

WAYNE STATE UNIVERSITY

STUDENT CENTER RESERVATIONS

5221 Gullen Mall 573 Student Center Building

Detroit, Michigan 48202

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

Community Arts Auditorium Policies and Fees for Non-University Programs

1. Reservation requests for Community Arts Auditorium, shall be granted in the order received, in accordance with the guidelines for the Use of University Facilities, as adopted by the Board of Governors, March 14, 1975.
2. The Student Center Director reserves the right to change the room of a confirmed reservation in the event of an emergency or extenuating circumstance. In such a case, every effort will be made to contact the event sponsor.
3. Reservations are confirmed only when payment and the approved reservation form are received.
4. Event sponsors have the primary responsibility to see that university policies are followed.
5. Event sponsors are responsible for maintaining the area that they have reserved. They are also responsible for building facilities and equipment damaged as a result of their program event. Sponsoring organizations will be required to pay the cost of the repair and replacement of university property.
6. Program host will monitor all activities, and will serve as the immediate responsible University agent in all matters of policy and security.
7. It is the responsibility of the event sponsors to inform the program host of any problems present or pending to insure the success of the event.
8. Non-university food service is **NOT PERMITTED**. Food/beverage service is only permitted in the Outer Gallery. No food or beverages are allowed inside of the auditorium.
9. Alcohol may **ONLY** be served at events scheduled by the McGregor Memorial Conference Center.
10. Special events may require additional security/custodial personnel as deemed necessary by the Director of the Student Center and or campus Public Safety. Costs will be the responsibility of the client.
11. Any changes to the event on the day of the event could be subjected to additional fees which are at the discretion of the Student Center.
12. Rescheduling Policy: At least two weeks notice must be given for all events that require rescheduling. A non-refundable \$100.00 administrative processing 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 it is set to take place must be cancelled, and all monies paid forfeited.

Fees:

- \$625 base rate (first 4 hours)
- \$50 per hour (after first 4 hours)
- **\$200 non-refundable deposit payable to Wayne State University due within 10 business days of booking.**
- **Full payment is due by 5:00 p.m. thirty (30) days prior to the event date.**
- Acceptable forms of payment: **Cashier check or money order payable to Wayne State University. Cash, personal/business checks or credit not accepted.**

Fees include:

- Program host will assist with house lights, security and house sound system
 - House lights – basic seating and stage lights
 - Security – lock, unlock, secure program supplies. Wayne State University will not take responsibility for any private property.
 - Sound system – public address system with one microphone. Extra microphones may be ordered at an additional fee.
 - 2 skirted registration tables. Any additional tables may be rented for a fee of \$10.00 per table.

Additional Services:

Client events that require additional services such as floral arrangements or catering may contact:

McGregor/AVI
441 Ferry 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.

Event Sponsor
(revised 8/5/09)

Date

Student Center Designee

Date