

## Policy for Use of Detroit Mercy Facilities

### **PURPOSE**

The purpose of this policy is to provide guidelines that apply to all departments, organizations, groups, and community neighbors who wish to host an event on any property of University of Detroit Mercy (Detroit Mercy/UDM). This policy does not replace individual area event or use of space policies.

### **DEFINITIONS**

**Facilities:** The term *facilities* means all Detroit Mercy buildings, Athletic areas, malls, plazas, parking lots, green space areas, or any other structures or land owned or operated by the University.

**Internal Event Requestor:** The *Internal Event Requestor* is a current employee, department, student, or student organization of the University who has requested use of space.

**External Group:** An *External Group* is any individual, group, associations, or organizations outside of the University who are requesting to use University facilities for a specific event.

**University Services:** *University Services* is the centralized facility-scheduling University department responsible for carrying out and coordinating the event scheduling process.

### **POLICY**

To ensure a safe and orderly event, University of Detroit Mercy requires the Internal Event Requestor or External Group to follow the policy and procedures herein for requesting use of campus facilities. This policy applies to short-term use. While on University property, event participants must comply with all University Policies and Procedures. All other space use falls under the Space Management Policy.

#### **Classroom Scheduling, Conference Room Scheduling**

Classrooms are scheduled by the Office of the Registrar, and conference rooms are scheduled by the respective area. Events that require additional services such as Public Safety, Custodial Services, Dining Services, etc. are to follow the scheduling process through University Services found at [www.udmercy.edu/hostevent](http://www.udmercy.edu/hostevent). Classrooms are scheduled for events only when no other appropriate space is available for the requested use; please also note that UDM classes shall take priority over any event.

#### **Booking Spaces**

University Services will assist in selecting the most appropriate space, based on the type, size, date, and timing of event.

## **External Groups**

University of Detroit Mercy makes its facilities available to external groups when appropriate. However, because the University's highest priority must be the scheduling of classes, education-related activities, administrative functions, and student activities and events, the extent to which University facilities can be made available for use by external groups is limited and therefore subject to those priority uses. The University holds the right to refuse, without prejudice, any external event deemed in conflict with the Mission and Values set forth by the University.

It is the sole responsibility of the External Group to complete the following steps:

1. **Complete an *Event Request*.** The Event Request Form on the University Services website: [www.udmercy.edu/hostevent](http://www.udmercy.edu/hostevent).
2. **Submit Certificates of Insurance.** External Groups are required 1) to indemnify the University against any property damage and/or comprehensive liability relating to their use of the requested facility; and 2) to supply the University with a certificate of insurance or evidence of the user's financial responsibility otherwise satisfactory to the University for such indemnity obligation and commensurate with the type of event or activity for which the facilities are being used. Proof of insurance naming the University as an additional insured or other proof of insurance approved by the University's Attorney is to be submitted when the Event Request form is completed.
3. **Scheduling Timeline Requirements.** All requests must be submitted to University Services no later than **30 days prior** to the desired event date. Some events, depending on the complexity, may require additional notification of time. An event may be scheduled up to one year prior to its occurrence or earlier for high-profile events that require extensive planning.
4. **Obtain Approval.** Once the required forms are completed and approved, permission to use the facility for the requested purpose will be granted. A Use of Facilities Permit will be given to the External Group as permission to host the event on UDM property.

***Please note: Any changes to the originally proposed event must be resubmitted for approval. It is the responsibility of the External Group to immediately notify University Services of any changes to the originally proposed event.***

5. **Fees and Charges.**
  - a. *Initial deposit.* The Use of Facilities Permit will include all charges associated with the use of facilities, and the amount of deposit, generally 50%, required prior to the event.
  - b. *Prep work fees.* In cases where prep work must occur prior to the event, all costs for such work must be paid at the same time as the initial deposit. Once the prep work has been completed, the prep work fee portion of the deposit will not be returned even in the event of a cancellation.

