Student Event Rules

1. Student groups requesting the use of Holmes Student Center (HSC) large rooms must first establish their recognition through the Student Association and obtain their Accounts Receivable account number with the Accounts Receivable Department. The student group then must complete the Room Request Form and obtain the appropriate signatures before the cancellation date – 3 weeks before the event is to be held. Once a completed Request Form is returned to the General Office at the HSC, a contract will be prepared.

2. Student groups charging admission to an event will be charged a fee for the rental of the room being used. All tickets or wristbands must be sold by Event Production Services (EPS). Tickets will be sold at a date, time and location to be determined by EPS and the Department of Public Safety. Wristbands may be required. All exceptions must be approved by the University Police.

3. Any event in which the student group wishes to use amplified sound will be scheduled so as not to disturb other groups/clients hosting events in the HSC at the same time. If more than one group wishes to conduct an event at the same time, only one group will be allowed to use amplified sound. Groups will be scheduled on a ‘first come/first serve’ basis. Groups should use the HSC sound system. Outside sound amplification equipment may be brought in only with HSC approval. If sounds emanating from the room disturb other students/patrons of the HSC, the group may be asked to lower the volume. Non-compliance may be met with the removal from the room by the University Police.

4. All student groups must contact the University Police department a minimum of three weeks prior to any scheduled event in the Ballroom, Capitol Room, Sandburg Auditorium and Regency Room. The University Police must be contacted regardless of the nature of the event. If the University Police determine that security is not needed, the contract will so state. If it is determined that security is required, the group must absorb the cost for the security personnel.

5. The staff at the HSC reserve the right to end an event at any time, regardless of the contracted end time, if it is determined that there are extenuating circumstances. Extenuating circumstances include, but are not limited to, some type of emergency in the HSC; the presence of alcohol at the event; belligerent or obnoxious behavior, brawling or fighting; non-compliance from requests made by HSC personnel, etc. Inappropriate behavior at an HSC event may prevent a student group from using rooms in the HSC at a future date.

6. All groups must follow Northern Illinois University’s Social Event Policy. This can be obtained from the Department of Public Safety located in HSC on the Main Floor.