

WAYNE STATE UNIVERSITY

STUDENT CENTER RESERVATIONS

5221 Gullen Mall 135 Student Center Building
 Detroit, Michigan 48202

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

Community Arts Auditorium 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 Community Arts Auditorium are as follows:

- Reservation requests for Community Arts Auditorium, 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.

2. Community Arts Auditorium Fees:

Client	Price	Payment Accepted	Notes
Recognized Student Organization*	\$50.00 per hour 2 hour minimum	IRB	100% of the payment must be made at the time the reservation is made.
University Department	\$100.00 per hour 2 hour minimum	IRB	100% of the payment must be made at the time the reservation is made.
Outside Organization	\$250.00 per hour 4 hour minimum	Cash, cashier check, credit card or money order payable to Wayne State University Personal/business/starter checks are not accepted in person	\$500.00 non-refundable deposit is due within 10 business days of booking. Full payment is due by 5:00pm thirty (30) days prior to the event. Electronic payment options for checks and credit cards are available at: http://commerce.cashnet.com/1Housing

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

- 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. In such a case, every effort will be made to contact the “Client.”

Community Arts Auditorium Fees Include:

- 22ft stage with screen
- 561 cushioned seats
- Personalized consultation with an event manager prior to the event
- Green room
- Event manager on site
- Seating diagrams available upon request
- Overhead lighting in the general seating area
- 1 Stationary spotlight
- 1 Microphone, 1 microphone stand (floor or table), 1 microphone cord
- 2 Skirted six foot registration tables with two chairs per table. Any additional tables may be rented for a fee of \$10.00 per table.
- Projection unit
- 1 Podium
- Ticket booth

Community Arts Auditorium 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).

- 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’s Community Arts Auditorium 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.

- All food/beverage **MUST** be provided by WSU Dining Services. A request for waiver form to this rule can be requested through Wayne State Dining Services. Food and/or beverages can only be served in the outer gallery and are **NOT** allowed inside the auditorium.
 - 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 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 cancellation 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 the outer gallery and Community Arts Auditorium at the completion of the event. Failure to remove decorations will result in a removal fee.
 - All areas of Community Arts Auditorium and the outer gallery 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 Client will be subject to forfeiture of all funds paid to Wayne State University including the “Client’s” deposit. 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. 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**.
6. 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 additional services such as floral arrangements or catering 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
 Student Center Designee

 Date