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 Student Center Building are as follows:

1. Reservation requests for Student Center Building will be granted in the order listed in the table below:

   - Official annual university events are defined as events with over 200 people attending that are held on a similarly scheduled date every year, and must be sponsored by a university department. For example: Orientation, Commencement, Convocation, Festifall, etc.
   - Recognized student organization events are defined as events that are sponsored by recognized student organizations that have been approved by the Event Planning Form process through the Dean of Students Office.
   - All other academic or administrative university department events are defined as events that are sponsored by a university department and scheduled by a full-time faculty or staff member.
   - After all priority scheduling has been completed based on the specific dates listed below, all other event requests 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.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Fall Term Requests</th>
<th>Winter Term Requests</th>
<th>Summer Term Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submission Start Date</td>
<td>Submission Deadline</td>
<td>Confirmation Date</td>
</tr>
<tr>
<td>Official annual university events</td>
<td>N/A</td>
<td>January 15</td>
<td>February 1</td>
</tr>
<tr>
<td>Recognized student organization events</td>
<td>February 1</td>
<td>March 1</td>
<td>April 1</td>
</tr>
<tr>
<td>All other academic or administrative</td>
<td>April 1</td>
<td>April 15</td>
<td>May 15</td>
</tr>
<tr>
<td>university department events</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

First come/first served

2. Student Center Building Fees:

<table>
<thead>
<tr>
<th>Space Reserved</th>
<th>Student Organization Pricing*</th>
<th>University Department Pricing</th>
<th>Outside Organization Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballroom</td>
<td>FREE</td>
<td>$500</td>
<td>$1250</td>
</tr>
<tr>
<td>Hilberry Rooms, Rooms 010, 020, 025, 204, 211, or 285</td>
<td>FREE</td>
<td>$100</td>
<td>$250</td>
</tr>
<tr>
<td>Conference Rooms 009, 201, 279, 281, 289 or 358</td>
<td>FREE</td>
<td>FREE</td>
<td>$100</td>
</tr>
</tbody>
</table>

* Student organizations will be charged the outside organization pricing on all spaces if an admission fee is charged for the event.

Student Center Building Fees Include:
- All audio-visual equipment installed in the room
- Use of the dance floor in the Ballroom
- Seating diagrams available upon request
Student Center Building 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 Student Center Building 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.
- 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.
  - Must fill out a Request to Serve Alcohol form provided by WSU Dining Services.
  - Must hire WSU Dining Services to purchase and serve the alcohol.
  - No admission fees can be charged if alcohol is being served at an event in Student Center Building.
- No smoking is permitted in any building, space within a building, or structure owned, leased, rented or operated by Wayne State University. No smoking is permitted within twenty-five feet of any building entrance or exit.
- Wayne State University is committed to providing a drug-free environment for its faculty, staff, and students. The unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol is prohibited on university premises, at university activities and at university worksites.
- Violations of any of the conduct policies contained in this contract can result in the cancelation of the “Client’s” event, and the forfeiture of any rental fees paid to Wayne State University.
- All decorations, including balloons, must be removed from Student Center Building at the completion of the event. Failure to remove decorations will result in a removal fee.
- All areas of Student Center Building are expected to be left in the same condition as it was received. All trash must be bagged and placed by trash receptacles. Failure to do so will result in an hourly cleaning fee assessed by Wayne State University.
- The “Client” assumes responsibility for any damage caused to any university facility by the “Client’s” attendees. Reimbursement costs will be determined by Wayne State University.
- Wayne State University requires the “Client” to disclose the purpose of all events and related advertisement. Wayne State University reserves the right to cancel any event for event misrepresentation, and the Client will be subject to forfeiture of all funds paid to Wayne State University. Wayne State University reserves the right to inspect and control all private functions on university property. Wayne State University reserves the right to require security at any event at a cost to the “Client” if deemed necessary by Wayne State University. Wayne State University does not assume responsibility for items lost in or on university property. In case of an emergency, the “Client” should contact the Wayne State University Department of Public Safety at 313-577-2222.

