



# UNIVERSITY HOUSE EVENT REQUEST FORM

790 N. HEWITT, YPSILANTI, MI 48197

1.	Organization or Department:	
2.	Organization Address:	
3.	Event Name:	
4.	Requesting Date:	
5.	Time of Event:	

- University House is most appropriate for catered events that are 1-2 hours in duration and do not exceed 8:30 p.m. As a friendly reminder, we are prohibited from supporting events related to political candidates or ballot initiatives.
- Events are limited to the Great Room on the first floor and patio only. Due to unpredictable weather conditions, if the requesting department/organization plans to have more than 100 guests and plans to use the patio, a “guaranteed” backup location must be secured.
- The President’s office will respond to the requested date of an event based on the President’s schedule and the current event schedule. A reason will be provided should a conflict arise for your requested date and time. *Please note that once your event is reserved, University House reserves the right to change your event date/time based on the schedule of the President.*
- All outside vendor communication must be communicated in advance to the President’s office (flowers, deliveries, choirs, performers and the like).

7.	University House Contact Telephone Number	Casey Wooster, Office of the President (Office): 734.487.2212
8.	Booking Client Name & Title:	
9.	Booking Client Phone & Mobile:	

10.	Onsite Contact & Mobile Number:	
11.	Purpose of Event & the Return On Investment for Using University House:	
12.	Expected number of attendees:	
13.	Dress code:	
14.	Food & Beverage Provided:	YES or NO
15.	Reception or Seated:	
16.	Buffet or Plated:	
17.	Beverages Provided:	Non-alcoholic or Alcoholic or Both

- Alcohol service is limited to beer and wine only.
- Catering services are provided by Eastern Michigan University Dining Services. Following event approval, contact the Event Planning Office at 734.487.4108 to make arrangements. You will be required to make payment arrangements when you contact the office.
- Client is responsible for purchasing the alcohol and delivering it to University House 24 hours prior to the reserved start time.
- Should guests pay to attend this event and alcohol will be served, a liquor license must be secured through the Michigan Liquor Control Commission and we suggest you do so 6-8 weeks prior to your event. This is the responsibility of the client.
- 50 person limit for seated dinners with 10 per table.
- 100 person limit for receptions.
- Please note that the doors to University House will open twenty (20) minutes prior to the scheduled time for guest entry.
- Guests will be greeted and asked to provide their name upon arrival.

17.	Media:	NOT PERMITTED
18.	Parking at University House:	Parking is permitted in the circle drive until max capacity is reached (30 vehicles). There is no parking directly in front of University House per fire code. Your guests will find additional parking at the Convocation Center in Lot C. A short walk will return your guests to University House.
19.	Event Emcee or Program:	

20.	President's Role - What role do you envision for the President at the event?	
21.	Invitations:	All verbiage must be approved prior to mailing

Please be prepared to provide the following information should the President be asked to speak at your event:

- Talking points for the President should be submitted 10 days prior to the event date so that the President can be properly prepared for his role.
- An agenda or program for the event will also be required.
- An invite list must be provided no later than 1 week prior to the event, unless otherwise specified. A template will be provided.
- Guaranteed number of attendees is required three (3) days prior for both the caterer and University House team. The guarantee may increase; however it cannot decrease after the three (3) day guarantee requirement.

22.	Based on Approval, Billing handled by:	Dept. Name, Org and Fund #:
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- Please submit this form to the Office of the President, 202 Welch Hall or email at [jwooster@emich.edu](mailto:jwooster@emich.edu) once the form has been submitted, the request will be reviewed and responded to promptly.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_