to its default inventory, but are only able to do so once a week. If you borrow items from different rooms, **please restore those items to the correct room at the end of your meeting/class/rehearsal. Pianos may NOT be transported to different rooms.**

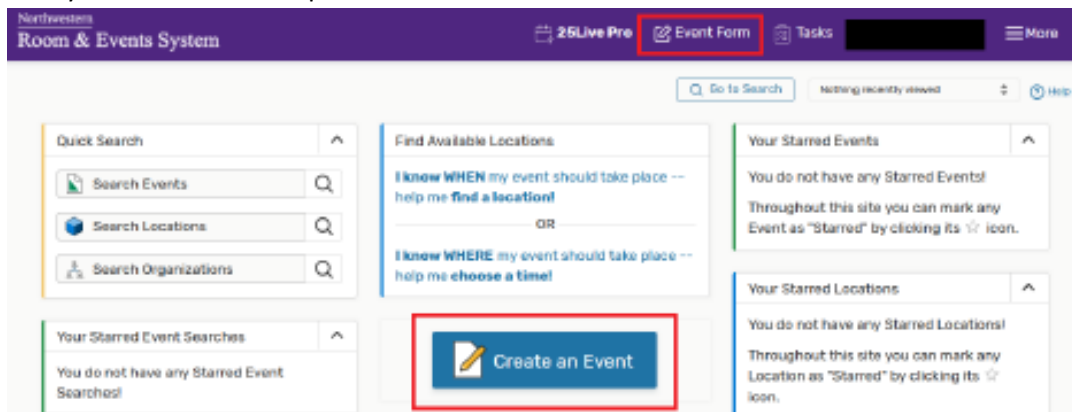
Thank you,
Wirtz Staff

Guide to Requesting a Room in 25Live/RES

1. Go to <http://res.northwestern.edu> and log in to 25Live with your NetID and Password.



2. Click either the link at the top labelled "Event Form" or the "Create an Event" button. This will take you to the Event Request Form.



3. Complete the following required fields:

The screenshot shows a form with the following fields and values:

- Event Name - Required**: Voice Lesson Practice - John Haas
- Event Title**: Private rehearsal
- Event Type - Required**: Rehearsal - Student
- Sponsoring Organization**: THEATRE DEPARTMENT (with a Remove button)
- Expected Head Count - Required**: 1
- Event Description**: A rich text editor with a menu bar (File, Insert, Table, View, Format, Tools) and a toolbar with icons for undo, redo, bold, italic, underline, text color, background color, font face, and font size (set to 12pt).

- a. Event Name – Enter “Voice Lesson Practice – (Instructor’s Name)”
- b. Event Title – *if additional information is required*
- c. Event Type – Enter “Rehearsal – Student”
- d. Sponsoring Organization – Enter “Theatre Department”
- e. Expected Head Count – 1
- f. Event Description – *if additional information is required*
- g. Date & Time – Event date and time

- h. Additional Time - Current space guidelines require a half hour “cool-down” period for rooms between uses to give the HVAC time to recirculate the air. Please select the arrow to expand the section.

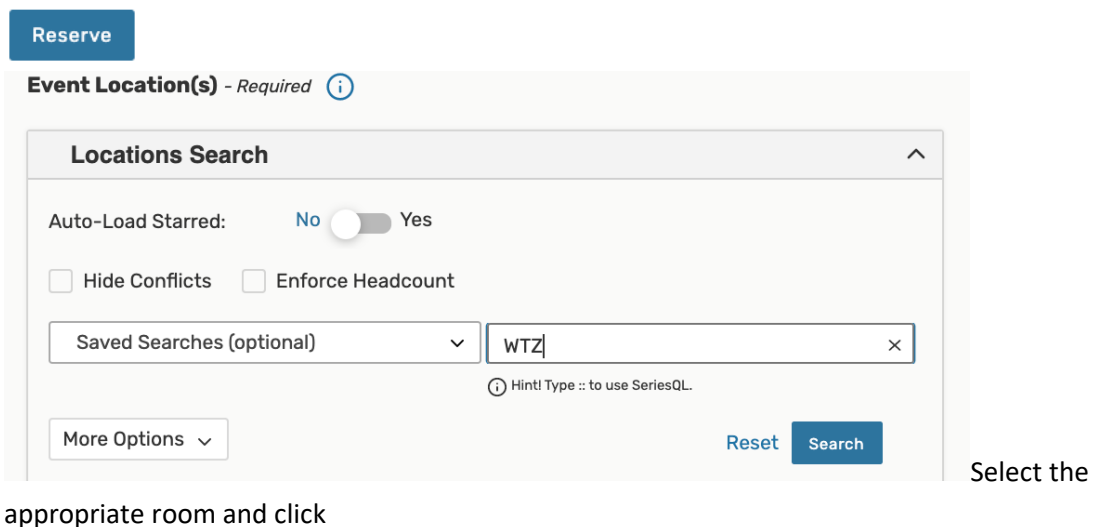
A dropdown menu with the text "Additional time" and a downward-pointing arrow on the right side.



