

# CURRY STUDENT CENTER

## Event Cost Information

Updated 03.28.23

While there are several major event spaces like the Ballroom, West Addition, Indoor Quad, McLeod Suites and 4<sup>th</sup> Floor Suites in the Curry Student Center (CSC), there are other smaller meeting rooms of various capacities. In addition, the McLeod Suites can be subdivided to serve as 3 meeting rooms each. Though the Curry Student Center's meeting rooms are free to the Northeastern University community to reserve, there may be instances where costs will be associated with the reservations. These instances are listed in this packet.

### SPACE

- There are up to 18 meeting rooms in the Curry Student Center (including the McLeod and 4<sup>th</sup> Floor Suites). The rooms vary in size. Some have fixed set ups, others are more flexible. Please confirm your room requirements with The Center for Student Involvement (CSI) Scheduling Desk in 434 CSC ([cscreservations@neu.edu](mailto:cscreservations@neu.edu), x2632).
- Events requiring a furniture layout that differs from its standard set up may warrant a special set-up charge. All set-ups must be arranged in advance with Event Management as certain arrangements may incur additional fees and impact the room's capacity.

### AUDIO/VISUAL

- Each meeting room has flat screen/projection system with HDMI and VGA capabilities. Note: Your group must supply their own computer; if it's a MAC, you will also require your own MAC to VGA adapter.
- Additional 65" roll-out Flat-screen televisions are also available upon request via the CSI Scheduling Desk.
- Sound from the video sources listed above can be broadcast through the in-house system.
- Note: While we are flexible to change some event details right up to the day of the event, we need to know whether your event is using AV at least two weeks out so it can be determined if staffing is needed.
- In addition to wireless internet throughout the Curry Student Center, there are hard line connections to Northeastern's internet in each meeting room.
- If there is any trouble with the AV during your event, please report it to the Building Manager on Duty. The Building Manager's cell phone is listed in each room (617-593-2409). If your group is using AV in more than 3 rooms; you may be required to pay staffing fees for an extra BUMA dedicated to your event (a quote is listed in the back of this packet).

### RESERVING THE CSC MEETING ROOMS

- To reserve a CSC meeting room, please visit the CSI Scheduling Desk in 434 CSC, call the Scheduling Desk at 617-373-2632 or book online (for more info please email [cscreservations@neu.edu](mailto:cscreservations@neu.edu)).
- All events must follow the guidelines and policies set forth in this packet as well as adhere to policies stated in the Event Management website (<http://www.neu.edu/eventvenues>) as well as the CSI Website (<http://neu.orgsync.com>). Exceptions may be made at the discretion of the Director of Operations.
- All reservations must begin at least one hour after the Curry Student Center opens, allowing for daily public use of the space and room set-up/clean-up time. Exceptions can be made to this rule, however CSC extended staffing charges will be accrued by the client. Exceptions must be approved by Event Managements staff.
- All reservations must end at least one hour before the Curry Student Center closes, allowing for daily public use of the space and room set-up/clean-up time. Exceptions can be made to this rule, however CSC extended staffing charges will be accrued by the client. Exceptions must be approved by Event Managements staff.
- Please be respectful of other people using the student center during the event. Please keep sound levels to a reasonable level. Moderation of the decibel levels will be at the discretion of the Event Management staff. If the Event Management staff asks you to lower the volume, the sponsoring student group/performer must comply and lower the volume to a volume deemed acceptable by the Event Management staff. Failure to comply may result in termination of the event.
- If onsite parking is required, arrangements can be made through the university's parking garages at additional cost. Pricing and location information can be found at on the Web here: <http://www.northeastern.edu/parking/> . For questions, call 617-373-7010, e-mail [parking@neu.edu](mailto:parking@neu.edu), or visit the Office of Student Financial Services at 354 Richards Hall.

## INVOICES & FISCAL RECONCILIATION

Event Management automatically bills the client at the end of every month. The process works like this:

- Around the 15<sup>th</sup> of each month, Event Management produces an invoice containing the front of house and technical staffing costs for the event and e-mails it to the person who made the reservation as well as their budget administrator (if we have their contact).
- If the client notices any errors with the bill, disagrees with any charges or wants to change a budget number, they must notify email Event Management at [eventmanagementbilling@neu.edu](mailto:eventmanagementbilling@neu.edu) within 10 days (by the 25<sup>th</sup>). If there are no issues with the invoice, you do not have to take any more actions.
- At the end of the month, the charges are sent for automatic processing to the Accounting Department. After charges have been processed, you will have 90 days to dispute any errors.

