



McGregor Memorial Conference Center Use Addendum

Reservation requests for McGregor Memorial Conference Center 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.

McGregor Memorial Conference Center fees

Space reserved	Internal pricing	External pricing
McGregor atrium	\$950	\$2,000
Conference room A	\$50	\$100
Conference room BC	\$250	\$500
Conference room D	\$50	\$100
Conference room E	\$75	\$150
Conference room FGH	\$250	\$500
Conference room J	\$75	\$150
Reflecting pool and sculpture garden	\$600	\$1,200
Entire building	\$950	\$2,000

*Registered student organizations will be charged outside organization pricing on all reserved space(s) if an admission fee is charged by the student organization 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."

McGregor Memorial Conference Center fees include

- Room, tables and chairs.
- Standard audio-visual equipment set up including video display, sound system and one microphone.
 - A staff member will provide set-up and initial assistance with the event. If an audio-visual technician is needed throughout the duration of the event one may be requested for an additional fee. All requests must be received two weeks prior to the event.
- Seating diagrams available upon request.

McGregor Memorial Conference Center 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).
- Events requiring access to a venue outside of normal operating hours may request additional building hours for a fee of \$150.00 per hour. The additional costs will be incurred at the responsibility of the "Client".
- Amplified music, of any kind, will not be allowed to be played in the McGregor Reflecting Pool and Sculpture Garden **after 9:30p.m.** because of interference with the academic mission of the university including classroom teaching, library usage and studying.



WAYNE STATE

Student Center and
Campus Reservations

Lighting and audio

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.

Parking

- Parking may be scheduled for an event by submitting an online [parking event form](#).
- All parking requests should be made at least 10 business days before the event.