

NAH FACILITY POLICIES

Use of the facility must be consistent with the mission of the Native American House (NAH) and Student Affairs. Events must abide by all University rules and regulations including the student code of conduct. Events and activities must be contained to the designated reserved space and must not block or cause obstruction to any walkway, building, entrance, or exit.

NAH spaces are available at no charge. NAH space may not be available for use when the University is closed or when NAH-sponsored events are taking place at the NAH or elsewhere. NAH will be available from 11:59 AM to 11:59 PM, Monday - Friday, and 12:00 AM to 12:00 AM, Saturday - Sunday, for space requests.

Space Requests:

Space requests are made on a first-come, first-served basis with priority given to student organizations affiliated with the NAH. RSO affiliates can reserve space for use outside of business hours or on a regular basis (e.g., for weekly meetings). However, the number of reservations made by one organization may be limited so all groups have a fair opportunity to use the space.

Space requests can be made through the NAH booking page at <https://forms.illinois.edu/sec/11873655>.

Space requests at the NAH must be made at least seven (7) days in advance but only available within one semester.

Space requests must include the time to setup and cleanup. Please ensure enough time to properly reset the space as another event may be occurring after you.

Space requests can be canceled up to two (2) prior business days from the start of the event. Space requests are non-transferable. All scheduling changes must be requested by email and approved by NAH staff.

Individuals requesting the space will receive an automated confirmation from the NAH space request system. However, NAH staff will have the right to contact individuals requesting the space reservation in case of unexpected changes and/or lack of affiliation with NAH. NAH staff will do their best to contact individuals in a timely manner regarding any potential changes to space requests.

Parking arrangements are the responsibility of the individual and/or group reserving the space. Contact the University's Parking Department for additional information.

Space Capacity:

Below is the space capacity of the NAH spaces:

- Lounge and Kitchenette:
 - o Maximum 15 people with tables and chairs
 - o Maximum 20 people with standing room only
- Conference Room:
 - o Maximum 10 people with tables and chairs
 - o Maximum 15 people with standing room only

All staff offices are off limits.

The maximum amount of time requestable is 120 minutes or two (2) hours at a time. Should individuals needing to request longer than 2-hours at the NAH, please email the NAH at nah@illinois.edu.

Keys:

Keys must be picked up by 4:30 PM one business day prior to the day of the event. Keys may only be issued to designated individuals noted on NAH Space Request Booking. They will also be responsible for returning the key.

Keys along with the NAH Clean-Up Checklist must be returned by the next business day at 12:00 PM/noon post-event. If a key is returned late, the organization or unit will incur a \$5/day fee. If a key is lost, there will be a \$150 fee. Please note that keys are non-transferable and should not be given to another organization or unit.

Setup and Cleanup:

All users are responsible for their own setup and cleanup.

Supplies such as plastic gloves, paper towels, broom, and disinfecting wipes are available at the NAH. If the facility is left in an unacceptable condition, NAH staff will contact the organization or unit to clean up the space following the next business day. Failure to clean up the space in a timely manner will incur the organization or unit with a \$50 fee.

Some resources such as dishes, utensils, and appliances are available for use in the NAH kitchenette. All items used must be disinfected, washed, dried, and put away upon the end of the event. Remove all materials from all surfaces including but not limited to the sink, stove, oven, and counters.

Decorations cannot compromise public safety or create risk of property damage. Only blue painters' tape should be used for hanging decorations.

Upon end of the event, please remove all trash and place it in the dumpster outside of the NAH located in the parking lot. All decorations must be removed immediately following the event. NAH is not responsible for any items left at the NAH post-event and has the right to dispose of all leftover items.



NAH spaces must be put back to the way they were before the event. This includes furniture, items on the kitchen counter, conference chairs and tables, etc.

Conduct and Responsibility

Organizations or units reserving the space are responsible for the safety and behavior of all participants. Any damage or personal injuries are the responsibility of the hosting organization or unit. In case of emergency, please contact UIPD at (217) 333-1216 or dial 9-1-1.

Please keep all NAH property within the NAH premises. Do not tamper with or damage the walls (including artwork) of the NAH and be mindful of decorations.

Any damage to the NAH property, including but not limited to equipment, furniture, structure of the building, will incur a \$100 fee in addition to repair or replacement costs.

All doors and windows must be locked/secured upon exiting the NAH if the event ends outside of normal business hours of 9 AM to 5 PM, Monday - Friday.

Please turn off all lights before exiting the NAH after your event. Please note there is a safety light at the top of the stairs that cannot be turned off.

Upon use of the space, the NAH Clean-Up Checklist must be reviewed, completed, and returned to the NAH by 12:00 PM/noon next business day.

Space users are responsible for the space and its contents and agree that they or their organization will pay for any damages incurred within thirty (30) days. Failure to follow the NAH Facility Policies may result in revocation of space reservation and its privileges. In addition, other possible consequences prescribed by applicable law or University policies may be applied when there is a failure to comply with these policies.

