

Conference Room Booking Procedure for Student Orgs

Student Organizations can now request Standard Set Rooms up to the day they are needed. These are the rooms that have permanent furniture and do not require any set up. See below for bookable rooms and time slots.

Please note that all other reservation policies still apply (building hours, catering and food policies, etc). [Event Policy Handbook](#)

Available Norris Standard Set Rooms:

- 1-189 Chicago Room (C)
- 2-188 Scholars Room (S)
- 3-288 Alumni Room (A)

Rooms can be booked for 90-minute blocks only, Sun-Thu nights:

- | | |
|---------|-------------------|
| Block A | 5:00pm to 6:30pm |
| Block B | 6:30pm to 8:00pm |
| Block C | 8:00pm to 9:30pm |
| Block D | 9:30pm to 11:00pm |

My Student Organization Needs a Conference Room 14 days or more from now:

- Log in to <https://mymazevo.com/login> and book an available room

My Student Organization Needs a Conference Room sometime between 1 to 13 days from now:

- Stop in and talk to the Event Planning team in the Admin Suite on the 3rd Floor of Norris. They will be able to assist you with your reservation between the hours of 8am-5pm
- Email norris-events@northwestern.edu with your request

My Student Organization Needs a Conference Room TONIGHT!

- If you're able, stop in and talk to the Event Planning team in the Admin Suite on the 3rd Floor of Norris between 8am and 4pm.
- If after 4pm on the event day, stop at the Center Desk on the 1st Floor and they will let you know which room is available and help you reserve & access it.