

UNIVERSITY OF MICHIGAN
LSA OFFICE OF FACILITIES & OPERATIONS

Email: LSA-facilities@umich.edu

Haven Hall Posting Walls, Chemistry Upper Atrium Spaces, and MLB Spaces
Rules/User Agreement

These spaces are for registered student organizations and university units only; No outside vendors are allowed to use these spaces per LSA policy. The space is reserved on a first come, first served basis. Only 1 student organization per reservation. There is no charge for the use of these areas. Use of the space must be approved prior to the event by booking your [online reservation here](#). Approval of your reservation is confirmation that you have read all the rules and regulations for the space you are requesting. The shortcode you provide at booking will be charged if your group does not clean up after the event or causes any damage to the space.

- Haven Hall Posting Wall has four spaces available (Haven Hall Posting Wall A, B, C, & D) these spaces are clearly marked on the columns in front of the posting wall. Stay within the columns. Do not impede traffic.
- Chemistry has two spaces available (Chemistry space A & B). Spaces are located on either side of the stairway in the upper atrium.
- MLB spaces are located around the perimeter of the ground floor. (up to 3 groups are allowed in this location, first come first serve)
- **Tables and chairs are not included in this reservation system*. It is your organization's responsibility to provide tables and chairs. Do not use classroom tables or chairs.** If it is discovered that you have removed tables or chairs from nearby classrooms, LSA Facilities will no longer allow your organization use of the space. Remove all furniture immediately after the event. *exception posting wall spaces in Haven hall have built-in tables.

The College of LSA is not responsible for lost or stolen items. No items may be sold at informational tables. **No audio or video equipment may be used.**

Bake Sales Guidelines:

- a) Commercially prepared foods are preferred. Simple baked goods e.g. cookies, brownies, cupcakes, muffins, etc. are acceptable as part of fundraising.
- b) Food that must be kept hot or cold prior to serving cannot be sold.
- c) Serve non-filled baked goods such as donuts, bagels, and muffins.
- d) Coffee, tea, or hot chocolate may be served. Hot chocolate mix must be single serve or pour spout.
- e) Provide sugar and powdered cream in individual packages.
- f) Provide Jam or Jelly in pre-packaged individual containers.
- g) Use juices only in individually packaged containers (Juices cannot be iced or refrigerated on site).

- h) Store foods and supplies off the floor.
- i) Cover all baked goods during display and storage.
- j) Use single service cups, utensils and plates. Store cups with the bottom up. Do not handle the rim of cups.
- k) Serve baked goods to the customer using a napkin or waxed paper square.
- l) Protect food from contamination at all times and keep the work surface clean.
- m) **No food may be cooked or prepared on hot plates, pancake griddles, grills, or any other such device. NO PANCAKES OR HOT DOGS!!!**
- n) More information on proper food handling and storage can be found on the [EHS food and safety website](#).
- o) It is the responsibility of the student group for reporting and payment of obligations for taxes (including sales and use taxes).

If you have any questions or concerns please reach out to the LSA Facilities office or [contact the building manager](#) listed for the appropriate building to which you are requesting your reservation.