

**Conference & Event Services:
BOOKEMU Facilities Information
Procedures (2015)**

Thank you for choosing Eastern Michigan University (EMU) for your event. The following procedures have been created to protect the integrity and success of your event. Please review these guidelines in their entirety, and discuss any questions with your Event Coordinator. These procedures are subject to change.

Your initials here _____ state that you have read and understood all the practices and procedures listed herein and agree on behalf of the sponsoring organization with these procedures.

ROOM RESERVATIONS -

The Conference and Events Services Office (CESO) manages requests for most of the meeting and event spaces on the EMU Campus. Requests for reservations fall into three categories (Internal, External and Co-Sponsored), These categories will determine the rate structure and the priority of the request. The responsibility for providing accurate information rests with the requester, so that no groups are allowed an unfair advantage to the reservation process or fee assessment. The room request is then assigned a space according to the information that was received. The CESO reserves the following rights of reservations -

- A. The right to alter times and Facility availability in order to accommodate maintenance needs for the Facilities.
- B. The right to enter the Facilities at any time for the purpose of inspection, repair or emergency or any other reasonable purpose.
- C. The right to substitute alternate facilities to accommodate a change in the estimated number of Participants, the need to use the Facilities originally assigned for another use, or other exigencies.
- D. The right to move functions to similar meeting rooms other than those appearing on the confirmation. We will make every attempt to notify customer of any changes to room or facility, but a similar substitution will deemed as full compliance to the confirmation.

Participants will not enter the reserved space earlier than the usage time for each event. Rooms will be available no more than 15 minutes prior to your scheduled meeting time, unless you have requested specific set up times. Please end your meeting or event on time to allow proper preparation for the next event.

In consideration of other Student Center customers, if an event is expected to contain excessive noise, the CESO must be notified at the time the reservation is made in order to choose the most appropriate room or amount of space required for a sound buffer. The client acknowledges that other activities are being conducted in the facilities by EMU and Non-EMU organizations during their events. CESO will make every effort to schedule activities so as to not interfere with their programs.

Depending on the nature of your event, you may be required to have security personnel assigned to your event. These services are scheduled by the EMU Department of Public Safety (DPS). The fees for these services are the responsibility of the sponsoring organization, and an estimate will be included in your contract. Your event coordinator will assist you if this service is required.

CLIENT RESPONSIBILITIES

1. Eastern Michigan University grants to the client permission to use the Facilities and Equipment (if

any) solely for the program and terms specified on the event confirmation.

- Client guarantees it will use Facilities exclusively for the intended purpose of Program as outlined in the Event Confirmation.
- The Client is responsible for the actions of Participants while Participants are on EMU's campus in connection with the event, including any damage to EMU's property which may arise out of Client's negligent act or omission in connection with the utilization of EMU's facilities.
- The Client shall take all necessary precautions to ensure that there are no injuries to persons or damages to or loss of property in and around the Facilities in connection with the Program.
- The Client agrees to take good care of the Facilities, including but not limited to the walls, furniture, carpets, draperies, tables and equipment, and further agrees that it will leave the same in good condition at the end of the event.

FACILITIES AND USE

Decorations are permitted with the following limitations:

