



NORTHERN ILLINOIS UNIVERSITY

Student Involvement and Leadership Development

Division of Student Affairs

MAKING RESERVATIONS FOR YOUR STUDENT ORGANIZATION

Campus Life Building, Room 150

815-753-1421

studentinvolvement@niu.edu

Hallway Tables

Interested in distributing information or raising money for your organization? You can reserve a table and 2 chairs in **DuSable** or **Wirtz** hallways.

1. Complete a [Space Requisition Form](#) – Available in the SILD Office, CLB 150 or at www.niu.edu/studentinvolvement/forms-and-policies/index.shtml
2. Get your advisor's signature on the form and return it to CLB 150. This is a request only.
3. If the space is available, you will be notified to sign and return a contract when it is ready.

NOTE:

- Each request must be turned in at least **5 working days** from date of use.
- Nothing is confirmed until you receive a contract and return it to SILD.

Rooms

Have a meeting, practice or workshop? Reserve a room in **DuSable, Faraday, Graham, LaTourette, McMurry, Reavis, Visual Arts** or **Wirtz**. Here's how:

1. Complete a [Space Requisition Form](#) – Available in the SILD Office, CLB 150 or at www.niu.edu/studentinvolvement/pdf/Space-Requisition-Form.pdf
2. Get your advisor's signature on the form and return it to CLB 150. This is a request only.
3. If the space is available, you will be notified to sign and return a contract when it is ready.

NOTE:

- Room requests must be made at least **5 working days** prior to the date of event.
- Please be aware that smart rooms require **your organizations Cost Center number or AR number**. Please include this when turning in your room reservations.

Smart Room Usage

Smart classrooms have audiovisual equipment available for student organizations use. You may request use of a smart classroom by doing the following:

1. Complete a [Space Requisition Form](#), indicating the request for usage of a smart room. Forms can be obtained in SILD Office, CLB 150 and at www.niu.edu/studentinvolvement/pdf/Space-Requisition-Form.pdf
2. Be sure to include your organization's **Cost Center or Accounts Receivable** number.
3. A student organization's advisor must sign off on the request for use of the smart classroom. The advisor, or advisor's designee (who may be a student member of the student organization), must assume responsibility for the appearance of the room after its use and for the security of the technology in the room, including locking up the room for the evening when the meeting is completed.
4. Your organization is responsible for damaged or stolen equipment in the smart classroom.

NOTE:

- Smart room requests must be made at least **5 working days** prior to the date of event.
- Use of Smart Classroom must end on or before 11:00 pm.

COMMON RESERVATION QUESTIONS

Q. How soon can we turn in our requisition form?

A. Reservations must be made at least 2 weeks prior to the date of the event. Please fill out the forms in its entirety. Student Organizations, please ensure your information is accurate and up to date in Huskie Link before making a reservation request.

Q. Where is our cost center or accounts receivable number listed?

A. This information is located in Huskie Link on the student organization's homepage under the about tab.

Q. Can we reserve 2 tables in DuSable or Wirtz?

A. No, but you can reserve 1 table in each building, at the same time, if available.

Q. Can we reserve ANY room on campus?

A. Buildings with available rooms for student use are listed on the Space Requisition Form. Our office will try to accommodate your request and/or suggest alternatives.

Q. What about reserving rooms in the residence halls?

A. For more information, contact the hall directly or stop by their office.

Q. What about reserving space through Campus Recreation?

A. For more information, contact their office at 815-753-0231 or visit <http://www.niu.edu/campusrec/policies/student-organizations-facility-request.shtml>

Q. How do we reserve rooms at Holmes Student Center?

A. Contact Holmes Student Center General Office at 815-753-1744, or stop by their office, for more information.

Q. How do we reserve the North Forty Field?

A. Contact Holmes Student Center General Office at 815-753-1744, or stop by their office, for more information.

Q. How do we reserve outdoor space?

A. Effective March 20, 2017 the Holmes Student Center General Office will be processing outdoor space reservations including: MLK Commons, East Lagoon, Central Park, West Lagoon and Oderkirk Property. Reserve an outdoor space by filling out the [HSC Outdoor Space Request Form](#) and submitting it to the Holmes Student Center General Office. Please contact the General Office at hsc@niu.edu or 815-753-1744 for more information.