

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 Recognized Student Organizations with an Approved Event Planning Form

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. Admission fees, Registration fees, Donations, Sales, etc.: For any campus event where revenue is raised, university revenue accountability procedures must be followed. All revenue raised at a campus event must be deposited into a university account.

Fees:

- \$100 base rate (first 4 hours)
- \$50 per hour (after first 4 hours – including any set-up time)
- \$50 per hour prior day rehearsal time
- 100% of the payment must be made by IRB at the time the reservation is made

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
 - Sound system – public address system with one microphone. Additional microphones may be ordered at an additional fee.

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

Date

DOSO/Student Center Designee

Date