



## MEETING AND EVENT SERVICES

### GENERAL INFORMATION

#### *LOCATION*

*2550 West Golf Road*

*Rolling Meadows IL 60008*

*Located on Golf Road, between Route 53 and Algonquin Road*

**TELEPHONE: 847 437-9522      FAX: 847 437-6220**

**CONTACT PERSON: Kathy Pupik Email: [kpupik@depaul.edu](mailto:kpupik@depaul.edu)**

- 18,000 sq. ft of meeting space
  - 9 Meeting rooms
- Each room is equipped with a chalkboard (or whiteboard), easel with flip chart and an overhead projector. Audio visual equipment is available for a daily rental fee
  - Monday through Thursday 8:00am—5:00pm
  - Friday and Saturday rentals are also available
- Several hotels are located near the campus and all provide shuttle service to the campus. Woodfield Shopping Center is located 5 minutes from the campus.
  - Coffee service, soft drink and vending machines are located on campus
  - A list of approved caterers is available to serve meals and breaks
    - Certificate of Insurance is required
  - All facilities are accessible for persons with disabilities