



St. Andrew’s Hall Use Addendum

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.

St. Andrew’s Hall fees

Client	Price	Notes
Registered Student Organization*	\$300 per day	100% of the payment must be made at the time the reservation is made.
University department	\$500 per day	100% of the payment must be made at the time the reservation is made.
Outside organization	\$750 per day	Full payment is due by 5 p.m. thirty (30) days prior to the event. Electronic payment options for checks and credit cards can be made via Cashnet .

*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, with the exception of student organization dances - which will be charged a fee of \$425.00.

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 sq ft stage – 34ft long x 44ft wide
- 25 banquet round tables
- 200 banquet chairs
- 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
- Second floor meeting/dressing room
- Personalized consultation with an event manager prior to the event
- Seating diagrams available upon request
- Event manager on site

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).

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.