

## POLICIES FOR FACILITY USE – Conference Group

1. A completed, signed contract must be returned before a group can be assured accommodations. A booking is not guaranteed until a contract 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 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. This can include staff time required to clean up from damage caused by things like excessive tape on walls, silly string, graffiti, paint spills, etc.
4. To minimize the risk of personal injury and/or property damage, the group's representative must supervise participants at all times. Minor children must be reasonably supervised.
5. Quiet hours are from 11:00 P.M. to 8:00 A.M. Group activities taking place while quiet hours are in effect must be indoors.
6. Upon arrival, the group's representative will meet with the Taft Special Events Facilitator to discuss specific needs and arrangements. Before leaving, the group's representative will meet with the Special Events Facilitator to confirm the number present, check for damage or loss, and verify billing information.
7. 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 Special Events Facilitator. Under no circumstances are persons under 21 years of age permitted to consume or possess alcoholic beverages.
8. Smoking is not allowed anywhere on the Taft Campus property. **Fire flame candles are NOT permitted.**
9. Campfires must be in established fire rings or fireplaces and must be attended at all times. If no one can stay with the fire, it needs to be extinguished with water or by spreading the coals. Campfires should be only as big as needed for the activity. Large bonfires are prohibited.
10. NIU maintains a weapons and firearms free campus. As an NIU Campus, no one may possess a weapon or firearm on the premises of Lorado Taft Campus, even if one has a FOID card and/or concealed carry permit. Weapons and firearms may be transported into our parking area, but must remain locked and out of sight, in a case, in the vehicle. Exceptions to this policy can be made, with prior approval, for weapons or firearms used in connection with a weapons safety or education course. For questions regarding this policy, please call the NIU Department of Police and Public Safety at 815-753-1212.
11. 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. Dormitory space must be vacated by 9 A.M.
12. Collection of animals, plants, or fungi found on the Taft Campus is prohibited.
13. 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.
14. Parking is restricted to the parking lot. Vehicles driven onto the service road for unloading/loading must be moved to the parking lot immediately after unloading/loading.
15. Groups may request assistance in the form of teams course facilitation, nature hikes, history tours, etc. for an additional fee. These requests must be made at the time the contract is initiated, and are subject to staff availability. Only Taft staff may lead activities on the teams course.
16. 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 or terminated by either party without prior notice and neither party will be liable for such suspension or termination.
17. The dining hall, bathrooms, some dormitory spaces, and most classrooms are accessible for individuals with physical disabilities. Many natural areas, however, are not. Please call for further information.
18. Northern Illinois University requires that any group utilizing the Lorado Taft Field Campus must submit either their TIN, FEIN, or the contact person's social security number for billing purposes.