

WAYNE STATE UNIVERSITY

STUDENT CENTER RESERVATIONS

5221 Gullen Mall 135 Student Center Building
Detroit, Michigan 48202

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St. Andrew's Hall Policies and Fees

This agreement is between _____, (referred to in this agreement as the "Client"), and Wayne State University. Payment, usage and conduct policies regarding the rental and usage of the Wayne State University St. Andrew's Hall are as follows:

1. Reservation requests for St. Andrew's Hall shall be granted in the order received, but in accordance with the following guidelines for the Use of University Facilities, as adopted by the Board of Governors, March 14, 1975.
2. St. Andrew's Hall Fees:

Client	Price	Payment Accepted	Notes
Recognized Student Organization*	\$300.00 per day	IRB	100% of the payment must be made at the time the reservation is made.
University Department	\$500.00 per day	IRB	100% of the payment must be made at the time the reservation is made.
Outside Organization	\$750.00 per day	Cash, cashier check, credit card or money order payable to Wayne State University Personal/business/starter checks are not accepted in person	Full payment is due by 5:00pm thirty (30) days prior to the event. Electronic payment options for checks and credit cards are available at: http://commerce.cashnet.com/1Housing

* Student organizations will be charged the outside organization pricing if an admission fee is charged for the event, with the exception of student organization dances.

- Reservations are confirmed only when payment and the signed reservation form is received
- Wayne State University reserves the right to change, cancel or deny a reservation or request for reservation. In such a case, every effort will be made to contact the "Client."

St. Andrew's Hall Fees Include:

- 1680 ft² stage – 34ft long x 44ft wide
- 25 banquet round tables
- 200 banquet chairs
- Personalized consultation with an event manager prior to the event
- Second floor meeting/dressing room
- Event manager on site
- Seating diagrams available upon request
- Overhead lighting in the general seating area
- 1 Microphone, 1 microphone stand (floor or table), 1 microphone cord
- Portable projection unit and screen
- 1 Podium
- Food prep area

St. Andrew's Hall Fees Do Not Include:

- Production-style lighting and/or lighting techniques i.e., follow spotlights, multicolor lighting, mood lighting, and scene changes.
- Production-style audio, audio techniques and/or any and all related production responsibilities related to the "Client's" specific stage event(s) and/or stage production(s).

3. It is the responsibility of the "Client" to secure the appropriate professional lighting and audio production company of their choosing for events requiring additional lighting and audio production services related to the "Client's" specific stage event(s) and/or stage productions. The "Client" and any associated affiliates shall not access Wayne State University St. Andrew's Hall audio/visual property and/or equipment and shall not access any areas designated in the auditorium as non-employee restricted areas.
4. Conduct Policies:
 - The "Client" is responsible for the enforcement of university conduct policies as related to the event as well as those in attendance of the event.
 - All food/beverage **MUST** be provided by WSU Dining Services. A request for waiver form to this rule can be requested through Wayne State Dining Services.
 - Any group requesting to serve alcohol must follow the steps below:
 - Groups may not bring their own alcohol into at any University owned building on the Main Campus or Medical/Pharmacy Campus or WSU owned building in the City of Detroit.