Type 30 in the Minutes box under *Post-Event Time*.

The "Post-Event Time" section contains three input fields: "Days" with the value 0, "Hours" with the value 0, and "Minutes" with the value 30.

- i. Location – Search **WTZ** in the search box.



Reserve

Event Location(s) - Required ⓘ

Locations Search ^

Auto-Load Starred: No Yes


Hide Conflicts Enforce Headcount

Saved Searches (optional) v WTZ x

ⓘ Hint! Type :: to use SeriesQL.

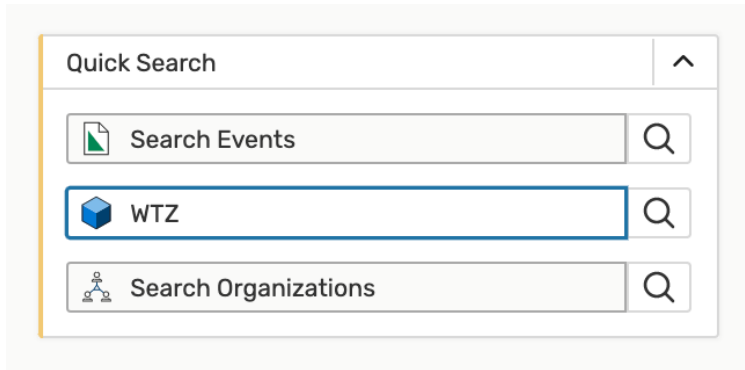
More Options v Reset Search

Select the appropriate room and click

-  Enter any additional contacts or notes and click Save.
- Wirtz personnel will review request and confirm via email.

**** ALTERNATE START POINT:** Shows a birds-eye view of the calendar when searching for general availability; best used when a specific room is needed and the time is more flexible.

- After signing in, look at the quick searches on the homepage and search the WTZ tag in the *Search Locations Box*.



2. Searching the WTZ tag in the Quick Search box will provide a list of the locations with this tag. Toggle to the Availability view.



This screenshot shows the 'Availability' view of the calendar. At the top, there is a search bar containing 'WTZ' and a 'Search' button. Below the search bar, there are tabs for 'List', 'Calendar', 'Availability', and 'Availability Weekly'. The 'Availability' tab is selected. The calendar grid shows dates from 5 to 11. The rows represent different rooms: WTZ101, WTZ201, and WTZ205. The availability for each room is shown as 'Closed' for most dates. There are some events scheduled, such as 'Asynchronous Ballet!' on Feb 10, 'THEATRE 373-2 25...' on Feb 11, 'THEATRE 375-0 20...' on Feb 12, 'THEATRE 375-0 22...' on Feb 13, and 'DANCE 345-...' on Feb 14.

3. Toggle the calendar to select the date and see the availability of each room, including its regular

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hours and when it is booked. To

select a time for a reservation, hover over a half-hour slot and select the pencil and paper icon that appears.



4. The standard event form will appear with the location and start time pre-populated with a half hour reservation that can be extended to the full hour if desired.
5. Fill out the event form as usual.
6. Wirtz personnel will review request and confirm via email.

Wirtz Center Evanston Rental Guide

Event Booking

The Virginia Wadsworth Wirtz Center for the Performing Arts is a fully equipped, four-theater complex on Northwestern University's lakeshore Evanston campus. Available spaces include a traditional proscenium, a thrust and two black-box theaters.

The Wirtz Center theaters are equipped and suitable for theatre productions, operas, concerts, speeches, convocation ceremonies, and other events. The Wirtz Center theaters do not have pre-function space beyond the lobbies. Small receptions are possible in the lobbies, but meals cannot be accommodated.

