

# WAYNE STATE UNIVERSITY

## STUDENT CENTER RESERVATIONS

5221 Gullen Mall 135 Student Center Building

Detroit, Michigan 48202

[screservations@wayne.edu](mailto:screservations@wayne.edu) (email) (313) 577-4585 (phone) (313) 577-3520 (fax)

### St. Andrew's Hall Policies and Fees

1. Reservation requests for St. Andrew's Hall, 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 and/or cancel 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**.
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.
13. Occupancy disruption: That in the case the facility or any part thereof shall be destroyed or damaged 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 event sponsor shall pay rental for said premises only up to the time of such termination, at the rate specified, and the said event sponsor hereby waives any claim for damages or compensation should this agreement be so terminated, on the foregoing basis.

### Fees:

- \$300 base rate
- **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. Electronic payment options are available at: <https://commerce.cashnet.com/1Housing>. Cash, personal/business checks or credit not accepted in person.**

### Fees include:

- Program host will assist with house lights and security.
  - House lights
  - Security – lock, unlock, secure program supplies. Wayne State University will not take responsibility for any private property.

### Additional Services:

Client events that require additional services such as furniture, media services, floral arrangements or catering may 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.

Event Sponsor  
(revised 6/17/11)

Date

Student Center Designee

Date