- 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.
- Glitter, confetti, dance dust, silly string, spray paint, water or sand is not permitted.
- Windows may not be covered.
- Eastern Michigan signage cannot be covered or otherwise obstructed.
- All painted decorations must be completely dry before entering Facilities.
- All equipment (i.e. tables, chairs, stage, audio visual, etc.) will be set up by EMU Student Center staff. An audio/visual (AV) technician may be required to operate equipment. The need for an AV technician will be determined by the building staff and noted on the event confirmation.
- All equipment requested and set up will incur established charges as documented on the event confirmation. If equipment is canceled at least (5) days in advance of each Program session, Client will not incur an equipment rental fee.
- CESO must approve, in advance of its use, any equipment furnished by a non-university source.
- The Client will be charged the current rate for furniture and equipment (plus handling fees) that must be secured or rented from an outside source if CESO cannot meet a request with its own equipment. our staff shall make Client aware of the necessity of such rental prior to its execution and provide Client with a reasonable estimate of its cost. This will be noted on the event confirmation which will include a dated booking acknowledgement that will be revised reflecting any additional fees or changes.
- If the Client brings in equipment that requires access to water, electrical, satellite, internet and/or cable feed or any other systems, Client must receive advanced written authorization from CES and additional fees may be assessed.
- CESO assumes no responsibility for equipment used for the Program supplied by an outside vendor and the Client shall be responsible for indemnifying Eastern for any damage caused to its property or to its students, employees or representatives as a result of such equipment.
- The Client shall be obligated to reimburse CESO (plus a handling charge) for any equipment rented by Event Planning for any program that is subsequently canceled. This will be outlined in the event confirmation.
- At the conclusion of each event, it is the responsibility of the Client to dispose of decorations, bulk trash, food or other material used during the event.
- Any property not removed and/or claimed within 48 hours following the conclusion of an event/meeting will be considered abandoned by the Client or its exhibitors. CESO may take

possession of said property and treat it as its own or dispose of such property. The Client shall be liable for the cost incurred in disposing of the abandoned property.

- The Client shall inform all Participants of their responsibilities regarding appropriate use of the Facilities.

INSURANCE (WHERE APPLICABLE)

- The Client shall maintain all necessary insurance to protect itself against all claims for bodily injury or death of any persons arising from the activities associated with this Agreement or the Program, whether or not such person is employed by the Client and regardless of whether such person is a Participant.

- The Client shall furnish to EMU a certificate of insurance no less than thirty (30) days before the start date of the Program and thereafter as reasonably requested by EMU, evidencing general liability insurance with a minimum of one million dollars (\$1,000,000.00) in per occurrence and aggregate limits. Such insurance shall be primary over other collectible insurance. EMU must be given notice of cancelation or modification of said insurance.

- If group is not a EMU organization or the program is not sponsored by EMU, the Client must name "Eastern Michigan University" as an additional insured on the general liability policy and this must be evidenced on the certificate of insurance.

- Insurance certificates may be required for the following events at the Student Center, McKenny Hall or the at the Lake House: Wedding Receptions, Summer Camps, Fashion Shows and Dances.

UNIVERSITY RULES AND REGULATIONS

1. Eastern Michigan University is a Tobacco Free Campus as of July 1, 2015.

2. Alcohol is not permitted in the Student Center, McKenny Hall, Lake House or other campus buildings without approval from the Presidents Office for a liquor license . The liquor license must be displayed at the corresponding event.

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. Solicitation in any form is not permitted inside the Student Center unless you have a reservation at one of the Student Center Lobby Tables.

6. Firearms, weapons, ammunition, fireworks and explosives are not allowed on the EMU campus.

SHIPMENTS

To assist you with your event, the Conference and Event Services Office (CESO) will accept shipments related to your event up to two (2) business days prior to your event. Prior arrangements must be made with the Event Planning Office so that your package will be accepted. EMU cannot be held responsible for damaged, lost, stolen or wrongly shipped items. If items are left for pickup longer than three business days after your event, you will be charged a storage fee of \$50.00 per day.

CESO will not accept COD packages or be responsible for shipping packages after an event.

SIGNAGE

The CESO can provide up to five (5) easels or e-clips for your event signs. Additional sign stands will charged at an additional fee. Please request those items at the time of booking. Hooks, nails, pins, staples, tacks, tape, glue or adhesive of any kind is prohibited on any walls, windows, doors, railings, tables, chairs or desks of any and all EMU facilities.

DEPOSITS

Internal Events -

A department banner/account or student organization X account number is required when making your reservation to guarantee the space. An event co-sponsored by the University or University Department for an external group may provide the sponsoring departments banner number or follow the same deposit procedures as external groups.

External Events -

A deposit in the amount of the room rental is due within 10 business days of the making the reservation. The CESO will not provide any reminders for "deposit due" and the room reservation will be released if the payment is not received. Payments can also be made by cash, cashier's check, money order or credit card (Master Card or VISA, only). Cashier's checks, and money orders should be made payable to Eastern Michigan University. Personal checks will be accepted only with approval of the Office Manager.