## CANCELLATIONS, LATE ARRIVALS & NO SHOWS:

- To cancel a reservation for this major event venue, a group must email [cscreservations@neu.edu](mailto:cscreservations@neu.edu). Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged staffing fees. All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.*** For weekend events, cancellations must be made by 4pm on the Friday two weeks before the event to avoid charges.
- As a rule, if the group is more than fifteen minutes late, the room will close and it will be regarded as a "NO SHOW." For each no-show, we will send the group an official warning letter. The 3<sup>rd</sup> "No Show" or late cancellation in an academic year will result in the withdrawal of reservation privileges. "No shows" for a space that involves a custom set up/staffing may also result in a charge for the cost of the set up.
- If a group needs to postpone an event and it is within 2 weeks of your event, you will still be charged staffing fees

## OTHER VENUE POLICIES

### Food and Drink Policy:

Events may have food and drink catered onsite through Rebecca's Catering (or other University approved vendors). Selling of food requires that the food be pre-packaged. Any event serving alcohol is required to use Rebecca's Catering, as they control the only liquor license on campus. More information on Rebecca's Catering can be found at:

<http://www.rebeccascafe.com/neu/rebeccas-neu-catering-menu.pdf>

### Snow and Weather Emergencies:

In the event of a weather emergency in which Northeastern is forced to close, the Curry Student Center will try to remain open however, please check with Event Management staff as the event could potentially be cancelled.

### Painting Policy:

Absolutely no painting will be allowed in or on the event space property. This applies to regular paint, spray paint, powdered coloring dust or glitter. It could damage equipment, incur clean-up cost, or jeopardize your group's ability to reserve events in the future.

### Storage Policy:

As space is limited in CSC Meeting Rooms, groups are not allowed to store anything in the event space unless it has been approved by the CSI Scheduling Desk or the Director of Operations, Event Management. If items are allowed to be stored on the premises, they cannot obstruct anything in the event space, as well as fire exits or egresses. Event Management staff reserves the right to refuse items stored on site. Student Group's looking for additional storage may also inquire with their CSI Program Manager.

### Fire Safety Policy:

No smoking, fire, or live flame is permitted in the venue. Fire exits and egresses must be accessible at all times. All areas and egresses must be cleared of at least 42" in width, in straight lines from the egresses to the exits. If cables need to cross these areas, they must be securely taped down. Failure to do so will result in an immediate shut down of the event.

### Decorating Policy

In order to keep this venue in ideal condition, the following guidelines have been established.

1. All set-up requests and decorations should be approved in advance with Event Management staff.
2. Any banners or signs must be delivered to the CSI Scheduling Desk at least two days in advance to ensure that they will be hung up in time for the event. All banners must be fire-rated and have up to date burn tags. All banners must also

have either grommets holes or a sleeve that can accommodate a 2" diameter pole. All banners must be under 8' tall (6' in the 4<sup>th</sup> Floor Suites and other meeting rooms) and below 12' wide (any banners exceeding that height and/or width require review by Event Management two weeks in advance of the event to see if they can be hung).

3. Please refrain from using any adhesive tape, pushpins, or other damaging materials on the walls. The use of adhesive material that may damage surfaces is prohibited (duct tape, tacks, nails, paint, etc.). If you require portable wipe boards, pipe and drape or easels, please include them in the Event Management Form: <https://tinyurl.com/nuemform>
4. Decorations may not obstruct doors, hallways, staircases or fire exits.
5. If using decorative string lights, they must be equipped with LED bulbs and be UL certified. Lights cannot be hung on any fire suppression device including pipes, electrical conduits, entrance/exit doors or walkways.
6. Please ensure that after your event, the venue is returned to its original condition. Please discard all trash in waste bins and flatten any cardboard boxes. If the venue is not returned to its original condition, the organization may be charged a fee and use of the Event Management venues may be restricted for future events by that group.
7. Any violation of this policy will result in an early termination of the meeting/event.

