



SPACE RESERVATION POLICY

The Kellogg Global Hub facilities are designed to support education and community building for the Kellogg School of Management and broader Northwestern University communities. The facility is not available for undergraduate functions, personal events (e.g. weddings, birthdays), or corporate activities that are not in support of this objective.

SPACE PRIORITIZATION

- 1 Kellogg academic events** (e.g. classes, review and breakout sessions, exams).
- 2 Kellogg special non-academic, marquee events**
- 3 Kellogg Career Management Center events** during the Fall and Winter recruiting periods.
- 4 Kellogg non-academic events** (e.g. conferences, club events, etc.).
- 5 Northwestern special events.** Approved events of this category are booked by Global Hub Scheduling and Planning, as room availability permits, as far out as needed.
- 6 Non-Kellogg events** (e.g. conferences, club events from other schools). These events must first go through additional approval processes and are subject to additional restraints. If approved, events of this category may be booked by Global Hub Scheduling and Planning no more than 3 months in advance.

The type of event will determine the date on which rooms may be reserved. For all non-academic events, the scheduling system will not allow for room bookings less than 1 business day in advance. Room bookings are not guaranteed until a confirmation email is received, and a confirmed room booking does not mean all other resources (e.g. catering, AV, etc.) will be able to meet the schedule of the room booking as these are booked and approved separately. In addition, all classroom bookings must allow at least 15 minutes between bookings.

- All catering and technology needs must be requested through the Global Hub Scheduling and Planning room reservation process, subject to limitations set forth by Kellogg Facilities. For catering requests, it is additionally required to submit a catering order through Flik's CaterTrax website or via email with the catering manager.
- All student event space requests must be made through the Office of Student Life.
- All administrative and non-academic faculty or staff events must be made through Global Hub Scheduling and Planning.

SPECIAL EVENTS



Annual Kellogg-sponsored marquee events (DAK, Graduation, CIM, Reunion, Kellogg on Growth, Recruiter Day, etc.) can be scheduled at any time through the Special Events team.

The space assigned will be based on the need and on availability. Current special event policies for student events can be found at the following link:

kellogg.northwestern.edu/serial/clubs-events/club-resources

All Global Hub events must be compliant with all building, school and University Policies.

LARGE FACULTY & STAFF PRIORITY EVENTS, NORTHWESTERN PRIORITY EVENTS



Larger Kellogg events that are essential to the operational mission of Kellogg and involve requesting larger spaces like White Auditorium or large seminar rooms can be made to Scheduling & Planning up to 1 year prior to the date requested.

Confirmation of the space may not be available at that time depending on the time of year, and what other requests have come in. Similar timing applies to large Northwestern University events that have the approval of senior Northwestern University leadership.

STANDARD KELLOGG FACULTY, STAFF & STUDENT EVENTS



Approximately 1-2 months before each term, when classes have been finalized and entered into RES, the system will open up for all event space requests for that term. This includes classrooms, seminar rooms, and all other reservable spaces.

Faculty and staff events will be approved through Scheduling & Planning. Student events will be approved through Student Life. No event request is confirmed until a confirmation email is received from either Scheduling & Planning or Student Life.

STANDARD NORTHWESTERN EVENTS



All other non-Kellogg Northwestern space requests may be made within 3 months of the requested date. Timing of confirmation will depend on the time of year, as well as anticipated need for space by future Kellogg events. All requests will be approved through Scheduling & Planning. No event request is confirmed until a confirmation email is received from Scheduling & Planning.