WAYNE STATE UNIVERSITY
STUDENT CENTER RESERVATIONS
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St. Andrew's Hall 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 St. Andrew's Hall are as follows:

1. Reservation requests for St. Andrew's Hall 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. St. Andrew's Hall Fees:

Client	Price	Payment Accepted	Notes
Recognized Student Organization*	$300.00 per day	IRB	100% of the payment must be made at the time the reservation is made.
University Department	$500.00 per day	IRB	100% of the payment must be made at the time the reservation is made.
Outside Organization	$750.00 per day	Cash, cashier check, credit card or money order payable to Wayne State University Personal/business/starter checks are not accepted in person	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, with the exception of student organization dances.

- 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."

St. Andrew's Hall Fees Include:

- 1680 ft^2 stage – 34ft long x 44ft wide
- 25 banquet round tables
- 200 banquet chairs
- Personalized consultation with an event manager prior to the event
- Second floor meeting/dressing room
- Event manager on site
- Seating diagrams available upon request
- Overhead lighting in the general seating area
- 1 Microphone, 1 microphone stand (floor or table), 1 microphone cord
- Portable projection unit and screen
- 1 Podium

St. Andrew's Hall 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).

3. 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 St. Andrew's Hall 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.

- 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 St. Andrew's Hall.
- 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 cancelation 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 St. Andrew's Hall at the completion of the event. Failure to remove decorations will result in a removal fee.
- All areas of St. Andrew's Hall 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 any funds paid to Wayne State University including Client's deposit. Wayne State University also 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. Food 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. Wayne State Catering through Dining Services is the sole provider of food totaling $1,000 or more in Student Center managed spaces (including snacks).
   - For more information on these policies including waiver forms, visit: https://studentcenter.wayne.edu/reservations/food-service
   - Food must be served immediately upon delivery to the room and a receipt from the purchase must be kept with the food at all times. WSU and its employees and agents are released and indemnified from any and all liability for claims or damage including injury or illness associated with the consumption of food or beverage provided for any meeting or event by the student organization, department or outside organization.

6. 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**.

7. Fronting Policy:
   Student organizations and/or University departments may not serve as "fronts" for off-campus organizations and/or departments in order to gain use of meeting space or information tables. Meetings and events reserved by University student organizations or departments must fall under the following guidelines:
   - The event/meeting must be conceptualized, planned and managed by the student organization or department and must truly be an organization or department initiative.
   - Any costs associated with the event/meeting must be paid by the student organization and/or department.
   - If Student Center Administration suspects and/or believes that a student organization and/or department is fronting, reservation capabilities for that organization and/or department will be revoked. Student organizations and/or organizers may also face student code of conduct charges.

8. 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.
- Guests must have neither been diagnosed with COVID-19, (or if previously diagnosed, have been deemed by a medical professional to no longer be contagious), nor have been reported as being symptomatic of COVID-19 to attend events in Student Center spaces. You must notify the Campus Health Center (CHC) at 313-577-5041 to discuss the situation in the event that they are diagnosed with COVID-19 or report as being symptomatic of COVID-19 before their event. If guests do not abide by said federal, state, and campus health regulations, Wayne State University reserves the right to cancel the event at any time without reimbursement.
- Wayne State University reserves the right to cancel or alter this reservation at any time in order to comply with health and safety standards. Through no fault of their own, if Wayne State cannot host the agreed upon event due to a pandemic, epidemic, or similar causes, the client will be asked to reschedule for a later date or may take a full refund.

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 Date Student Center Designee