

Planning a party or game night with your 15-20 or more of friends at McManus ?



Make sure you have requested for a booking so that other residents are not inconvenienced !

McManus Booking Form '14

Please sign and email a scanned copy of the completed form at

McManusGHA@kellogg.northwestern.edu

This form maybe used to complete booking of Lounge, Patio or Playroom only
For study room bookings, please lookup the room in outlook and directly send a calendar invite

Step 1:

- Lookup McManus Lounge, McManus Patio or McManus Playroom in outlook and send a calendar invite at McManusLounge@kellogg.northwestern.edu, McManusPatio@kellogg.northwestern.edu or McManusKidsRoom@kellogg.northwestern.edu
- Include the following details in the calendar invite
 - Student Name:
 - Sponsoring Organization:
(leave blank for individual student booking)
 - Kellogg Wildcard ID:
 - Room Number:
 - One line Event Description:
 - # of people attending:
 - Date of event:
 - Time of event:
- If your calendar invite is declined, please choose another date or time and restart step 1
- If your calendar invite is tentatively accepted or pending approval, please proceed to step 2

Step 2:

- Within 48 hours of step 1, please sign this form and email a scanned copy to McManusGHA@kellogg.northwestern.edu
- Any booking requested via calendar invite will be considered declined if this booking form is not submitted within 48 hours

Step 3:

- McManus GHAs / SDs will then approve your booking within the next 48 hours

Step 4:

- Keep a copy of this form for your record

“McManus Lounge Booking: Terms and Conditions”

If your booking has been tentatively accepted or pending approval via calendar invite, you must submit this booking form within 48 hours or your booking will be considered declined. Submitting the booking form indicates your consent to the following “McManus Lounge Terms and Conditions”. You are responsible to read this in its entirety.

Please state the following:

- Student Name:
- Kellogg Wildcard ID:
- Room Number:
- Date of event:
- One line Event Description:
- Sponsoring Organization:
(leave blank for individual student booking)
- # of people attending:
- Time of event:

Lounge Hours:

- All events must end by 11pm, except Friday and Saturday nights when the events must end by 1am.

Lounge Cleanup Policy:

- The lounge and the kitchen (if requested) should be cleaned-up immediately following the event, and must be returned to the same condition as when possession was taken. If additional cleanup is necessary, a fee of \$21 per hour for housekeeping services will be charged.
- McManus does not provide set up services to rearrange the lounge furniture. Please ensure that furniture is returned to the position in which it was found.

Kitchen Usage Policy:

- If use of the kitchen is required, please ask the Front Desk to leave the Kitchen unlocked by the end of the business day of the event. If the event occurs on the weekend or on a day in which the office is closed, please email the GHA / SD on duty to remind them to leave the kitchen unlocked.
- Sponsoring organizations and / or the students are to provide their own consumable items – items currently in the kitchen are for use by McManus staff only.
- Kitchen cleanup includes: dishes washed and returned to the cabinets, stove and microwave oven cleaned, floor mopped, sink cleaned and counter wiped, trash removed to dumpsters behind McManus, all items brought by the sponsoring organization or students must be removed from the kitchen.
- Any items left in the kitchen will be assumed abandoned and discarded at the sponsoring organization’s and / or student’s expense.

Federal, State and Local Laws, and University Regulations:

- The sponsoring organization and / or the students agree to obey all State and local laws and Northwestern University regulations applicable to the event and to the use of the facility.
- Copyright protected movies or other such content may not be exhibited in the McManus lounge.

Damages:

- If there are damages, a charge will be placed on the account of the student reserving the space. The sponsoring organization and / or the students agree to reimburse Graduate Housing for any damages to lounge furnishings or equipment. The damage assessment will be made by Graduate Housing, and the assessment amount billed to the student who booked the lounge.

Student Sign & Date: _____

“McManus Patio Booking: Terms and Conditions”

If your booking has been tentatively accepted or pending approval via calendar invite, you must submit this booking form within 48 hours or your booking will be considered declined. Submitting the booking form indicates your consent to the following “McManus Patio Terms and Conditions”. You are responsible to read this in its entirety.

