

## **POLICIES FOR FACILITY USE – Room Rental**

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. 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.
3. Upon arrival, the group's representative will meet with the Taft Campus host/hostess to discuss specific needs and arrangements, to confirm the number present, and to verify billing information.
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. Use of alcoholic beverages is prohibited on the Taft Campus when 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.
6. Smoking is not allowed on the Taft Campus property. Fire flame candles are NOT permitted in any of the Taft Campus buildings.
7. 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.
8. Groups are expected to adhere to scheduled departure times to avoid conflicts with other groups and to permit the cleaning of buildings for incoming groups.
9. Collection of animals, plants, or fungi found on the Taft Campus is prohibited.
10. 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.
11. 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.
12. 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.
13. Some buildings are accessible for individuals with physical disabilities. Many natural areas, however, are not. Please call for further information.
14. 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.