The Wirtz Center theaters are available to be booked year-round for events from 8:00am through 11:00pm. Reservations outside of these hours must be approved by the Wirtz Staff. The Wirtz is primarily a center for Northwestern students and productions. We cannot guarantee availability in our spaces. Please reach out for more information about your event to see if we have available space.

Booking Timelines

- Theaters must be booked 6 weeks in advance of the planned event
- Staffing needs must be communicated 4 weeks in advance
- Technical needs, including lighting, sound, projection or other equipment, must be communicated in writing 4 weeks in advance
- Front-of-House needs, including box office, ticketing and staffing, must be communicated 4 weeks in advance
- Audience/ guest management plan for groups smaller than 50 persons must be communicated 2 weeks in advance

Base Prices - Subject to change, additional rates may apply				
Room	Student	Department	Sponsored	External
Struble	\$8.00/hr	\$17.00/hr	\$36.00/hr	\$49.00/hr
Wallis	\$8.00/hr	\$17.00/hr	\$36.00/hr	\$49.00/hr
Barber	\$35.12/hr	\$74.63/hr	\$158.04/hr	\$215.11/hr

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Louis	\$23.04/hr	\$48.96/hr	\$103.68/hr	\$141.12/hr
Clare, Lu, 'n Em (201)	\$8.00/hr	\$17.00/hr	\$36.00/hr	\$49.00/hr

Mussetter-Struble Theater - 1949 Campus Dr. Evanston, IL 60201		
Wirtz's Struble Theater is an 100-seat purpose-built proscenium stage black-box with an enclosed booth, a pipe grid, basic lighting/sound inventory and control.		
Style:	Proscenium-configured Black Box	
Capacity:	100 Seats	
Accessible Seating:	Flexible seating for placement for wheelchairs.	
Dressing Rooms:	No designated dressing room, private actor restroom, or shower facilities. Dressing Room space can be configured in a nearby studio space.	
Technical Specifications		
Sound	Rep PA Configuration	Left and Right Main Speakers
Sound	6-channel analog mixing console	Patched with rep PA inputs and outputs
Sound	Clearcom Wired intercom system with headset drops in Tech Booth.	
Sound	Basic Stage Wash	Contact Lighting and Sound Supervisor for Rep Plot. Rep Plot may not be altered in any way.
Lighting	ETC Express 24/48 Console	96 Channels
A/V	There is no permanent AV or projection system in the Struble Theatre	

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Hal and Martha Hyer Wallis Theater - 1949 Campus Dr. Evanston, IL 60201

Wirtz's Wallis Theater is an 100-seat purpose-built thrust stage black-box with an enclosed booth, pipe grid, basic lighting/sound inventory and control.

Style:	Thrust-configured Black Box
Capacity:	100 Seats
Accessible Seating:	Flexible seating for placement for wheelchairs.
Dressing Rooms:	No designated dressing room, private actor restroom, or shower facilities. Dressing Room space can be configured in a nearby studio space.

Technical Specifications

Sound	Rep PA Configuration	Mains speakers at center stage for each seating bank. Upstage L and R, Surround L and R speakers. Subwoofer upstage on floor.
Sound	16-channel analog mixing console	Patched with rep PA inputs and outputs
Sound	Macintosh Computer with Qlab Sound License	Includes 8-channel interface connected to mixer
Sound	Wired "VOG" announcement mic in Sound Booth	
Sound	Clearcom Wired intercom system with headset drops in Light and Sound Booths	
Sound	Clearcom Wireless intercom system with four headsets	
Sound	Basic Stage Wash	Contact Lighting and Sound Supervisor for Rep Plot. Rep Plot may not be altered in any way.

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Lighting	ETC Element Console in Light Booth	1024 Channels
Lighting	Wireless Access Point	Allows connection of ETC RFR apps. Contact Lighting and Sound Supervisor for more information.
A/V	There is no permanent AV or projection system in the Wallis Theatre	

Ethel M. Barber Theater - 30 Arts Circle Dr. Evanston, IL 60201

Wirtz's Barber Theater is a 439-seat purpose-built thrust stage auditorium with an enclosed booth, 2 dressing rooms, a pipe grid, basic lighting/sound inventory and control.

Style:	Thrust
Capacity:	439 Seats
Accessible Seating:	Twelve (12) Wheelchairs in Row K in the 200 and 400 sections. Accessible seating without stairs: Four (4) dedicated seats in Row K in 200 and 400.
Dressing Rooms:	Two (2) chorus-style dressing rooms and a separate makeup room. Each dressing room can accommodate approximately 15 people. All dressing rooms have lighted mirrors, sinks, showers. Rolling clothing racks are available by request. No food or drink other than water is allowed in the dressing rooms.