5. Food Policies:

The purpose of the Student Center Food Policy as outlined below is to provide opportunities for meetings and events with food that can be held safely, consistent with Public Health Department guidelines, and without undue potential for damage to Student Center space.

- Catering by Wayne State Dining Services can be provided for all rooms in the Student Center.
- Only food ordered through Wayne State Dining Services is permitted in the Ballroom.
- Food not catered by Wayne State Dining Services is allowed in all meeting rooms other than the Ballroom if it meets the following guidelines.
  - Non-perishable snacks including chips, candy, soft drinks, donuts, cookies, cupcakes and sheet cakes.
  - Pre-packaged, store purchased cheese trays, vegetable trays, fruit trays, individually packaged salsa and individually packaged hummus.
  - Pizza is permitted but must be served with serving utensils (e.g. spatula) and gloves. Pizza must be served immediately upon delivery to the room.
The following items are NOT permitted in any Student Center meeting rooms.
  o Food that requires refrigeration or warming to maintain proper health regulation temperature, unless provided by Wayne State Dining Services.
  o Heating units (e.g. crock pots, skillets & serving dishes with warmers), unless provided by Wayne State Dining Services.
Wayne State Dining Services is the sole provider of food on campus, including snacks, when the total amount spent using university funds is over $200.00.
Waivers to the Food Policies can be requested.
  o If using university funds and the food purchase is over $200 a waiver must be requested from Wayne State Dining Services located in McGregor Memorial Conference Center by calling 7-2400.
  o If the food purchase is under $200 and/or university funds are not being used, then a waiver of the Food Policies restrictions can be requested from Student Center Administration.
If you have questions regarding the above Food Policies please contact Student Center Administration at 313-577-4585 or at sreservations@wayne.edu.

6. Wayne State University shall not be held responsible for the loss, damage, theft and/or any related incidences to personal property, items and/or additional items left in, on, or near Wayne State University property. The “Client” shall be responsible for ensuring all items belonging to the “Client” are removed at the conclusion of the event. Failure to remove items by the “Client” will result in a storage fee rate of $100.00 per day.

7. Special Circumstances
  • Events requiring additional security, custodial personnel and/or campus Public Safety as deemed necessary by Wayne State University will incur additional costs at the responsibility of the “Client”.
  • Requests for any changes within 48 hours of the event are subject to additional fees.
  • Rescheduling Policy: At least two weeks’ notice must be given for all events that require rescheduling. A non-refundable $100.00 administrative fee must be paid before rescheduling is allowed. This is a separate charge. Any event that has to be rescheduled less than two weeks before the event date must be canceled, and all monies paid forfeited.
  • Cancellation Policy: At least two weeks’ notice must be given for all cancellations to receive a refund. Please note that all deposits are non-refundable. Any event that is cancelled less than two weeks before the event date will result in all monies paid forfeited.
  • Occupancy disruption: That in the case the facility or any part thereof shall be destroyed, damaged or deemed unusable by fire or any other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of the agreement by the facility impossible, including, without limitation thereto, condemnation, and/or eminent domain and/or the requisitioning of the premises by the United States Government, and/or State Government or any arm or instrumentally thereof, or by reason of labor disputes, or act of God, then and thereupon this agreement shall terminate and, the “Client” shall pay rental for said premises up to the time of such termination, at the rate specified. The “Client” hereby waives any claim for damages or compensation should this agreement be so terminated, on the foregoing basis.

Additional Services:
Client events that require catering services must contact:

Wayne State Dining Services
441 Gilmour Mall
Detroit, MI 48202
313-577-2400

I HAVE READ AND UNDERSTAND THE UNIVERSITY POLICIES GOVERNING THE USE OF THE ROOMS/FACILITIES ABOVE. I ASSUME RESPONSIBILITY FOR THE PROPER PAYMENT OF ALL CHARGES RELATED TO THIS RESERVATION.

Please sign below and return all pages with payment to Student Center Reservations at the address listed above.

The “Client” Date
Wayne State University Date
Student Center Designee

Revised 1/21/2015