

WAYNE STATE UNIVERSITY

STUDENT CENTER RESERVATIONS

5221 Gullen Mall, Suite 011 Student Center Building
 Detroit, Michigan 48202

screservations@wayne.edu (email) (313) 577-4585 (phone) (313) 577-3520 (fax)

Student Center Building 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 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.

*Special exceptions to the reservations request timeline can be made for weddings and large conferences where a secured location is required for the conference host bid process.

Programs	Fall Term Requests			Winter Term Requests			Spring/Summer Term Requests
	Submission Start Date	Submission Deadline	Confirmation Date	Submission Start Date	Submission Deadline	Confirmation Date	
Official annual university events	N/A	January 15	February 1	N/A	July 15	August 1	First come/first served
Recognized student organization events	February 1	March 1	April 1	August 1	September 1	October 1	
All other academic or administrative university department events	April 1	April 15	May 1	October 1	October 15	November 1	
Non-WSU affiliated programs	May 1	N/A	N/A	November 1	N/A	N/A	

2. Student Center Building Fees:

Space Reserved	Student Organization Pricing	University Department Pricing	Outside Organization Pricing
Ballroom	FREE	\$500	\$1250
Hilberry Rooms, Rooms 010, 020, 025, 285, or 384	FREE	\$100	\$250
Conference Rooms 009, 201, 279, 281, 289, 792, 358, 388, or 389	FREE	FREE	\$100

Student Center Building Fees Include:

- All audio-visual equipment installed in the room
 - An audio-visual technician will provide set-up and initial assistance with the event. If an audio-visual technician is needed throughout the duration of the event, a request must be received two weeks prior to the event and will cost \$25.00 per hour.
- 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).
- Events requiring access to a venue outside of normal operating hours may request additional building hours for a fee of \$100.00 per hour. The additional costs will be incurred at the responsibility of the “Client”.

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.

3. Payment:

Payment Methods:

- Payment accepted: cash, cashier check, credit card or money order payable to Wayne State University (personal/business/starter checks are not accepted in person).
- Electronic payment options for checks and credit cards are available at: <http://commerce.cashnet.com/1Housing>

Please note the following:

- University Student organizations will be charged the outside organization pricing rates on all Reserved Space(s) if an admission fee is charged by the Student organization for the event.
- University departments payment is due thirty (30) days prior to the event.
- Outside organizations are required to pay **non-refundable** deposit of 50% of the total rental costs associated with their reservation within 10 business days of booking. Full payment is due by 5:00pm thirty (30) days prior to the event. If a reservation is being made less than thirty (30) days in advance, full payment is due at the time of booking.
- 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. If the University exercises that right then every effort will be made to contact the “Client.”

4. Food and Beverage Policy:

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.
 - Food that requires refrigeration or warming to maintain proper health regulation temperature, unless provided by Wayne State Dining Services.
 - 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.
 - 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.
 - 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 screservations@wayne.edu.
5. Parking:
- Parking may be scheduled for an event by submitting an online parking event form at: <http://parking.wayne.edu/events/index.php>
 - All parking requests should be made at least 10 business days before the event.
6. Decorations:
- Decorations/event flyers cannot be glued and/or taped to any building surface.
 - All decorations, including balloons, must be removed from the Reserved Space and/or building at the completion of the event.
 - Failure to remove decorations following an event and/or the use or removal of decorations that cause damage to any building surfaces will result in a removal/repair fee.
 - The burning of candles, sparklers, incense, paper leaflets, combustible figurines or pyrotechnic devices is prohibited on University property and is subject to confiscation. Battery operated candles are permitted within the Reserved Space(s).
7. Conduct Policy:
- 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.
 - Smoking is strictly prohibited on the campus of Wayne State University. Effective August 2015 Wayne State University has adopted a smoke and tobacco free policy for **all** indoor and outdoor campus spaces.
 - 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.
 - No sound production companies are allowed to be used in the Student Center without approval from Student Center Administration.
 - 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.
 - Art and/or craft supplies such as, glitter, paint, adhesives, markers, etc. can only be used with a protective covering of all surfaces including tables and floors.
 - 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.
 - Student Center Administration reserves the right to ask for a photo ID at the time of booking, contract signing or payment. Failure to produce the appropriate ID can result in refusal to reserve space.