The total event bill must be paid within 5 business days in advance of the event. If additional charges are assessed during your event, those charges must be paid within 30 (thirty) business days of your invoice date. If your account is past due, you will not be allowed to book future events until your account is made current. Please direct any inquiries about your invoice to the Billing Coordinator at 734.487.6978.

Event charges are subject to the current state of Michigan sales tax (6%) and a 17% service charge on all food and beverage. The current state of Michigan sales tax (6%) will be applied to all rental items.

PRICE GUARANTEES

Prices are firm for events held within 1 (one) year of the date of this reservation. However, food and beverage prices are subject to price changes due to unforeseen market fluctuations.

Events held more than one year from the date of the reservation are subject to prices in affect at the time of the event.

PARKING INFORMATION -

All participants of events held on the EMU campus may park in any campus guest lot. The current parking rates is \$1.50 per hour with a maximum of \$8.00 per day, and all visitors must pay to exit any of these campus lots. If you wish to pay for parking for your event participants, please contact the Parking Department at least two weeks prior to your scheduled event. The Parking Department number is 734-487-3450. You may also discuss this arrangement with your event coordinator. Currently, there is Free Parking in the Student Center lot on Fridays after 6pm, Saturday and Sunday.

CANCELATIONS

Please contact the CESO to cancel your reservation at 734-487-4108 or by email at cl_eventplanning@emich.edu within the time frame listed below.

Costs may be assessed for some cancelations - see below.

STANDARD MEETING ROOMS - Student Center or McKenny Hall.

A. More than 5 business days from day of event - No Charge

B. Less than 5 business day from day of event - \$100 or the standard room rental fee.

C. For Multi Room/Multi day room reservations - \$100 per room, for the first full day.

STUDENT CENTER BALLROOM/AUDITORIUM -

A. Student Center Ballroom or Auditorium reservations must be canceled more than 60 days in advance or the group will be assessed the full room rental fee. Cancellations made more than 60 days in advance will not be charged the fee.

Student Center Ballroom A - \$900

Student Center Ballroom B - \$600

Student Center Grand Ballroom - \$1500

Student Center Auditorium - \$400

MCKENNY BALLROOM - \$1200

The McKenny Ballroom reservations must be canceled more than 60 days in advance or the group will be assessed the full room rental fee. Cancellations made more than 60 days in advance will not be charged the fee.

ADDITIONAL FEES -

Changes to your contract within the 72 hours prior to your event may be assessed additional fees.

- Standard room or A/V setup changes at Student Center or McKenny - \$25.00

- Ballroom or A/V setup changes at Student Center or McKenny - \$25 - \$100 depending on service.

SERVICE TECHNICIAN FEE - For adding an audio visual technician or student services technician with less than 24 hours notice to the CESO.

\$25.00 per hour plus a \$25.00 late fee.

The CESO may not be able to accommodate your late requests or last minute changes to your event, however we will do our best to accommodate your needs.

NON-PERFORMANCE

If the CESO is unable to perform its obligations under this agreement for any reason beyond its control, including but not limited to, facility and/or weather emergency, power outage, accident, riot, strikes/labor disputes, restrictions or regulations on commodities or supplies, epidemic, acts of war or terrorism, or act of God, such non-performance is excused and the CESO will not be liable for any consequential damages of any nature. The CESO agrees to reschedule your event to a mutually agreeable and available date and location.

FOOD AND BEVERAGE SERVICE

All food and beverage must be supplied by EMU Dining Services. Food served by EMU Dining Services may not be taken out of rooms or buildings. To review the menu for your upcoming event or to see a complete listing of food and beverage policies and procedures, please refer to the EMU Dining Services web site at: <https://www.emich.edu/bookemu/>

Your signed confirmation or use of this facility serves as your statement of compliance with event and building regulations, and as your agreement to the practices and procedures listed, in this reservation confirmation. Please sign and return this entire document to your event coordinator in the CESO by email or by fax to (734) 487.6514.

Customer Signature

Customer Name (please print)

Department Account Number/Banner number

Date