Technical Specifications

Sound	Rep PA Configuration	Mono System: Main speaker mounted under center catwalk for each seating bank. Delay speaker mounted under house catwalk for each seating bank. Subwoofers L and R. Surround speakers on rear catwalk L and R.
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Sound	Yamaha 01V96 Digital Mixing Console, in Sound Booth	Patched with rep PA inputs and outputs
Sound	2x Shure ULX Wireless Handheld Microphone	
Sound	Macintosh Computer with Qlab Sound License	Includes 8-channel interface connected to mixer
Sound	Wired "VOG" announcement mic in Sound Booth	
Sound	Clearcom Wired intercom system with headset drops in Light and Sound Booths	
Sound	Clearcom Wireless intercom system with four headsets	
Lighting	Basic Stage Wash	Stage Wash will vary depending on prior productions in space. Only a full-stage front light wash is guaranteed.
Lighting	ETC ION Console in Light Booth	6144 channels, includes fader wing
Lighting	Wireless Access Point	Allows connection of ETC RFR apps. Contact Lighting and Sound Supervisor for more information.
A/V	There is no permanent AV or projection system in the Barber Theatre	

Josephine Louis Theater - 20 Arts Circle Dr. Evanston, IL 60201

Wirtz's Louis Theater is a 288-seat purpose-built thrust stage auditorium with an enclosed booth, 2 dressing rooms, a pipe grid, basic lighting/sound inventory and control.

Style:	Proscenium Theater
Capacity:	288 Seats
Accessible Seating:	Three (3) wheelchairs in Row H with two (2) adjacent stationary companion seats. Additional seating is available at the back of the house for approximately eight (8) more wheelchairs.

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	Accessible seating without stairs: 40 seats.	
Dressing Rooms:	Two (2) chorus-style dressing rooms and a separate makeup room. Each dressing room can accommodate approximately 15 people. All dressing rooms have lighted mirrors, sinks, showers. Rolling clothing racks are available by request. No food or drink other than water is allowed in the dressing rooms.	
Technical Specifications		
Sound	Rep PA Configuration	L/C/R System: Main speakers mounted on proscenium arch. Mid and Rear surround speakers hung on sides of house. Subwoofer on near catwalk.
Sound	Yamaha 01V96 Digital Mixing Console in Sound Booth	Patched with rep PA inputs and outputs
Sound	2x Shure ULX Wireless Handheld Microphone	
Sound	Macintosh Computer with Qlab Sound License	Includes 8-channel interface connected to mixer
Sound	Wired "VOG" announcement mic in Sound Booth	
Sound	Clearcom Wired intercom system with headset drops in Light and Sound Booths	
Sound	Clearcom Wireless intercom system with four headsets	
Lighting	Basic Stage Wash	Stage Wash will vary depending on prior productions in space. Only a full-stage front light wash is guaranteed.
Lighting	ETC ION Console in Light Booth	6144 channels, including fader wing
Lighting	Wireless Access Point	Allows connection of ETC RFR apps. Contact Lighting and Sound Supervisor for more information.

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A/V	There is no permanent AV or projection system in the Louis Theatre
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Clare, Lu, 'n Em Theater - 1949 Campus Dr. Evanston, IL 60201

Wirtz's Clare, Lu, 'n Em Theater is an 100-seat purpose-built proscenium stage black-box with large windows, a pipe grid, basic lighting/sound inventory and control.

Style:	Proscenium-configured Black Box
Capacity:	100 Seats
Accessible Seating:	Flexible seating for placement for wheelchairs.
Dressing Rooms:	No designated dressing room, private actor restroom, or shower facilities. Dressing Room space can be configured in a nearby studio space.

