Facility Use Policy

Environmental Interpretive Center

updated January 2018
DEARBORN ADMINISTRATIVE GUIDE

These policies and procedures apply to all events held at the University of Michigan – Dearborn, Environmental Interpretive Center (EIC) and are effective as of January, 2018.

Facility Access

Facility hours vary. The Department of Public Safety will be notified to open and close buildings outside of the regular hours of building availability if necessary. General facility hours are posted on the University of Michigan – Dearborn website: http://www.umd.umich.edu.

Facility Reservations

The University of Michigan – Dearborn has a distributed space reservation system. Conference rooms, classrooms and the use of any space in the EIC require advance reservations. Advance notice for requests is a minimum of three (3) business days.

Facility reservations are processed in the order in which they are received. The scheduling of classroom space for anything other than UM-Dearborn courses for future terms cannot take place until that term begins. All requests for the reservation of classroom space for non-course events and events-only auditoriums must be placed in the form of an e-mail or submission of a Room Use Request. All student organization requests for the use of EIC classroom space or auditoriums must be submitted in an e-mail. Consideration will be given to the size of the group, type of program and available space. Facilities Coordinators reserve the right to assign and, if necessary, reassign facilities to assure the most efficient and appropriate utilization of space.

A responsible representative of the group using a space must be identified and remain in the facility until the event is concluded. This includes staying on site until all participants and/or vendors have left the building (i.e. catering, photographers, etc.). The person representing the group must stay at the reserved facility at all times and must have their reservation confirmation with them during the time of facility use. Those using UM-Dearborn facilities without proper documentation or acting inappropriately will be asked to leave the facility and/or the UM-Dearborn property.

The Environmental Interpretive Center is a non-smoking facility. This includes the Natural Area and grounds around the facility used by visitors and educational program attendees.

All facilities users must abide by and are subject to all UM-Dearborn policies, regulations and guidelines as well as all local, state and federal laws.
Contact Information for UM-Dearborn Environmental Interpretive Center (EIC)

Please contact the following Facilities Coordinators for availability, reservations, rates and other details relating to specific venues in the EIC:

Contact Mike Perrin at 313-583-6370 or e-mail mperrin@umich.edu

Facility Rental Rate Categories and Charges

The following definitions are used to identify groups using facilities at UM-Dearborn.

“University” Rate

This category only includes recognized UM-Dearborn student organizations, academic departments, administrative departments, or research departments/programs scheduling a UM-Dearborn event. A chartfield combination and/or shortcode must be provided for any applicable charges. This category does not include UM-Dearborn departments sponsoring external organizations or external events.

“Non-Profit” Organization Rate

Non-profit (as defined by the 501(c) provision of the United States Internal Revenue Code), organizations, corporations, businesses, clubs, private parties or individuals not part of the University of Michigan-Dearborn and that share similar missions.

“For-Profit” Organization Rate

For-profit organizations, corporations, businesses, clubs, that share similar missions.

Additional Charges

The following tables detail facilities use charges in effect at the Environmental Interpretive Center. Rates are subject to change at any time by the UM-Dearborn administration. In addition to the facilities use charges shown, there may also be charges for the following:

a. Facilities set-up, clean-up, and additional furnishings*
b. Catering and food service
c. Computer use*
d. Audio visual equipment set-up and use*
e. Safety officers and staffing needs for access outside of normal operating hours*

*Direct rates of staff, including overtime
Environmental Interpretive Center (EIC)

The primary use of the Environmental Interpretive Center is to provide outreach education to school groups. The EIC is also intended to provide space for non-profit organizations that have a shared interest in our mission and whom collaborate on shared outreach education activities as determined by the Director of the EIC.

The EIC is available for use by UM-Dearborn campus departments, non-profit organizations and for profit organizations. The EIC is not available for private parties or events that conflict with the mission of the Center. EIC space reservations can be made by contacting Michael Perrin at 313-583-6370. Please limit reservations to the current academic year. If rooms are reserved, and not used, without prior notification, (no-show) future room use may be restricted.

Each room has appropriate uses and any alterations or changes to room configuration must be approved by the EIC and coordinated through facilities management at the expense of the user. No alteration of configuration to rooms 121, 116, 118, 108 as well as the auditorium, room 107. Environmental Interpretive Center rooms must be vacated by 10:00 p.m.

