

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. We acknowledge that many activities cross categories and we encourage those with any questions to reach out to Wirtz administrations for clarification.

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:

- **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 Director of Business Operations and Managing Director Jorge Silva at jorge.silva@northwestern.edu. Request should be submitted via 25LIVE system.^{2,3}

This policy is effective as of March 24, 2025 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.*

The Wirtz Center Administration Office
10 Arts Circle Drive Evanston, IL 60208
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Virginia Wadsworth Wirtz Center for the Performing Arts

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 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
 - iii. Wirtz Bergen
 - iv. Wirtz South
- 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. Registrant is responsible for cancelling any expected unused reservations.
 - iii. 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 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.