EAST HALL ATRIUM Rules/User Agreement

There are two separate atrium areas in East Hall that LSA Facilities & Operations reserves for university groups/sponsors. The East Hall South Atrium (3,435 sqft. Math) and the North Atrium (2,966 sqft Psychology). The south end, second floor commons area is exclusively assigned to the Math department this area is not authorized for use with the first floor south atrium. There is also the 3rd floor North Terrace which is 3,075 sqft. this area is only reserved through the LSA Psychology Department http://www.lsa.umich.edu/psych/events/roomschedules.

To make your reservation please check availability on the LSA website. All reservations are made exclusively online; please use the following link, http://www.lsa.umich.edu/facstaff/facilitiesoperations/roomreservationprocedures click on Reserving Posting Wall and Atrium. We will review your request, and if the proposed activity is considered appropriate and the space is available, you will receive an email confirming your reservation.

Important to Know

There are no facilities for food service in the East Hall atriums. Food should be limited to snacks and hors d’oeuvres or food that can be served and removed from the atrium without further preparation or significant cleanup.

Permission to serve alcoholic beverages must be obtained from College of LSA, Office of Facilities & Operations. You will find the request on the LSA website: http://www.lsa.umich.edu/facstaff/facilitiesoperations/policiesprocedures/lsaalcoholpolicy_ci Alcoholic beverages are not to be served in the atrium during class or exam periods. Approval of alcoholic beverage service obligates the sponsoring group to establish controls that preclude serving alcohol to minors and excessive consumption of alcohol by any individual. Please review the SPG http://spg.umich.edu/policy/601.29 along with FAQ’s from the General Counsel Office http://www.ogc.umich.edu/frequently-asked-questions/faq-alcohol.html

The College does not provide furniture or equipment. You must make separate arrangements for furniture and equipment with rental companies. Furniture removal needs to occur promptly after the conclusion of the event.
Atrium User Fee (University Shortcode Needed)
• First floor south (Math) Atrium - $60.00 per day
• First floor north (Psychology) Atrium - $70.00 per day

LSA departments are not obligated to user fees. If your organization is booking with an LSA department please have the department administrator send an acknowledgement email for your event to isa-facilities@umich.edu for confirmation of departmental use.

It is you/organizations responsibility to clean-up, remove trash, and please put area back to how you found it. If any of these items are not followed through or any damages have been reported your university shortcode will be charged in addition to the $60.00 or $70.00 user fee.

Please make sure to contact LSA Facilities if you or your caterers will need access to the building early in the morning/late in the evening, or on a weekend when the outside doors of the building are normally locked. It is your responsibility to communicate to LSA Facilities and Operations the need for the building to be unlocked for outside participants without valid MCards; you can email isa-facilities@umich.edu or call 734-764-0323.

If security is required for your event, you must make your own arrangements and contact University of Michigan Police Department (UMPD) and pay all additional costs.

Rules for the Use of East Hall Atriums

1. Each individual event has specific requirements for security and for the control of access to space assigned to the Math and Psychology departments.

2. Prior to authorization for use of the atrium being granted, users must agree to fully comply with the requirements that are established. Online approval is your acceptance that you/group will be in compliance with all requirements for the use of the rental space during the date/time specified.

3. Access to classrooms is not allowed, unless specifically included in the agreement for the use of the atrium.

4. Loud activities are not permitted in the atrium. No use of amplified sound.

5. Tables and chairs cannot be removed from classrooms or other rooms to be set up in the atrium.

6. It is the user's responsibility to provide funding for the repair or replacement of furniture, equipment or structural components that may be damaged or destroyed as a result of their use of the facility. Your shortcode will automatically be charged for damages in addition to the user fee.
REQUIREMENTS & RESTRICTIONS FOR FOOD SERVICES IN LSA BUILDINGS

These general policies apply to the use of common space in LSA buildings, except those designated areas for which specific procedures and policies have been developed. Designated areas currently include the Chemistry Building atrium and Chemistry tables, both north and south atria in East Hall and the Haven Hall Posting Walls A, B, C, D (these are the tables located in Mason “Fishbowl” area).

1. Students may NOT bake their own goods for sale. Only commercially prepared foods may be sold.

2. No food and beverages may be served during normal class and exam periods without explicit approval from LSA Facilities & Operations.

3. Food service is restricted to snacks and hors d’oeuvres or food that can be served and removed without further preparation or significant clean up.

4. During the food service the user/sponsor is responsible for taking appropriate measures to ensure the consumption of food is contained within the authorized area; ensure garbage/trash containers are readily available; cleanup of spills and trash taken to the building dumpster at the conclusion of the food service.

5. No sale of Alcohol is permitted. See alcohol serving policy rules on the LSA Facilities & Operations website (Policies & Procedures).

6. Tables, chairs, serving carts, etc. must be placed in such a manner that circulation through the utilized space is not restricted and exits are not blocked. Stocks of food and serving supplies, if any, must also be kept clear of circulation paths and exits.

7. The user/sponsor is responsible for obtaining, placing and removing all necessary tables, chairs, serving carts, etc. Users must make separate arrangements for furniture and equipment with rental companies or other campus resources. Tables, chairs or other furnishings may NOT be removed from classrooms.

8. User/sponsor assumes the responsibility to reimburse LSA for damages to the building or its contents that occur as a result of the sponsored event.