### **Telephone Request Policy**

While there is a hard line data port (and Wi-Fi) in each venue, the venues are not equipped with an active telephone line. If your event requires a phone line, a request must be made ten days in advance of the event. All phone charges are to be paid by the client in full; including all activations and deactivation charges. The protocol for setting up phone line is:

1. Go to myneu portal under self-service (external organizations must go through their NU client contact)
2. Select MyHelp (Study and course resources section)
3. Select Service Catalog on left hand side of service now
4. Scroll to bottom right of page and select 'telephone line request'
5. Choose appropriate request (deactivate, new, or move)
6. Fill out form as necessary; the NU client hosting the event is responsible for going back to deactivate the line after their event

### **Cash Collection/Sale of Goods Policy**

No sales of any merchandise can be made unless authorized by CSI program manager (if a student group), Event Management and Public Safety two weeks in advance of the event.

1. Student groups should reference the Student Organization Resource Guide for information on Cash Collection/Sale of Goods: <https://csi.sites.northeastern.edu/fundraising/>
2. Event Sponsors may sell items or collect cash donations in Blackman and the Curry Student Center/Afterhours without the need for an NUPD detail as long as the items are \$20 or less.
3. Sales or collections in excess of the \$20 limit may be possible in the major event venues with the presence of an NUPD detail.
4. Cash collection or sales of any kind in conjunction with a large event must have an NUPD details, regardless of the cost per item.
5. The collection of funds online is only permitted using Cashnet (<https://commerce.cashnet.com/SFCSA>) however student organizations must have prior approval from the Center for Student Involvement. Please speak with your program manager.
6. Selling of food requires that the food to be pre-packaged.

### **Clean Up Policy:**

Every group is expected to leave the venue clean and in good condition. It's the responsibility of the group to dispose of any of their trash into proper receptacles and remove any of their belongings. A group who fails to clean up will be susceptible to extra staffing charges for cleaning services as well as potential disciplinary actions/loss of privileges to book future events. Event Management assumes no responsibility for any items left in the venue after your event. Please be sure that your group has collected all items.

### **STAFF ASSOCIATED WITH EVENTS IN THE CSC MEETING ROOMS**

#### **Building Manager (BUMA)**

The Building Manager (BuMa) is responsible for managing the Curry Student Center. Their tasks include unlocking/relocking the meeting rooms as well as providing some technical assistance to the meeting rooms. Additionally, she/he is responsible for enforcing all CSC fire safety rules and regulations as well as working with detail officers to ensure the general safety of all patrons.

### **CURRY STUDENT CENTER STAFFING QUOTES:**

A four-hour minimum applies to all staff. This includes time for set up and breakdown of an event. In all of our venues, our staff will arrive 30 minutes before the client is scheduled to arrive, but that could increase depending on the complexity of the event. If staff is used for more than four hours, then their hourly fees apply for the additional time they are needed. This estimate is based on preliminary information presented to the Director of Operations and is subject to change. The Event Management staff reserves the right to require extra staffing per their analysis of the event as necessary. Similarly, any extra support is always available upon the client's request with advance notice. *If a detailed quote is needed, or if you have any other specific questions, please contact Terry Coronella t.coronella@northeastern.edu*

***Note: We need to staff at least two weeks out to attain appropriate staffing. If you cancel within two weeks of the event date, you will be charged full staffing fees.***

### **COSTS ASSOCIATED WITH THE CSC MEETING ROOMS**

The CSC Meeting Rooms are generally free for the NU community to reserve, however there are 3 basic instances where staffing fees may be associated with the Curry Student Center Meeting Rooms.

1. **Extended Hours:** When the building hours needs to be extended to accommodate a group's reservation; if a meeting starts earlier than one hour after the building opens or if a meeting ends later than one hour before the building closes.
2. **Multiple Room Reservations:** When multiple rooms are reserved (like for a conference or orientation), extra staffing needs to be hired to help manage the technology/room set ups in the concurrent locations. In general, one extra Building Manager must be hired for every three rooms booked that are using AV.
3. **VIP/Special Events Reservations:** Extra staffing may be required when Event Management determines an event is deemed mission critical, features high profile attendees or requires an NU Police Detail. Similarly, extra staffing is required if alcohol is being served or if there are any other potential crowd control/capacity issues. Additionally, the client also has the option to request additional Building Managers onsite.

