



Bronzeville Outpatient Center

A Space for Community in Bronzeville

Room Specifications and Guidelines



Northwestern Medicine Bronzeville Outpatient Center designed a welcoming community space to support programs that promote health, education and well-being. We offer this space to registered 501(c)(3) nonprofit organizations and strategic community partners for meetings and events at no or minimal cost, based on programming needs.

This brochure describes the spaces available and how to request a reservation. You can use the space for:

- › Health, wellness and educational workshops
- › Training and support groups
- › Community meetings and networking events
- › Job readiness, business development and life skills programs
- › Cultural and civic gatherings that align with the Northwestern Medicine mission



To access the reservation form, scan the QR code.

Location

4822 South Cottage Grove
Community Center, 2nd floor

Scheduling and hours

- › Monday–Friday:
8:30 am–5:00 pm
- › Saturday: Closed
Limited availability;
no evening events
- › Sunday: Closed



Room options

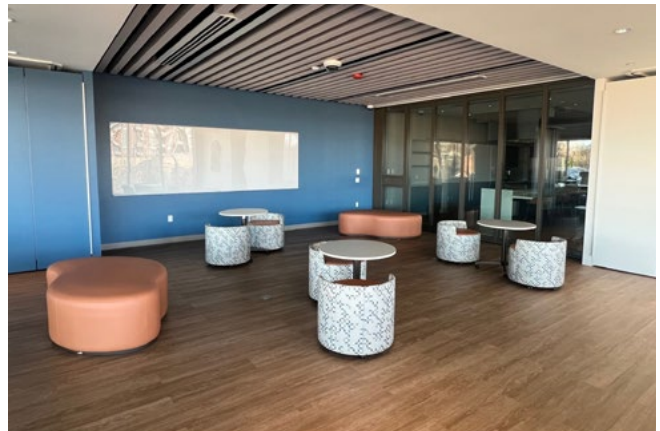
Large classroom (2-101A)

- › **Square footage:** 935
- › **Capacity (No. of people):**
 - Current setup: 30
 - Standing: 63
 - Seated: 52
- › **Privacy:** Modular walls
- › **Technology:** Screen and projector
- › **Available seating:** Tables, chairs and soft tables



Small classroom (2-101B)

- › **Square footage:** 562
- › **Capacity (No. of people):**
 - Current setup: 24
 - Standing: 38
 - Seated: 24
- › **Privacy:** Modular walls
- › **Available seating:** Tables and chairs



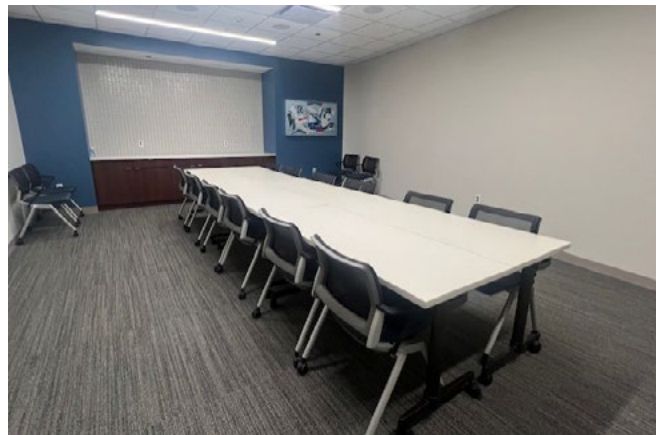
Perimeter space (2-101C)

- › **Square footage:** 1,240
- › **Capacity (No. of people):**
 - Current setup: 41
 - Standing: 83
 - Seated: 58
- › **Privacy:** Modular walls
- › **Available seating:** Soft furniture



Conference room (2-106)

- › **Square footage:** 265
- › **Capacity (No. of people):**
 - Current setup: 14
 - Standing: 20
 - Seated: 18 to 20
- › **Privacy:** Wooden door
- › **Available seating:** Chairs



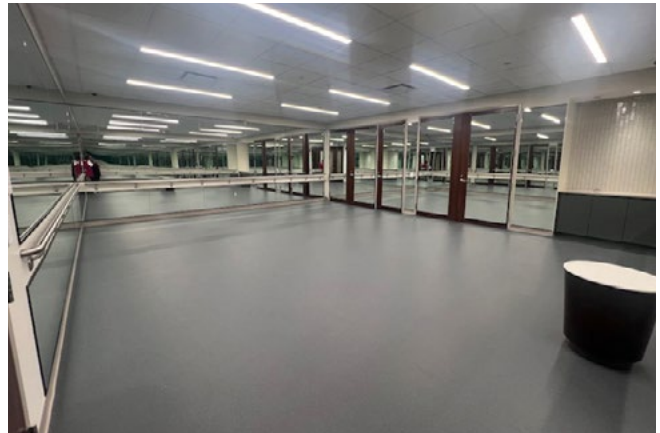
Demonstration kitchen (2-107)

- › **Square footage:** 634
- › **Capacity (No. of people):**
 - Current setup: 12
 - Standing: 40
 - Seated: 12
- › **Privacy:** Soundproof, retractable glass doors
- › **Available seating:** Low and high-boy stools



Movement room (2-110)

- › **Square footage:** 598
- › **Capacity (No. of people):** No seating: 25 to 35
- › **Privacy:** Wooden door
- › **Available seating:** No seating and no equipment



Large multipurpose room (2-113)

- › **Square footage:** 265
- › **Capacity (No. of people):**
 - Current setup: 16
 - Standing: 20
 - Seated: 18 to 20
- › **Privacy:** Wooden door
- › **Available seating:** Chairs





Conference Center Room Guidelines

Purpose

To ensure that use of the Northwestern Medicine (NM) Bronzeville Community Center within the NM Bronzeville Outpatient Center (BOC) supports the mission and objectives of Northwestern Medicine.