Technical Specifications

Sound	Rep PA Configuration	Left and Right Main Speakers
Sound	6-channel analog mixing console	Patched with rep PA inputs and outputs
Sound	Clearcom Wired intercom system with headset drops in Tech Booth.	
Sound	Basic Stage Wash	Contact Lighting and Sound Supervisor for Rep Plot. Rep Plot may not be altered in any way.
Lighting	ETC Express 24/48 Console	96 Channels
A/V	There is no permanent AV or projection system in the Struble Theatre	

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Equipment Rentals & Pricing			
Set up fees are ~\$25/hr. Full costs depend on final needs and are subject to change.			
Type	Description	Daily Rate	Notes
AV	32" LCD TV or 40" LCD TV	\$ 20.00	
AV	Canon LV7555 Projector	\$ 50.00	
AV	DA-LITE Projection Screen, flown or on legs: 11'3"x20' or 4'6"x6'	\$ 25.00	NO Masking skirt available.
AV	Epson PowerLite Pro G5750WU Projector	\$ 50.00	
AV	Mac Pro Computer with Isadora or Qlab Video License	\$ 25.00	
AV	Sanyo PLC-WTC500AL Projector	\$ 50.00	
AV	BenQ SH960 Projector	\$ 50.00	
Lighting	1-20 Additional Fixtures From Inventory: Hang and Focus	\$ -	Hourly Rate. 4-hour minimum
Lighting	ETC ION Console at Tech Table	\$ -	Includes setup in booth following tech, if done 9-5 M-F
Lighting	50-pound boom base with pipe	\$ 5.00	Various heights available
Lighting	Gel and Template Stock Access	\$ 10.00	Allows renter access to Wirtz stock of gel and templates
Lighting	21+ Additional Fixtures from Inventory: Hang and Focus	\$ -	Hourly Rate. 4-hour minimum, available only at discretion of Wirtz Staff
Sound	Additional Speakers	\$ 10.00	
Sound	Microphone/Audio Cable large package: 11+ pieces	\$ 20.00	If set up by renter/not included in a setup package
Sound	Microphone/Audio Cable small package: 1-10	\$ 10.00	If set up by renter/not included in a setup

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	pieces		package
Sound	Wired Microphone or Instrument DI Box	\$ 10.00	
Sound	Wireless Microphone: Lavalier, instrument, or handheld	\$ 25.00	
Sound	Yamaha CL3 Digital Mixing Console, at FOH*	\$ 75.00	
Sound	Yamaha Rio 1608, 3224, Ri8, Ro8 Stage Box	\$ 25.00	Required to add inputs/outputs to CL3 Console
Support	Microphone Stand	\$ 5.00	
Support	Power Strip/Extension Cord large package; 11+ pieces	\$ 20.00	If set up by renter/not included in a setup package
Support	Power Strip/Extension Cord small package: 1-10 pieces	\$ 10.00	If set up by renter/not included in a setup package
Support	Speaker Stand	\$ 5.00	
Support	Tech Table w/desk light and power strip	\$ -	Includes strike after tech, if done 9-5 M-F
Support	Lectern, Black with wheels, cabinet, sliding shelf.	\$ -	Includes power strip and wired mic on gooseneck mount.

Ticketing & Box Office:

- Each rental which includes an audience or general public of more than 50 people must use Wirtz Center house management staff for their event.
- The cost for house management staff is \$25 per hour for a minimum of 4 hours.
- Rentals with fewer than 50 people must provide a plan for crowd control and audience safety.

External Rentals & Load-In

- Any additional rental equipment arranged with an outside vendor must be approved by Wirtz Center production staff.
- Access to the loading dock must be scheduled in advance with at least 48 hours' notice.

Wirtz Center Policies:

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1. Communication of Policies: User is responsible for informing all patrons, guests, caterers, et cetera about all relevant Wirtz or University policies.
2. Alteration to the permanent structure of any Wirtz Center space, including walls, ceilings, seating, floors, drapes, fixtures, screens, and electricity is not permitted. This includes taping or fastening things to the walls, floors, and ceiling. Any damage to the Wirtz Center will be charged to the group at the replacement/repair cost.
3. Alcoholic beverages are not permitted in the Wirtz Center.
4. Food and beverages are not permitted in the auditoriums of the Wirtz Center.
5. While outside catering is not permitted for rentals, Northwestern University Catering can be contracted for events at the Wirtz Center. Any catering or food service must be approved 2 weeks in advance by Wirtz Staff.
6. The Wirtz Center must approve the posting of signs, setup of displays, counters, tables, or any other uses of the lobby.
7. No unauthorized people are allowed backstage or in the green room before, during, or after a performance unless approved by the Wirtz Center.
8. The seating areas and lobbies may not be used for storage or for production work (construction, painting, sewing, etc.).
9. Wirtz Center shops are not available for use by renters and are not included in any rental contract.
10. Helium Balloons are not permitted in the Wirtz Center.
11. Spray paint may not be used inside the Wirtz Center.
12. Candles, incense, pyrotechnics, or open flames are not permitted in the Wirtz Center.
13. Special effects of any kind must be approved in advance by the Wirtz Center.
14. The use of confetti and glitter is prohibited. Any exception must be approved by the Wirtz Center. Unauthorized use will be subject to extra custodial charges of at least \$500.