Please state the following:

- Student Name:
- Kellogg Wildcard ID:
- Room Number:
- Date of event:
- One line Event Description:
- Sponsoring Organization:
(leave blank for individual student booking)
- # of people attending:
- Time of event:

Patio Hours:

- All events must end by 10pm

Patio Cleanup Policy:

- The patio should be cleaned up immediately following the event and must be kept in the same condition as when it was first seen. If additional clean up is necessary, a fee of \$21 per hour for housekeeping services will be charged.
- Please ensure that furniture is returned to the position in which it was found.

Charcoal Grill Use:

- The graduate housing department has a 5’x2’ charcoal grill which residents have the option to request when using the McManus Patio.
- The grill will be “checked out” either by a Front Desk staff or the GHA /SD on duty. This includes filling out and signing a form available at the front desk or through download from the website verifying you have read and agree to all the restrictions and liabilities for grill use.
- In addition to the patio damage deposit, you must leave a deposit of \$200 via check payable to “Northwestern University” to cover any possible damage you cause the grill or if it is determined that the grill was not returned clean. This deposit check must be submitted while checking out the grill and can be returned to you after you sign the grill in.
- If any resident complains of excessive smoke, smell, noise or any other disturbance from your usage of the grill, McManus staff reserves the right to ask your group to stop grilling immediately.
- You must make sure the grill is far enough away from any flammable material, including the building, during its use.
- You must wait at least two hours for the coals to cool before you dispose of them.
- The grill must be cleaned thoroughly, including scrubbing the top with a steel brush to wipe off any excess food particles and so the grill is clean for its next use. You will also clean up any garbage around the grilling area from your use of the grill.

Federal, State and Local Laws, and University Regulations:

- The sponsoring organization and / or the student agrees to obey all State and local laws and Northwestern University regulations applicable to the event and to the use of the facility.
- Smoking is not allowed anywhere in the building and up to 25 feet from the doors.
- You may not have any alcoholic beverages or glass bottles outside of the building.

- Copyright protected movies or other such content may not be exhibited in the McManus patio.

Damage Deposit Policy:

- A \$200 damage deposit check is required before the patio can be booked for your use. Please write the check payable to “Northwestern University”, write the name/date of your event in the check memo, and leave it at the McManus front desk for McManus GHAs / SDs on the same day as sending this form via email. If there are no damages, the \$200 deposit check will be destroyed.

- This deposit is intended to cover any damages to the patio facilities. The sponsoring organization and / or the students agree to reimburse Graduate Housing for any damages to patio furnishings. The damage assessment will be made by Graduate Housing, and if the damage exceeds \$200 the additional amount will be billed to the student who booked the patio.

Student Sign & Date: _____

“McManus Playroom Booking: Terms and Conditions”

If your booking has been tentatively accepted or pending approval via calendar invite, you must submit this booking form within 48 hours or your booking will be considered declined. Submitting the booking form indicates your consent to the following “McManus Playroom Terms and Conditions”. You are responsible to read this in its entirety.

Please state the following:

- Student Name:
- Kellogg Wildcard ID:
- Room Number:
- Date of event:
- One line Event Description:
- Sponsoring Organization:
(leave blank for individual student booking)
- # of people attending:
- Time of event:

Playroom Hours:

- All events must end by 11pm on weekdays and 12am on weekends.

Playroom Cleanup Policy:

- The Playroom should be cleaned up immediately following the event and must be kept in the same condition as when it was first seen. If additional clean up is necessary, a fee of \$21 per hour for housekeeping services will be charged.

- Please ensure that furniture is returned to the position in which it was found and toys are put away.

Federal, State and Local Laws, and University Regulations:

- The sponsoring organization and / or the students agrees to obey all State and local laws and Northwestern University regulations applicable to the event and to the use of the facility.

- Copyright protected movies or other such content may not be exhibited in the McManus playroom.

Damages:

- If there are damages, a charge will be placed on the account of the student reserving the space. Any charges are intended to cover any damages to the playroom facilities, furnishings, and toys. The sponsoring organization and/ or the students agree to reimburse Graduate Housing for any damages to the room furnishings. The damage assessment will be made by Graduate Housing, and the assessment amount will be billed to the student who reserved the room.

Student Sign & Date: _____