



Student Center Use Addendum

Scheduling timeline

Special exceptions to the reservations request timeline can be made for weddings and large conferences where a secured location is required for the conference host bid process.

Fall term requests

Programs	Submission start date	Submission deadline	Confirmation date
Official annual university events	N/A	Jan. 15	Feb. 1
Registered Student Organization events	Feb. 1	March 1	April 1
All other academic or administrative university department events	April 1	April 15	May 1
Non-WSU affiliated events	May 1	N/A	N/A

Winter term requests

Programs	Submission start date	Submission deadline	Confirmation date
Official annual university events	N/A	July 15	Aug. 1
Registered Student Organization events	Aug. 1	Sept. 1	Oct. 1
All other academic or administrative university department events	Oct. 1	Oct. 15	Nov. 1
Non-WSU affiliated events	Nov. 1	N/A	N/A

Spring/summer term requests

First come/first served.

Student Center fees

Space reserved	Registered Student Organization pricing*	University department pricing	Outside organization pricing
Ballroom	FREE	\$500	\$1,250
Hilberry rooms; rooms 010, 020, 025, 285 or 384	FREE	\$100	\$250
Conference rooms 009, 201, 279, 281, 289 or 389	FREE	FREE	\$100

*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.



WAYNE STATE

Student Center and
Campus Reservations

Student Center fees include

- All audio-visual equipment installed in the room.
 - 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.
- Use of the dance floor in the Ballroom.
- Seating diagrams available upon request.

Student 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 the Student Center outside or normal operating hours may request additional building hours for an additional fee. These additional costs will be incurred at the responsibility of the “Client”.

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 Student Center 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.