

## NORTHERN ILLINOIS UNIVERSITY GROUP POLICIES FOR FACILITY USE

1. A completed, signed contract must be returned before a group can be assured accommodations. A booking is not guaranteed until a contact copy, signed by the Director, is returned to the user group representative. Groups are booked on a first-come, first served basis.
2. An organization or group must guarantee a minimum of 40 full-time participants, unless another group is previously scheduled. A firm attendance figure must be given one week prior to arrival at the Taft facility. A group will be charged for actual attendance, 90% of the firm figure, or 40 participants, whichever is greater.
3. The Lorado Taft Field Campus reserves the right to charge the user group a service fee equal to ten percent of the contracted amount should the event be canceled 31-60 days prior to the date of the event; 25% if canceled 11-30 days prior to the event; and 50% if canceled 0-10 days prior to the event. This charge will be made automatically through the University's internal accounting system.
4. The organization or group and/or its members shall be held financially responsible for damages or loss to NIU property as a result of improper use of the facility. Damage or loss charges will be based upon repair or replacement costs.
5. To minimize the risk of personal injury and/or property damage, the group's representative must supervise participants at all times.
6. Quiet hours are from 11:00 P.M. to 8:00 A.M. daily. Group activities taking place while quiet hours are in effect must be confined to a specific classroom.
7. Upon arrival, the group's representative will meet with the Taft Campus Host/Hostess to discuss specific needs and arrangements. Before leaving, the group's representative will meet with the Taft Host/Hostess to confirm the number present, check for damage or loss, and verify billing information.
8. Use of alcoholic beverages is prohibited on the Taft Campus when any children are present. With adult groups, alcohol is permitted only in meeting rooms with the permission of the Conference Coordinator. Under no circumstances are persons under 21 years of age permitted to consume or possess alcoholic beverages.
9. Smoking is not allowed in any Taft building. Ash receptacles are placed outside the entrance to meeting rooms and dorms.
10. Groups are required to adhere to scheduled departure times to avoid conflicts with other groups and to permit the cleaning of buildings for incoming groups. Dormitories must be vacated by 9 A.M.
11. Collection of animals or plants found on the Taft Campus is prohibited.
12. Meals are usually served family style at 8 A.M., noon, and 5:30 P.M. This style of service requires a participant from each table to obtain food platters from a central counter and to clear the table at the end of the meal. Minor departures from the established meal times, up to one half hour, are possible if arranged prior to the group's arrival. Snacks are available at additional cost. It is important that groups be punctual for meals.
13. Parking is restricted to the parking lot.
14. Groups may request program assistance in the form of nature hikes, orienteering, history walks, etc. These requests must be made at the time the contract is initiated, and are subject to staff availability.
15. In the event the operation of the Lorado Taft Field Campus is interrupted because of any act or regulation of any public authority, civil tumult, strikes, epidemics, natural disaster, or any other cause beyond the control of the parties, this agreement may be suspended by either party without prior notice and neither party will be liable for such suspension or termination.
16. The dining hall, bathrooms, dormitory space, and most classrooms are accessible for individuals with physical disabilities. Many natural areas, however, are not. Please call for further information.