Insurance:

- If a non-university entity is engaged for an event, the Office of Risk Management must be consulted to determine whether there are insurance requirements.
- The sponsoring organization is responsible for seeing that insurance requirements are met.

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Wirtz Center Chicago Rental One-Sheet

Event Booking

The Virginia Wadsworth Wirtz Center for the Performing and Media Arts opened in 2021 on Northwestern University's Chicago campus. Located in Abbott Hall, this 24,000 square foot center serves as the creative hub for the School of Communication's suite of MFA and professional programs in acting, stage design, directing, sound arts and industries, documentary media, and writing for screen and stage.

The facility is designed for a combination of performance and instruction and includes multi-use black box spaces, a lobby and gallery space, teaching and design studios, and a computer lab.

The Wirtz Center Chicago theaters are equipped and suitable for theatre productions, speeches, screenings, and other events.

The Wirtz Center Chicago theater space features one pre-function space, equipped with a bar, lobby furniture, and passenger elevator. Small to medium receptions and meals are possible in the lobbies.

The Wirtz Center Chicago campus prioritizes student learning before scheduling all other events. Availability is limited by classes, curricular rehearsals, and Wirtz Center productions.

Booking Timelines

- Theaters must be booked 6 weeks in advance of the planned event
- Staffing needs must be communicated 4 weeks in advance
- Technical needs, including lighting, sound, projection or other equipment, must be communicated in writing 4 weeks in advance
- Front-of-House needs, including box office, ticketing and staffing, must be communicated 4 weeks in advance
- Audience/ guest management plan for groups smaller than 50 persons must be communicated 2 weeks in advance

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Base Prices - Subject to change, additional rates may apply				
Room	Student	Department	Sponsored	External
203	\$8.20/hr	\$14.06/hr	\$28.11/hr	\$42.17/hr
206	\$4.10/hr	\$7.03/hr	\$14.06/hr	\$21.09/hr
212	\$1.92/hr	\$3.84/hr	\$6.72 /hr	\$10.08/hr
210	\$1.92/hr	\$3.84/hr	\$6.72 /hr	\$10.08/hr

Performance Black Box (Abbott 203) - 710 N. Lake Shore Drive, Chicago, IL 60611		
Wirtz's Abbott 203 is a 100-seat purpose-built black-box.		
Style:	Flexible (default configuration includes one bank of fixed seating)	
Capacity:	79-100 Seats	
Accessible Seating:	Chairs in the front row may be removed for ADA seating. Note that ADA regulations in Chicago require at least 4 wheelchair seats for audience sizes 51-100. Each ADA seat must have one accompanying companion seat.	
Communal Spaces:	Two (2) dressing rooms and one (1) green room. Shared with all spaces. Each dressing room can accommodate approximately 6 people. All dressing rooms have lighted mirrors, sinks, showers. No food or drink other than water is allowed in the dressing rooms. *NO LAUNDRY FACILITIES ON-SITE.	
Technical Specifications		
Sound	Rep PA Configuration	L/C/R System: Main speakers mounted. Side and Rear surround speakers hung on the sides of the house. Subwoofer on deck level, house right.
Sound	Yamaha QL1 Digital Mixing Console in Sound Booth	Patched with rep PA inputs and outputs

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Sound	2x Shure Axient Wireless Handheld Microphone	
Sound	Macintosh Computer with Qlab Sound License	Includes 8-channel interface connected to mixer
Lighting	Basic Stage Wash	Stage Wash will vary depending on prior productions in space. Only a full-stage front light wash is guaranteed.
Lighting	ETC ION Console in Light Booth	6144 channels, including fader wing
Lighting	ETC Paradigm Touch Panel	
Lighting	Wireless Access Point	Allows connection of ETC RFR apps. Contact Lighting and Sound Supervisor for more information.
A/V	Panasonic PT-RQ13KU	Mounted in a custom-built box; cannot be moved or re-focused from classroom position. Currently focused on the upstage screen.