The EIC has limited computer or audio/visual equipment for use by outside organizations. EIC users are encouraged to provide their own equipment. An additional fee maybe incurred for use of audio/visual equipment or support staff needed.

Catering may be used in some areas of the EIC with the stipulation that all waste must be removed at the end of event.

<table>
<thead>
<tr>
<th>Area</th>
<th>University*</th>
<th>Non-Profit*</th>
<th>For-Profit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory room 116</td>
<td>No Charge</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Laboratory room 118</td>
<td>No Charge</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Multi-purpose room 119</td>
<td>No Charge</td>
<td>$100.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Exhibit Hall Room 106</td>
<td>No Charge</td>
<td>$200.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

* Group Category and Use Fees altered only at the discretion of the Director of the EIC
The following information applies to all UM-Dearborn facility locations

Additional Fees

Additional fees will be assessed for special room setup, tear down, resetting of rooms during an event, special cleaning or other services not specifically indicated in this document. Setup fees, based on actual cost, may be imposed should the set-up be out of the ordinary requiring employee overtime or special time considerations beyond a routine set-up.

Damages

Willful or careless damage to UM-Dearborn property or equipment will result in a replacement and/or repair charge to the responsible group, as well as possible restriction from future UM-Dearborn facility use.

Security

Additional fees may be charged for an event where attendance is estimated to be 200 or greater, outside the normal hours of operation, or where Public Safety & Environmental Health or Guardsmark determines extra security is necessary. Fees for added security personnel are determined by the Department of Public Safety or Guardsmark.

Deposits/Status

Receipt of initial deposit (50% down payment) and signed facility contract/agreement are required at the time of room confirmation and will formally reserve the space. Space will automatically be released if a signed contract and deposit are not received by the agreed upon date. The initial deposit will be deducted from the final balance due. Specific regulations and deposits may differ per facility. Check with the Facilities Coordinator for specifics.

Payment of Balance Due

Final payment of balance due for use of facilities and related charges is required in full three business days prior to the event or at the discretion of the Facilities Coordinator.
Cancellation Policy (Please also see food service cancellation policy below)

Cancellations must be received no later than 16 business days prior to the event date. Cancellation of a reservation 15 days or less prior to the event date shall result in forfeiture of the rental deposit. The client will be required to pay the University of Michigan-Dearborn the full cost of all expenditures attributable to preliminary arrangements for the event.

Student Organizations, UM-Dearborn Departments, and Non-UM-Dearborn groups will be held responsible for all charges incurred as a result of any commitments made to facilitate an event.

If a UM-Dearborn student organization or department does not cancel the room reservation in advance (no call-no show), the following action will be taken:

- First Offense: Written notice to the "no call-no show."
- Second Offense: Future events for the student organization or UM-Dearborn department will be suspended until a meeting can be held with the Facilities Coordinator, a Student Activities Office representative (if appropriate) and representatives of the student organization or UM-Dearborn department.

Setup/Tear down/Decorations

All decorating plans in facilities or surrounding outside areas must be approved in advance by the Facilities Coordinator. Facilities Coordinators must also approve any special needs for decorations, exhibits, or displays beyond the scope of this policy.

Groups using decorations, exhibits or displays must arrange with the Facilities Coordinator for set up and removal of materials. Any decorations used for an event must be removed by the sponsoring organization at the conclusion of the event. If it is necessary for UM-Dearborn staff to remove materials left by the group, the sponsoring organization will be billed for all costs of removing the materials.

Banners and displays for events may be used in approved areas only.

All table centerpieces must be non-flammable or constructed of fire resistant material.

No materials of any kind may be attached to ceilings, light fixtures, sprinkler heads, walls, floors, woodwork or any painted or papered surface unless approved by the Facilities Coordinator in advance.

No pins, tacks or any piercing mechanism may be used on walls, ceilings, woodwork, doors, etc.
The use of confetti, rice, dance wax or similar materials in any UM-Dearborn facility is prohibited.

By order of the Fire Marshall, doorways, hallways, corridors, staircases, and fire exits **must not be blocked or obstructed at any time.**

Open flames are not permitted. Burning candles may be used if they are within glass holders and if approved in advance by the Facilities Coordinator. (See Open Flame/Candle Guide)

Light bulbs may not be placed where the heat from the bulb could create a fire hazard. "Special effects" equipment such as smoke or fog machines, sparklers, etc., is not permitted in any UM-Dearborn facility.
Audio-Visual Equipment

Each UM-Dearborn facility location has a specific policy regarding use of and fees for audiovisual equipment. Please contact the Facilities Coordinator to inquire.