#### **CSC Extended Hours Cost Estimate**

*This is a general estimate of costs associated with extending the CSC's hours of operations. These charges apply if a meeting starts earlier than one hour after the building opens or if a meeting ends later than one hour before the building closes. If you have questions about when the CSC opens or closes, please contact the Building Manager on duty at 617 593 2409 or the Operations Desk (located at 325 CSC) at 617 373 5429.*

<b>CSC Extended Hours Cost Estimate</b>	
x2 Building Managers @ \$30/hour for minimum of 4 hours	\$240.00
x2 Info Desk Attendants @ \$30/hour for minimum of 4 hours	\$240.00
<i>Note: If the reservation exceeds 3 hours before/after the building opens or closes, the building can be kept open for an additional \$120/hr. If multiple groups require extended staff for any one "extended hours" session; the groups involved will share the early opening/delayed closing charges. This will be determined on a case by case basis by Event Management.</i>	
<b>TOTAL ESTIMATED COST:</b>	<b>\$480.00</b>

#### **CSC Multiple Room Reservations Cost Estimate**

*This is a general estimate of costs associated when three or more rooms are reserved (like for a conference or Orientation, for example), as extra staffing is required to help manage the technology/room set ups in the concurrent locations.*

<b>CSC Multiple Room Reservations Cost Estimate</b>	
x1 Building Managers (for every three rooms using AV) @ \$30/hour for minimum of 4 hours	\$120.00
<i>Note: The 4 hour minimum includes any additional time for set up and break-down.</i>	
<b>TOTAL ESTIMATED COST:</b>	<b>\$120.00</b>

#### **CSC Special Event Cost Estimate**

*This is a general estimate of costs associated when management determines an event is deemed mission critical, features high profile attendees, or requires an NU Police Detail. Similarly, extra staffing is required if alcohol is being served or if there are any*

other potential crowd control/capacity issues. Additionally, the client also has the option to request additional Building Managers onsite.

CSC Special Event Cost Estimate	
x1 Building Managers @ \$30/hour for minimum of 4 hours <i>Note: The 4 hour minimum includes any additional time for set up and break-down.</i>	\$120.00
<b>TOTAL ESTIMATED COST:</b>	<b>\$120.00</b>

#### OTHER POTENTIAL CHARGES

- There may be additional building services charges depending on the nature of your event.
- These charges do not include rent (for external organizations), outside security company fees for bag checking, or NU Police detail fees.
- Please email [j.reger@northeastern.edu](mailto:j.reger@northeastern.edu) before your event if you have any concerns regarding charges.
- If changes are made to your event times within 2 weeks of your event, you will still be charged for the staffing of your original reservation times. Please check your reservations before this 2 week window and make sure they are correct.
- To cancel a reservation for this major event venue, a group must email [cscreservations@neu.edu](mailto:cscreservations@neu.edu). Please provide at least two weeks' notice for such cancellations. ***If an event is cancelled within two weeks of its event date, the group will be charged staffing fees. All cancellations must be in writing and submitted before 2 weeks from the event to not incur charges.*** For weekend events, cancellations must be made by 4pm on the Friday two weeks before the event to avoid charges.
- If your event has 3 or more media presentations (ppt, video, etc.) it will require an extra staff member at \$30 an hour (4 hour minimum).

## CONTACT INFORMATION

#### SCHEDULING & OPERATIONS STAFF CONTACT INFORMATION

For Scheduling issues (including cancellations), please email [cscreservations@neu.edu](mailto:cscreservations@neu.edu).

CSI Scheduling Desk  
617.373.2632

#### EVENT MANAGEMENT

For general questions about event details please email the Event Operations staff at [eventoperations@neu.edu](mailto:eventoperations@neu.edu) and list the venue in the subject of the email.

Terry Coronella, Senior Special Events Manager, Curry Student Center  
857.330.2183 voice  
[t.coronella@northeastern.edu](mailto:t.coronella@northeastern.edu)

Scott Shea, Associate Director of Operations, Curry Student Center  
857-310-4380 voice  
[s.shea@northeastern.edu](mailto:s.shea@northeastern.edu)

Adam Taylor, Senior Associate Director of Operations  
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