

## **LSA Office of Facilities and Operations East Hall Atrium Reservations Rules, Regulations and Information**

### **General Information**

- The north (Department of Psychology) atrium is 2,839sf. It has a seating capacity of 189 and a standing capacity of 405.
- The south (Department of Mathematics) atrium is 3,307sf. It has a seating capacity of 220 and a standing capacity of 472.
- The north level 3 terrace is not covered by the reservation for the north atrium. If you need to reserve the terrace for your event, it can be reserved through the LSA Department of Psychology [at this link](#).
- The south level 2 commons area is not covered by the reservation of the south (Math) atrium. Please email [heayherg@umich.edu](mailto:heayherg@umich.edu) in the math department with date/time and brief description of event.
- Please review the atrium reservation calendar on the left of the page [at this link](#) to ensure the date and time of the event is available before submitting a request for reservation.
- All 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.
- East Hall is a classroom, office and research facility your reservation final approval is determined on scheduled research events in the building at the time of your request, because of this, the approval process for East Hall can be delayed up to a week.

### **Building Hours and Hours for Reservation**

- Each atrium can generally be reserved between 7:30pm-10:00pm. Reservations may be requested before 7:30 pm but require additional levels of approval due to adjacent academic and research activities. These reservations requests may take up to one week for approval.
- All events must be complete by 10:00pm. An extra hour for cleanup may be requested but must be complete by 11:00pm.
- East Hall 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 10:00pm Saturday and Sunday.
- LSA Facilities will arrange to have exterior doors unlocked if required for the event. When the reservation is approved, please send a message to [lsa-facilities@umich.edu](mailto:lsa-facilities@umich.edu) or call 734.764.0323 with the date of the event, the doors that need to be unlocked, as well as the time and duration of the event.

### **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 \$60.00 per event for the south (Math) atrium and \$70.00 per event for the north (Psychology) atrium. 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 can be rearranged, but not removed. Furniture cannot be moved into the atrium from classrooms or other East Hall spaces.
- East Hall Facilities will arrange for additional trash and recycling containers for the event if needed. When the reservation is approved, please send a message to [eh.facilities@umich.edu](mailto:eh.facilities@umich.edu) with the date and time of the event and the number of additional containers needed.
- The atrium must be cleaned up and returned to its original condition after each event. The configuration of tables and chairs will be provided to each group with an approved reservation.

### **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](mailto: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](mailto:lsa-facilities@umich.edu) if reserving space in any LSA building.

### **Other Important Information**

- At no time can entrances/exits be blocked and the path 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.
- East Hall 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.
- There are Mathematics, Psychology and LSA classrooms in East Hall, which must be reserved separately if needed for an event. Please send a message to [eh.facilities@umich.edu](mailto:eh.facilities@umich.edu) if additional information is needed about reserving other spaces in East Hall.