

# Wayne State University

MIKE ILITCH SCHOOL OF BUSINESS RESERVATIONS  
2771 Woodward, Room 424, Detroit, Michigan 48201  
(313) 577-9346 (phone)      (313) 577-4557 (fax)

## BUILDING POLICIES AND FEES AGREEMENT

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 Mike Ilitch School of Business building are as follows:

### 1. Reservation Request

Reservation requests will be granted in the order listed in the table below:

Space Reservation Calendar

Programs	Fall Term Requests			Winter Term Requests			Spring/Summer Term Requests
	Submission Start Date	Submission Deadline	Confirmation Date	Submission Start Date	Submission Deadline	Confirmation Date	
Regularly scheduled School Events	N/A	February 1	February 15	N/A	August 1	August 15	First come/first served
Recognized student organization events	February 15	March 15	April 15	August 15	September 15	October 15	
University sponsored events	April 15	May 15	June 15	October 15	November 15	December 15	
Non-WSU affiliated events	June 15	N/A	N/A	December 15	N/A	N/A	

- **Regularly scheduled school events** include Board of Visitors meetings, orientation, and faculty meetings, which are held on approximately the same dates each semester/year. Also included in this priority group are seminars, conferences, short courses and other events hosted by a Mike Ilitch School of Business (MISB) department or administrative unit whether or not a fee is charged. The expectation is that these groups reserve at least three months in advance of the requested date of use; however, if space is available, they may reserve at any time.
- **Recognized student organization events** are those sponsored by recognized student organizations.
- **University sponsored events** are academic or administrative events sponsored by a University department and scheduled by a full-time faculty member or administrator. Sponsored groups are subject to verification. If permission is granted, the sponsor will serve as the client’s liaison and must be present for the duration of the event and will be held responsible for troubleshooting and/or any damage done to the premises during the event.
- Events may not take place on designated blackout dates as defined by the school. Event restrictions apply for commencement, final examination periods and university closures.

**2. Usage/Rental Building Fees**

**SCHEDULE OF FEES**

<b>Room Category</b>	<b>Ilitch School Sponsored Group Pricing</b>	<b>WSU Groups/Depts, Non-Profit Organization Pricing</b>	<b>External Group Pricing</b>
<b>Auditorium</b>	\$150 per hour; with a 4-hour minimum (Maximum Charge \$800)	\$200/hour; with a 4-hour minimum (Maximum Charge \$1,200)	\$250/hour; with a 4-hour minimum (Maximum Charge \$2,000)
<b>Classroom or Conference Room</b>	\$150/first 4-hours; \$50 per hour thereafter	\$200/first 4-hours; \$75 per hour thereafter	\$250/first 4-hours; \$100 per hour thereafter
<b>Boardroom or Multi-purpose Room</b>	\$250/first 4-hours; \$50 per hour thereafter	\$300/first 4-hours; \$75 per hour thereafter	\$350/first 4-hours; \$100 per hour thereafter
<b>Atrium with furniture</b>	\$300	\$300	\$300
<b>Atrium w/out furniture</b>	\$600	\$600	\$600
<b>Courtyard</b>	\$500	\$750	\$1,000

- No fee is charged for regularly scheduled Ilitch School of Business meetings, orientations, faculty meetings, and similar events or for events sponsored by recognized student organizations when there is no charge for attendance.
- Outside organization pricing applies whether or not an attendance fee is charged.
- School/Department and student organization pricing apply to events for which an attendance fee is charged. Examples include non-academic continuing/professional education programs, seminars, short courses, and other events sponsored by a School of Business department or recognized student organization.

**NOTES ON ADDITIONAL FEES:**

- In addition to room cost, contingency fees may apply for labor, set-ups, custodial services or providing other needs for the proposed event.
- If an overnight hold is needed on the meeting space, additional fees will apply.

**MISB Building Fees Include:**

- All audio-visual equipment installed in the room
  - An audio-visual technician is only available during normal business hours to provide set-up and initial assistance with the event.
  - If client requires the use of any audio-visual equipment outside of normal business hours or additional audio-visual equipment not provided in the space client understands that additional fees may be incurred.
  - A client group wishing to bring in owned or rented equipment must request approval.

### 3. Payment

Payment Methods:

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

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 agreement 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" and suggest an alternative space.

### 4. Conduct Policies

The client group is responsible for the enforcement of University/School conduct policies as related to the event itself as well to those in attendance of the event.

- Wayne State Dining Services is the sole provider of food on campus, including snacks, when the total amount spent using university funds is over \$200.00.
  - If using non university funds and the food purchased is over \$200 a waiver must be requested from Wayne State Dining Services located at 441 Gilmour Mall, Detroit, MI 48202, by calling 313-577-2400.
  - Food and/or beverages are NOT allowed inside the auditorium.
- Any group requesting to serve alcohol must follow the steps below:
  - Groups may not bring their own alcohol into any University owned building on the Main Campus or Medical/Pharmacy/MISB Campus or WSU owned building in the City of Detroit.
  - Groups 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 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.
- The School requires the client group to disclose the purpose(s) of all events and to provide copies of all marketing/advertising materials before distribution. The School reserves the right to cancel any event for misrepresentation. In that event, the client group will forfeit any funds paid including the deposit.
- Special room set-ups must be requested and pre-approved in advance.
- Any decorations, including signs, balloons, etc. must be approved in advance. The client group is responsible for the removal of any decorations at the completion of the event. Failure to remove decorations will result in a removal fee.
  - 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. Trash should be placed in the proper receptacles.
  - 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).
- Violation of any of the conduct policies can result in a) cancellation of the event and forfeiture of the client group's deposit, b) refusal to allow the client group to use the facilities in the future.