Scheduling priority

- 1 NM system meetings and trainings - clinical and administrative
- 2 Medical staff meetings
- 3 Conferences that showcase NM as a world class academic medical center
- 4 NM health education programs and sponsored patient support groups
- 5 Community collaboration organizations and registered nonprofits' meetings and events
- 6 Other approved external meetings, training, and events

General guidelines

- › NM Bronzeville Conference Center hours of operation are Monday–Friday 8:00 am–5:00 pm.
- › NM Bronzeville Conference Center currently does not support Saturday events/receptions and we are closed on Sundays.
- › All NM system meetings, leadership events, clinical training, and large employee events will be scheduled before the calendar opens for external reservations.
- › To schedule a meeting contact us:
 - By phone at **312.921.1142**
 - By e-mail at bronzeville@nm.org
 - Or use the on-line scheduling request form located here: [Northwestern Medicine Bronzeville Outpatient Center | Northwestern Medicine](#).
- › Please provide the following reservation information when requesting space:
 - Name of the event, contact name and telephone number
 - Date and time requested
 - Description of Event
 - Catering (yes/no)
 - Number of attendees
 - Preferred seating style (u-shape, classroom, theatre)
 - Audio visual needs (e.g., Teams access)
- › Reservations must be made at least (30) days in advance.
 - Recurring bookings shall require a separate application per booking and are subject to availability and review.
 - Documentation of 501(c)(3) status may be required to confirm reservation.
 - Staff shall review all reservation requests to confirm all usage, compliance and space availability. This process may take up to (5-7) business days. Upon verification, a confirmation notice shall be issued notifying the organization's host that the space has been reserved.
- Organizations using the facilities must comply with all applicable federal, state and local laws and regulations, including on the basis of race, religion, creed, national origin, disability, age, sexual orientation, gender identity, marital status, veteran status or any other basis prohibited by law.
- NM Bronzeville Conference Center reserves the right to cancel or postpone facility requests as needed.
- › The Request Form must be submitted for all groups requesting a space. Approval of the requested space is subject to approval. Groups will be charged audio visual fees, and catering fees as necessary.
- › Event space reservations can be held in tentative status for 30 days. Any space that is not confirmed will be released after 30 days.
- › Any damage to the furniture/equipment will be billed back to the event organizer.
- › Groups cannot remove or add any furniture to conference rooms. Tables and chairs should only be moved by the BOC team.
- › Discount parking vouchers can be provided with sufficient advance notice.
- › We reserve the right to prohibit further use of meeting rooms for disorderly conduct or for failure to abide by our policies, procedures and/or guidelines.
- › Meetings and conferences must be of a professional nature:
 - a. Explicit content of a medical or sexual nature is prohibited in public spaces
 - b. Management reserves the right to deny vendor participation based on our established criteria
 - c. Only approved sales are permitted. No sales of any kind can take place without prior authorization
 - d. Food/beverage functions, exhibitor tables with information, poster sessions, and/or small audio-visual supported sessions are permissible only with prior approval

- f. All music must be soft; live music must be approved in advance
- g. No items can be attached to the walls, ceilings, or curtains
- h. No valuables can be stored in the space (if storage is required, the group must contract a dedicated Security Officer with NM Security)
- i. Meeting rooms do not support lab type of functions with wet or dry materials
- j. Demonstrations like cooking with fire are prohibited unless in designated area
- k. Decorations must be pre-approved by the BOC
 - I. Battery operated candles are acceptable (no flame candles allowed)
 - II. Confetti, glitter, craft glue, incense are all prohibited
 - III. Branded materials must be approved
 - IV. Balloon displays must be approved by the BOC
 - V. Event signage can only be posted in the reserved space. No signage is allowed in the main lobby or on other floors of the BOC

Catering guidelines

- › Catered/prepared food is permitted and must be provided by a licensed caterer. (List of approved caterers available upon request)
- › All food must arrive onsite completely cooked and ready to serve, unless an exception has been approved during reservation.
- › No overnight food, product, or equipment storage is available. Deliveries must be scheduled the day of the event and picked up immediately following the event.
- › To comply with Occupational Safety and Health Administration (OSHA) standards, the storage or use on Northwestern Medicine premises of any unauthorized chemicals, flammables, explosives, or hazardous substances of any nature is strictly prohibited.
- › Northwestern Medicine BOC staff must approve all catering-related equipment to be used.
- › Alcoholic beverages cannot be served.