The Facilities Coordinator must inspect all equipment not supplied by UM-Dearborn.

Miscellaneous

Smoking is not permitted in any University of Michigan-Dearborn facility.

UM-Dearborn is not responsible for loss of any materials, gifts, favors or other items left unattended in any facility during or following an event.
University of Michigan–Dearborn

Alcoholic Beverage Policy

1. All University of Michigan–Dearborn facilities are subject to all rules, regulations, laws and statutes of the State of Michigan. No alcoholic beverages, other than those provided by licensed, trained catering service staff may be served or consumed on UM-Dearborn premises. In addition no alcoholic beverages may be removed from the event venue.

2. Any event held on the UM–Dearborn campus at which alcoholic beverages will be served should ordinarily be scheduled at one of the following locations: Fairlane Center, Henry Ford Estate, Professional Education Center, or University Center. Any other UM-Dearborn location requires approval in advance by the UM–Dearborn Facilities Use Policy Committee.

3. No University of Michigan general funds or Student Organization account funds may be used to purchase alcoholic beverages.

4. The University of Michigan–Dearborn strictly prohibits cash bar sales of any kind.

5. Service of alcoholic beverages may not exceed 4 1/2 hours.

6. Service of alcoholic beverages must conclude 30 minutes before the end of the event or by 12:30 AM, whichever is sooner.

7. No event at which the majority of the participants will be under age 21 may include alcoholic beverages.

8. At all social events where alcoholic beverages are served, food of a substantial nature must be provided for the guests by the host organization.
   
   a. For receptions, food of a substantial nature is equivalent to a minimum of three hors d’oeuvre portions per person attending the event for each hour of bar service.
   
   b. For events with both a reception and full meal service, alcoholic beverage service will be as follow - 4 hours of bar service and up to 2 hours of wine service with meal (bar will be closed for at least 1 hour during the meal service time).

9. Bar service may begin no earlier than one hour prior to the start of food service for the event and must end no later than 12:30 AM.
10. Alcoholic beverage service will be provided by licensed catering service staff trained in and observant of the Training for Intervention Procedures Program. Alcoholic beverage service will be provided in accordance with all Federal, State and Local laws, Michigan Liquor Control Commission rules and policies of the University of Michigan-Dearborn. Catering staff reserves the right to request identification and to refuse service of alcoholic beverages to minors or intoxicated individuals.

11. In an effort to maintain the health and safety of the guests, the following parameters will apply to alcohol service:

a. All alcoholic beverages must be served with the appropriate amount of mixers and ice
b. No straight shots of any liquor or any combination of three or more liquors will be served
c. All beer and mixed drinks will be provided in individual servings
d. Bartenders may serve only one drink per customer at a given time

12. Catering staff will deny alcoholic beverage service to anyone, at any time, if it appears that under age drinking or guest intoxication is occurring. The catering staff supervisor has the sole right to make decisions regarding appropriate service of alcoholic beverages without client recourse. The Michigan Liquor Control Commission rules, Federal, State and Local laws, and the University of Michigan – Dearborn Policy on Alcohol and Drugs govern individual behavior concerning alcohol.

13. Any exceptions to this alcoholic beverage policy require advanced approval by the Facility Use Policy Committee.

14. The University reserves the right to amend and revise this policy as necessary.
REQUEST TO HOST EVENT WITH ALCOHOLIC BEVERAGES
AT NON-DESIGNATED CAMPUS SITES

Name ____________________________ Department ___________________________

Description of Event _____________________________________________________

Date of Event _____________________ Number of Participants __________________

Time of Event ______________________

Event will be catered by University catering __________

Other* ________________________________________________

Will students be in attendance? Yes __________ No ___________

Location requested ______________________________________________________

Dean/Director Approval ____________________________________________________

Printed Name Signature __________________________________________________

As host of this requested event I have read, understand and agree to abide by the UM-D Alcohol policy.

________________________________________________________
Name Printed Signature ______________________________    Date ________________

*Documentation verifying caterer is licensed by Wayne County Health Department to provide alcoholic beverage service must accompany this form.