



## Space Reservation Policies

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The Center for Intercultural Engagement (CIE) entertains requests to use our spaces (including within both our center at Curry 144 and the FUNL Lounge & offices in Curry 328) on a case-by-case basis. CIE spaces can be reserved by recognized student organizations and university departments, as well as students, staff, and faculty members working to offer events that align with the center's mission and values. Please read the following information before submitting a request:

1. You must complete and submit this form **at least two weeks in advance** of your requested reservation date. We may not be able to honor requests received less than two weeks in advance. Completing this form does not guarantee a reservation for the space. You will be contacted by a staff member to confirm your request. If you do not receive a confirmation email, the request has not been officially approved.
2. The operating hours of the CIE's spaces are **9:00 a.m. to 9:00 p.m. Monday through Friday**. The CIE & the FUNL Lounge are normally closed on Saturdays, Sundays, holidays, and vacation periods unless under exceptional circumstances with advance arrangements.
3. If your reservation can be accommodated, the room will be set-up 'as is.' Furniture cannot be removed and additional furniture cannot be brought into the space. If you rearrange furniture for your event, you are required to return it to its original arrangement before your group departs. If spaces are not found in their original condition following your reservation, future reservations will be cancelled or denied.

4. Please plan to depart your reservations on time, since a group may be waiting to use the space after you.
5. The Back Room of our center now houses staff offices. As such, this space is no longer available for reservation.
6. TVs, microphones, and hybrid meeting technology are available in the CIE. Please note that audiovisual support will not be guaranteed as part of your space reservation.
7. Reservation of our space(s) does not constitute permission to use our supplies and materials (including art supplies, food service supplies, and any food within our spaces). **Please do not use any of our supplies and materials during your reservation.** Use of CIE supplies and materials without permission may result in cancellation or denial of future reservations.
8. Please be respectful and considerate of our center, our staff, and our students. This includes cleaning up after your reservation, wiping down any dirty surfaces, and ensuring that any trash and recycling from your event fits within the bins already in our spaces.
9. All student organizations meeting in our spaces are responsible for complying with current Center for Student Involvement policies. The Center for Intercultural Engagement will not be held responsible for any policy violations that may occur while student groups are using our spaces. Completion of this space reservation request represents consent to adhering to CSI policies and procedures.

Any failure to abide by the rules above may result in cancellation of future reservations and/or the inability to continue to reserve our spaces.

Reservations for spaces at the CIE are considered on a first-come, first served basis. While we will take room preferences into account, rooms are scheduled based on priority, event needs, and efficiency.

Any changes to a confirmed reservation must be made in writing via [cie@northeastern.edu](mailto:cie@northeastern.edu) or [s.scharstein@northeastern.edu](mailto:s.scharstein@northeastern.edu). Any general questions can also be forwarded to [cie@northeastern.edu](mailto:cie@northeastern.edu) and [s.scharstein@northeastern.edu](mailto:s.scharstein@northeastern.edu).

### **Maximum Seating Capacities by Room:**

CIE Front Room – approximately 40 people

CIE Middle Room – approximately 60 people

CIE Back Room – *currently serving as office space for staff; only available by special permission after 6:00pm*

FUNL Lounge – approximately 15-20 people

FUNL Office 1 (on the left) – approximately 5 people

FUNL Office 2 (on the right) – 1-2 people

A written request does not guarantee the use of the space. Please do not advertise or send out invitations to your event until you receive a confirmation email from CIE staff indicating your reservation has been officially confirmed.

### **Important Notices to All Students:**

*Students and student organizations utilizing the CIE's spaces should review the Student Organization Handbook and consult with their Program Advisor regarding on-campus event planning policies.*

*The Center for Intercultural Engagement reserves the right to cancel, reschedule, or make other arrangements for a group having confirmed a reservation, should the business or program need arise.*

*The CIE will consider requests for events and programs that support our mission, vision, and goals (see <https://cie.northeastern.edu/about/>).*

*For questions about the scheduling process, please contact us at [cie@northeastern.edu](mailto:cie@northeastern.edu) and [s.scharstein@northeastern.edu](mailto:s.scharstein@northeastern.edu).*