- c. *Security deposit.* In addition to the initial deposit, all events require a security deposit of 25% of the estimated cost of the total event (not to exceed \$500) to cover possible damages incurred during the event.
  - d. *Final payment.* The balance of charges for the event must be submitted to University Services one week prior to the date of the event.
  - e. *Cancellation fee.* A \$50 cancellation fee will be assessed for any event cancelled **after** a Use of Facilities Permit has been issued. Should an approved event be cancelled **48 hours or less** prior to the event, the External Group is responsible for **all** event charges; the event has been paid in full and will not be refunded.
6. **Cancellations.** See #5e above for explanation of fees and charges associated with cancellations. For more information, see the “Cancellations” sections below.
  7. **Inspection Process.** Prior to the event, the External Group must meet with University Services to inspect the area to note current conditions. At the end of the function the External Group must again meet with University Services to do a final inspection to note any damages incurred during the event. The security deposit will be withheld until final inspection is complete. Once the final inspection takes place, damages will be assessed to determine if the security deposit can be released. Should the cost of damages exceed the security deposit, the External Group will be billed for materials and labor for all event-related damages less the security deposit.

### **Internal Event Requestors**

It is the sole responsibility of the Internal Event Requestor to complete the following steps:

1. **Complete an *Event Request*.** The Event Request Form is on the University Services website: [www.udmercy.edu/hostevent](http://www.udmercy.edu/hostevent).
2. **Scheduling Timeline Requirements.** All requests must be submitted to University Services no later than **30 days prior** to the desired event date. Some events, depending on the complexity, may require additional notification time. An event may be scheduled up to one year prior to its occurrence or earlier for high-profile events that require extensive planning.
3. **Obtain Approval.** University Services will temporarily reserve a date, but the event is not scheduled until all necessary information is provided and approved.

Should more than one internal user request the same location on the same date, both will be reviewed to determine which event best meets the University’s Mission and priorities. A suitable alternate venue will then be recommended for the conflicting event request.

***Please note: Any changes in the originally proposed event must be resubmitted for approval. It is the responsibility of the Internal User to notify University Services immediately.***

4. **Determine Facility Use Fees and Charges.** The University has established fees for use of its facilities which are charged to recover actual costs incurred by the University. Any costs associated with the planned event are the responsibility of the Internal Event Requestor. University Services will notify the Internal Event Requestor of any fees. Note: For internal events, facility use fees will be charged when the event requires *additional resources* beyond those required for everyday routine services. Therefore, not all internally sponsored events will be charged a facility use fee.
  
5. **Cancellations.** For more information, see the “Cancellations” sections below.

### University Services

University Services will obtain the necessary approvals from all departments involved in the event, and ensure that the event is not in conflict with the Mission and Values of the University. Once the event is scheduled, University Services will then release the Use of Facilities Permit to the External Group or will notify the Internal Event Requestor via email. University Services is responsible for collecting any fees and will meet with the External Group before and after the event to assess for damages.

### **DAMAGES**

The External Group, together with University Services, will inspect the facility prior to the event to note current conditions and at the end of the function to note any damages incurred during the event. If any damages are noted by either party, a repair request will be submitted by University Services to Facility Operations Work Request System ([assetessentials.dudesolutions.com](http://assetessentials.dudesolutions.com)). If the repair appears to be incident-related and not from normal use, University Services will immediately notify the Department of Public Safety at (313) 993-1234 to have an incident report processed. The External Group will be billed for materials and labor for all event-related damages. For External Group security deposit information, reference number 6 under “External Group.”

### **CANCELLATIONS**

Any cancellations by the External Group or Internal Event Requestor must be immediately alerted to University Services. After the Use of Facilities Permit has been issued, a \$50 fee will be assessed for any cancellation of an event. If an event is cancelled 48 hours or less prior to the event, the External Group will be responsible for *all* event charges.

The University has the right to cancel an event for any University emergency, inclement weather, or the Internal Event Requestor’s or External Group’s failure to provide necessary documentation or notifications. Department of Public Safety also has the right to close or stop an event due to violations of any University Policy or Procedure, including events that were misrepresented during the application process.