

LSA Office of Facilities and Operations Chemistry Atrium Reservations Rules, Regulations, and Information

General Information

- The Atrium of the Willard H. Dow Chemistry is a two-level space. The separate levels are connected by stairs and served by elevators.
- The Upper Atrium is standing room only, while the Lower Atrium has fixed furniture and will accommodate 4-6 food/beverage tables and up to 42 chairs. Refer to the diagram below for visual layout.
- There is a limit of 35 poster boards and easels in the Lower Atrium.
- Please review the atrium reservation calendar [at this link](#) to ensure the date and time of the event is available before submitting a request for reservation.
- Chemistry reservations requests are made online [at this link](#). An email will be sent to the event contact if the reservation is approved, denied, or if additional information is required. Reservation requests may take up to one week for approval.

Building Hours and Hours for Reservation

- All events must be complete by 10:00pm. An extra hour for cleanup may be requested but must be complete by 11:00pm.
- The Chemistry Building is unlocked Monday through Friday from 7:00 am – 6:00pm. Anyone with a valid MCard can access the building at any card reader door Monday through Friday from 6:00pm to 10pm, or from 7:00am to 6:00pm Saturday and 7:00am to 10:00pm Sunday.
- LSA Facilities can arrange to have (1) exterior door unlocked and air handling if required for the event. When the reservation is approved, please send a message to lsa-facilities@umich.edu with the date of the event, time, and duration of the event requesting the unlock/air handling.

Fees

- The fee for an event sponsored by a College of LSA department will be waived.
- The fee for an event not sponsored by a College of LSA department is \$150 . A shortcode must be provided with the reservation request.
- If damage or additional cleanup is required as a result of the event, additional fees will apply. It will also limit the group's ability to reserve College of LSA space in the future.

Furniture, Furnishings and Equipment

- LSA will not provide furniture for the atrium or arrange existing furniture for events. Groups must make separate arrangements for any additional furniture required for events. Any furniture, linens or equipment provided for an event must be removed by 9:00am the following day.
- The furniture in the atrium is bolted down and cannot be removed. Furniture cannot be moved into the atrium from classrooms or other Chemistry Building spaces.

- If additional trash and recycling containers are needed, the requesting group must arrange and pay for the containers. Submit a [non-general fund work order](#) for this service.
- The atrium must be cleaned up and returned to its original condition after each event.

Food Service

- Certain foods (e.g. pizza, boxed lunches, bagels, donuts, cookies, coffee, cider, prepackaged snacks/candy) prepared by a licensed food establishment can be served in the atrium. Foods prepared by a licensed food establishment requiring being kept hot or cold for safety and on-site food prep must be coordinated with Environmental Health and Safety at 734.647.1142 or EHSFoodSafety@umich.edu. If food is being prepared and brought into the atrium by the event organizers, the food can only be served to members of their group – it cannot be offered to the general population. Simple baked goods (e.g. cookies, brownies, cupcakes, muffins, etc.) are exempt from those rules.
- Cooking appliances (George Foreman grills, pancake griddles, waffle irons, coffee pots, etc.) are not permissible
- No alcohol is allowed to be served in any atriums on campus. Permission to serve alcoholic beverages must be obtained from the College of LSA, Office of Facilities and Operations lsa-facilities@umich.edu if reserving space in any LSA building.

Other Important Information

- At no time can entrances/exits be blocked and the paths of egress must be kept clear at all times.
- If security is required for an event, the group sponsoring the event must make arrangements by contacting the Department of Public Safety and Security and pay any additional costs.
- The Chemistry Building is a classroom, office and research facility - loud activities are not allowed. Amplified sound is prohibited.
- Posting or taping items on the walls is not allowed.

See Diagram of Lower Level Furniture placement below