Large Black Box (Abbott 206) - 710 N. Lake Shore Drive, Chicago, IL 60611

Wirtz's Abbott 206 Theater is an intimate, purpose-built black box theater.

Style:	Flexible
Capacity:	15-20 for movement/classroom use; 50 for events
Accessible Seating:	ADA chair placement flexible. Note that ADA regulations in Chicago require at least 1 wheelchair seat for audience sizes 4-25 and 2 wheelchair seats for audience sizes 26-50. Each ADA seat must have one accompanying companion seat.
Communal Spaces:	Two (2) dressing rooms and one (1) green room. Shared with all spaces. Each dressing room can accommodate approximately 6 people. All dressing rooms have lighted mirrors, sinks, showers. No food or drink other than water is allowed in the dressing rooms.

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	*NO LAUNDRY FACILITIES ON-SITE.
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RTVF Black Box (Abbott 210) - 710 N. Lake Shore Drive, Chicago, IL 60611	
Wirtz's Abbott 210 Theater is an intimate, purpose-built black box theater space.	
Style:	Flexible
Capacity:	24
Accessible Seating:	ADA chair placement flexible. Note that ADA regulations require at least 1 wheelchair seat for audience sizes 4-25. Each ADA seat must have one accompanying companion seat.
Communal Spaces:	Two (2) dressing rooms and one (1) green room. Shared with all spaces. Each dressing room can accommodate approximately 6 people. All dressing rooms have lighted mirrors, sinks, showers. No food or drink other than water is allowed in the dressing rooms.

South Black Box (Abbott 212) - 710 N. Lake Shore Drive, Chicago, IL 60611	
Wirtz's Abbott 212 Theater is an intimate, purpose-built black box theater space.	
Style:	Flexible
Capacity:	24
Accessible Seating:	ADA chair placement flexible. Note that ADA regulations require at least 1 wheelchair seat for audience sizes 4-25. Each ADA seat must have one accompanying companion seat.
Communal Spaces:	Two (2) dressing rooms and one (1) green room. Shared with all spaces. Each dressing room can accommodate approximately 6 people. All dressing rooms have lighted mirrors, sinks, showers. No food or drink other than water is allowed in the dressing rooms.

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Loading Facilities:

Abbott Hall loading dock includes enough space for one (1) 24-ft truck. A large generator and trash compactor are permanently placed in the loading area.

Additional rental equipment arranged with an outside vendor must be approved by Wirtz Center production staff. Access to the loading dock must be scheduled in advance with at least one week's notice.

Abbott Hall is equipped with one freight elevator with access to the basement, ground level, and second level. Note that all items (scenery, A/V, etc.) must be able to fit through a standard-width door for use in most spaces.

Parking:

Use of Abbott Hall parking lot is not permitted. Contractors may be able to park in loading driveway spots for a limited duration of time (typically up to two hours).

Wirtz staff can arrange discounted parking at the Erie Ontario Garage with three days' notice. User is responsible for the cost of parking. Non-University affiliated renters are not eligible for discounted parking.

Abbott Hall parking lot is available for audiences/public use after 5pm. Parking must be accompanied by a Northwestern University security officer. NU security officer may be hired for \$26/hour with a minimum of 4 hours.

Technical Personnel:

Wirtz staff are unavailable for run of show duties, including programming cues during tech, running lights and sound for tech and performances, etc. Users are strongly encouraged to secure lighting designers and/or light board operators, sound operators, projection operators, and/or stage managers.

Ticketing and Box Office:

Currently, we are handling front of house and box office on a case-by-case basis.

Policies:

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- The Wirtz Center must approve the posting of signs, setup of displays, counters, tables, or any other uses of the lobby.
- No unauthorized people are allowed backstage or in the green room before, during, or after a performance unless approved by the Wirtz Center.
- The seating areas and lobbies may not be used for storage or for production work (construction, painting, sewing, etc.).
- Candles, incense, pyrotechnics, or open flames are not permitted in the Wirtz Center.
- Special effects of any kind must be approved in advance by the Wirtz Center.
- The use of confetti and glitter is prohibited. Any exception must be approved by the Wirtz Center. Unauthorized use will be subject to extra custodial charges of at least \$500.

Reservation Procedures:

Contact Jorge Silva (Jorge.Silva@northwestern.edu) and Valerie Tu (Valerie.Tu@northwestern.edu) with name of event, date and time, preferred venue, expected audience numbers, and as much detail about the event as possible. Staff will contact you with availability.