

# WAYNE STATE UNIVERSITY

## STUDENT CENTER RESERVATIONS

5221 Gullen Mall, Suite 011 Student Center Building

Detroit, Michigan 48202

[screservations@wayne.edu](mailto:screservations@wayne.edu) (email) (313) 577-4585 (phone) (313) 577-3520 (fax)

### **McGregor Memorial Conference Center 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 McGregor Memorial Conference Center are as follows:

1. 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.
2. 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

#### **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”.

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 McGregor Memorial Conference Center audio/visual property and/or equipment and shall not access any areas designated in the building as non-employee restricted areas. No sound production companies are allowed to be used in the McGregor Memorial Conference Center without approval from Student Center Administration.

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.

3. Payment:

#### **Payment Methods:**

- Payment accepted: Cashier check, credit card or money order payable to Wayne State University (personal/business/starter checks are not accepted in person).

- Electronic payment options for checks and credit cards are available at: <http://commerce.cashnet.com/1Housing>
  - **Please note the following:**
  - University departments payment is due thirty (30) days prior to the event.
  - Outside organizations are required to pay a **non-refundable** deposit of 50% of the total rental costs associated with their reservation within 10 business days of booking. Full payment is due by 5:00pm thirty (30) days prior to the event. If a reservation is being made less than thirty (30) days in advance, full payment is due at the time of booking.
  - 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. If the University exercises that right then every effort will be made to contact the “Client.”
4. Food and Beverage Policy:
- Only food ordered through Wayne State Dining Services is permitted. The purpose of the McGregor Memorial Conference Center Food Policy 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 McGregor Memorial Conference Center space.
5. Parking:
- Parking may be scheduled for an event by submitting an online parking event form at: <http://parking.wayne.edu/events/index.php>
  - All parking requests should be made at least 10 business days before the event.
6. Decorations:
- Decorations/event flyers cannot be glued and/or taped to any building surface.
  - All decorations, including balloons, must be removed from the Reserved Space and/or building at the completion of the event.
  - Failure to remove decorations following an event and/or the use or removal of decorations that cause damage to any building surfaces will result in a removal/repair fee.
  - The burning of candles, sparklers, incense, paper leaflets, combustible figurines or pyrotechnic devices is prohibited on University property and is subject to confiscation. Battery operated candles are permitted within the Reserved Space(s).
7. Conduct Policy:
- 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 McGregor Memorial Conference Center.
  - Smoking is strictly prohibited on the campus of Wayne State University. Effective August 2015, Wayne State University has adopted a smoke and tobacco free policy for **all** indoor and outdoor campus spaces.
  - 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 areas of McGregor Memorial Conference Center 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.
  - Art and/or craft supplies such as, glitter, paint, adhesives, markers, etc. can only be used with a protective covering of all surfaces including tables and floors.
  - 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 the Client will be subject to forfeiture of all funds paid to Wayne State University.
  - 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.
  - In case of an emergency, the “Client” should contact the Wayne State University Department of Public Safety at 313-577-2222.
  - Student Center Administration reserves the right to ask for a photo ID at the time of booking, contract signing or payment. Failure to produce the appropriate ID can result in refusal to reserve space.

8. 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**.
  
9. Fronting Policy:
 

Student organizations and/or University departments may not serve as “fronts” for off-campus organizations in order to gain use of meeting space. 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.
  
10. 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.
  - 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.
  
11. 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.
  
12. 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.
  - University department events that are cancelled less than two weeks before the event are subject to a cancellation fee equal to 50% of the total rental costs associated with the reservation.

**Additional Services:**

Client events that require catering services must contact:

Wayne State Dining Services  
495 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