

Honors College Room Reservations Policies and Procedures

If you would like to schedule a room reservation in The Honors College building (511 W. Forest Ave.), please go to The Honors College website (www.emich.edu/honors). Click on About and then Facilities and complete the reservation form that you will find on that page. You must request room reservations at least one week in advance of your event (preferably as early as possible) and allow two full business days for a reply to your request. Confirmations will be sent from emuhonors@emich.edu and questions that are not answered below can be directed to that account.

Please note the following policies and procedures for reservations in The Honors College Trinity Building:

1. Room reservation requests can be submitted by EMU faculty, staff, or Honors College students. If you are requesting a reservation as a student, you must provide contact information for the faculty/staff member who is sponsoring your event or meeting. If you do not have a faculty/staff sponsor, please list the purpose for your reservation and an administrative staff member in The Honors College may serve in that role if they approve your request.
2. If you request a series of recurring reservations for repeating events, such as weekly club meetings or rehearsals, your reservations may be subject to cancellation if The Honors College or the School of Music & Dance needs the space for a special event. In such rare instances, you will receive notification from the EMUhonors email account at least one week prior to your reservation. Recurring reservations will also be scheduled around previously confirmed events so, if you put in a request for meetings every Monday evening but there are already events scheduled on a few Mondays, your request will be denied on the days with existing reservations but may be approved for the days that the space is available.
3. Recurring reservations can be scheduled for the duration of one semester. A new request will have to be submitted at the beginning of each semester. There will be times throughout the year when confirmation of room reservations, especially recurring ones, will be delayed until after classes and Honors College events are scheduled in the building.
4. If your event will be held outside of regular business hours (Monday-Friday 8 a.m. to 5 p.m.), the person who makes the reservation or a designee of their choosing (who must be an EMU student/faculty/staff member) must schedule an appointment with Honors College office staff to obtain card swipe access to the building and go over building opening and closing procedures. The reservation form will ask you to identify at least 4 blocks of time when you would be available to visit The Honors College for this purpose. Those times must fall no less than one week ahead of your event.
5. If you reserve the Auditorium outside of regular business hours, the door to the Auditorium will be unlocked but closed. You may prop the door open during the event by opening it as widely as possible until it holds. You must close the door at the end of your event.
6. If for any reason you are unable to access the building or space you reserved on the day of your event, you can call EMU's Department of Public Safety, tell them that you have a

room reservation confirmation, and ask them to send someone over to let you in. You will need to show them the reservation confirmation in your email.

7. Use of the piano in the Auditorium requires permission from EMU's School of Music & Dance and a fee of \$30 in the form of a check made out to Eastern Michigan University, which must be dropped off to 101N Alexander Building c/o Ila Grant. To request permission to use the piano, please email emu.music@emich.edu. If permission is granted, please forward the approval email to emuhonors@emich.edu. Arrangements will be made for you to pick up the piano key from the Honors College Administrative Offices prior to the event. The key must be returned immediately following the event or during the next business day if the event is scheduled outside of regular business hours.
8. Standard A/V equipment can be used (screens and desktop computers where available), but additional equipment rental is unavailable. If you would like to use microphones or additional A/V equipment, please contact [Book EMU](#) to inquire about availability and fees for renting equipment.
9. Furniture can be rearranged for the event, but all items that are moved must be returned to their original position or storage location. It is recommended that you take photographs of room arrangements before you move anything to help you remember the original configuration.
10. All decorations and food or other items must be cleaned up after the event. Trash receptacles are available throughout the building.
11. Food and beverages are not allowed in the Auditorium, but can be served in the Reception Hall, in the hallway outside the Reception Hall, and in the downstairs hallway near the lounge/Honors commons. If you wish to serve food or beverages after an event in the Auditorium, you must indicate where you will serve the food. Reservations for the refrigerators and kitchen inside the Reception Hall can be requested and must include a request to reserve the Reception Hall, even if you plan to hold the event elsewhere in the building. Requests to use the refrigerator may be denied depending on the availability of the Reception Hall and space available in the refrigerators/freezer.
12. If you have reserved the Reception Hall, you may also use the kitchen for storage and set-up of food. You must request permission to one of the refrigerators for storage and that request may be denied if the fridge is already full.
13. Failure to restore the room configuration or to clean the space appropriately may result in the loss of the privilege of the use of the building.
14. Parking in the Perrin Street parking lot adjacent to The Honors College is available only to guests who have staff or faculty parking permits. ***Space in the lot cannot be reserved through the Honors College.*** Parking is managed by [LAZ Parking](#) and requests for special arrangements, including parking validation passes, can be coordinated through the LAZ office. Please note that your guests may be ticketed if you fail to make arrangements for parking through LAZ. EMU [pay lots](#) and city parking meters are located near the building.

Please note the following general policies and procedures for reserving space on EMU's campus:

The following EMU Policies and Honors College Rules and Regulations have been created to protect the integrity and success of your event. Please review these policies and procedures in their entirety. These are subject to change.

POLICIES AND PROCEDURES

1. Eastern Michigan University is a Tobacco Free Campus as of July 1, 2015.
2. Alcohol is not permitted in The Honors College, Student Center, McKenny Hall, Lake House or other campus buildings without approval from the President's Office.
3. Animals other than those trained to assist the physically challenged or registered service animals are not permitted in our facilities.
4. Parking is only allowed in approved locations. Parking on the campus grounds or in the fire lanes is not permitted.
5. Firearms, weapons, ammunition, fireworks and explosives are not allowed on the EMU campus.

FACILITIES AND USE

Decorations are permitted with the following limitations:

1. No candles, wicks, open flames, incense/perfumes or the burning of any materials is permitted. Items may not be nailed, tacked, stapled, glued, taped or otherwise fastened to ceilings, walls, windows, lighting fixtures, columns, painted surfaces, and doorways. Charges may apply if damage is done.
2. Glitter, confetti, dance dust, silly string, spray paint, water, or sand is not permitted.
3. Windows may not be covered.