

**3408 Woodward Ave**  
**Detroit, Michigan 48201-2726**  
**313 578-9700 O**  
**313 578-9701 F**

### **Reservations and Usage Guidelines**

1) Any MSU group/organization/unit may request use of the space in the MSU Detroit Center by completing a “Reservation Form” from the MSU Detroit Center. Submission of this form should be made at least two weeks prior to the requested date. Events are often booked consecutively, so be sure to include both set-up and clean-up time within the time frame you are requesting in your booking reservation. If you are holding a large event, you may also want to include time for participants to arrive and depart.

- Notification of the request’s approval will be given via email within a week of the request form submission.
- The **MSU Detroit Center** must be notified of the group’s cancellation of space request as soon as possible so that other groups may use this space.

2) Should there be more than one group requesting space on the same date and time:

- **MSU Detroit Center** based units will have first priority over the space.
  - Any MSU Unit/Group will have next priority over the space.
  - External Groups have third priority over the space. \*
- \*External groups cannot book space earlier than 3 months of the event date.**

3) **Holding Space** – Can only be done by MSU Departments in writing. Holding a tentative date is not recommended and does not secure the space. Filling out a reservation form and receiving approval in writing is the only way to secure the space. If a reservation form is not received within two weeks of the request then the tentative date will be removed from the calendar. Please do not advertise an event until you have received an approval notification in writing.

4) **Facility Use Agreement (FUA)** – Must be filled out and signed by all external groups. An event may be subject to cancellation if the FUA is not returned two weeks prior to the date of the event.

5) Please complete your event within the approved time frame so that subsequent events can begin on time.

6) **Custodial fees may be assessed if the event clean up exceeds normal custodial services. Additional custodial services will be charged at the discretion of the Facility Coordinator.**

#### **“Be Spartan Green” – Recycling Program**

The MSU Detroit Center participates in being “**Spartan Green**”. Recycle containers are located throughout the building for your convenience.

7) Food and refreshments may be catered / brought into the facility for an event. Catering must be arranged by user group. Any leftover items should be removed at the conclusion of the event, unless approved by the Facility Manager. User Group is responsible for disposal of trash. Please do not leave food left on tables and discard all beverages and their containers. A list of caterers is available upon request. **Alcohol is not allowed on the premises.**

8) **Spaces Available for use:**

a) **Multi Purpose Room**

- **146** maximum capacity
- **80** chairs
- **6** round tables that seat **4**
- Kitchenette
- Tech Cart includes\*: Wireless microphone, DVD, VHS, Stationary projector/screen, internet access, computer, and laptop connection
- The number of tables that can fit in the space varies based on setup
- Additional tables and chairs can be rented by the user group
- Capacity limits vary based on setup.

b) **Classrooms 230 A & B**

- Classrooms can be opened for one large space
- Combined capacity is **100** maximum capacity
- 230 A & B maximum capacity is **50** when not combined
- Each classroom has **33** chairs and **17** tables
- Additional tables and chairs can be rented by the user group
- Tech Cart includes\*: Wireless microphone, DVD, VHS, Stationary projector/screen, internet access, computer, laptop connection and an Elmo
- Polycom for teleconferencing in 230A
- Capacity limits vary based on setup.

c) **Large Conference Room**

- Capacity is **16**
- Large oval conference table and 16 chairs
- Flat panel with laptop and audio hookup, cable, and polycom for conference calls

d) **Small Conference Room**

- Capacity is **10**
- Small oval conference table and 8 chairs
- Polycom is available for conference calls

**Wireless internet is available throughout the MSU Detroit Center**

**Set Up of Event**

Please specify set up of your event on the reservation form.

9) Security is required for all events at the **MSU Detroit Center**.

10) Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting **the Facility Coordinator** within 2 weeks prior to event. Requests received after this date will be honored whenever possible. If handicap accessibility is needed at arrival, please check in with the Security Guard at the front entrance.

11) Inappropriate conduct by the group using space in the **MSU Detroit Center** will be subject to general University and student rules and regulations outlined in *Spartan Life*.

12) Violation of any of these regulations by a group may result in suspension of the group's privileges to use space in the **MSU Detroit Center**.

**MSU Detroit Center**  
[Detroit@msu.edu](mailto:Detroit@msu.edu)