I. Terminology

BOOKING: a reservation for a space.

COMMERCIAL: any group or user that is not a University department or voluntary or sponsored student organization.

GENERAL USE AREAS:

1. Michigan Union: Study Lounge, Michigan Union Grill (MUG), Tap Room, Ground Floor Mall, and Art Lounge.
3. Pierpont Commons: Commons Café, the Piano Lounge, Leonardo’s and the Commons Corner (Rec Space).

PRIMARY ROOMS: League Ballroom, Rogel Ballroom
SECONDARY ROOMS: Pendleton, Vandenberg, Hussey, Concourse
STANDARD MEETING ROOMS: All meeting rooms with the exception of primary and secondary rooms
STANDARD SET: The set-up where furniture of room is stationary.

STUDENT ORGANIZATION: a University recognized voluntary (VSO) or sponsored student organization (SSO). Non-affiliated student organizations (NSO’s) are considered as commercial users for the purpose of this policy.


II. General Policies

Groups are not permitted to bring their own food or beverage into University Unions facilities.

No use of adhesives, glitter, sand weights, confetti, rice, dance wax, powder or similar materials is permitted.

Decorations and/or displays must not compromise public safety or increase the risk of property damage.

- Stay within posted fire capacities.
- Maintain access to fire exits.
- No candles or special effects equipment such as smoke, fog and fire machines, sparklers, etc. are permitted.

The group scheduling University Unions facilities is financially responsible for any special clean-up or damages resulting from the event or the activity.

Due to the nature of our facilities and proximity to other events, noise levels must be minimized.
A room may be put on tentative hold for up to one week pending no other requests. In the event of a competing request, the group tentatively holding the room must either confirm or release the room.

All groups wishing to claim a tax exemption must provide appropriate documentation prior to the event date. Although we endeavor to honor all room reservations as made, University Unions reserves the right to change rooms at any time to maximize usage for the University community.
A. Student Organizations

Scheduling Policies
One meeting room per day, per building, for a maximum of five hours, is available to student organizations at no charge. All additional rooms will be charged the Category B rate.

Student organization reservations must be made by an authorized signer. To confirm facilities, student organizations must have an active SOAS account with adequate funds to cover the rental rate of the rooms. If the necessary funds are not deposited by the cancellation deadline for the rooms, the rooms will be released.

One week prior to the event date, funds adequate to cover the balance of all charges including catering and audiovisual services must be secured in the group's SOAS account. If the necessary funds are not deposited, the event will be subject to cancellation.

Student organizations may schedule 12 events for each semester of the academic year. Provided rooms are available, student organizations may book additional rooms as long as they do not exceed 12 active reservations within the semester at any given time. Events may be scheduled up to 18 months in advance.

If a group changes the set of a standard set room and does not return it to its original configuration, they will be assessed a $25.00 reset fee.

Rooms without a standard set that are scheduled with less than 24 hours' notice will be assessed a minimum $25.00 late-add fee.

Events hosted by VSO’s with an expected attendance of 125 or more that are serving alcohol and end after midnight, must provide to the University a certificate of insurance evidencing general liability insurance ($1 million per occurrence/$2 million annual aggregate) and naming the Regents of the University of Michigan as additional insured. Renters must give the University thirty (30) days prior written notice of any reduction in limits or cancellation of insurance.

Cancellation Policy
If a student organization fails to cancel a room reservation at least 7 days prior to their event (90 days for a Primary and Secondary rooms), the group shall be assessed the applicable room rental fee. Changes to event date within the cancellation deadline will result in a cancellation fee. Changes to event venue within the cancellation deadline will be assessed the greater room rental rate.

Sanctions
If a student organization violates any part of this policy, they may be sanctioned up to and including loss of scheduling privileges.

1. Dance Party Events

Definition
An event is considered to be a dance/party if it includes all of the following:
- The use of music (i.e. DJ, band, Ipod, computer) and an open area for active, non-seated attendees.
- Expected attendance of more than 125, with at least 2/3 of the attendees being U-M students.
- Scheduled ending time for the event is later than 11:00 p.m.

Scheduling
Dance/Party events may be held on Fridays and Saturdays during fall and winter semesters with the following exceptions:

- Study or Exam days.
- Home football game weekends unless specifically approved by the facility management in consultation with DPS.

For full dance party policy, visit website [http://uunions.umich.edu/pdfs/dancePartyPolicies.pdf](http://uunions.umich.edu/pdfs/dancePartyPolicies.pdf)

### 2. Date Auctions

Date auctions may only occur under the following conditions:

- A pre-event meeting with the host facility, in consultation with the Dance/Party Program Advisor must be scheduled by the student organization event coordinator a minimum of two weeks prior to the event.
- The event must be conducted in a manner that is respectful to the participants as well as the audience
- Advertising must be pre-approved by University Unions prior to distribution
- The auction must be for a specific item, event or lawful activity with a specific individual.

### 3. Charity Drives

University Unions does not allow money collections and will not assume liability for items stolen from drop boxes. Use of the drop sites is subject to the following requirements:

- Drop boxes must be neat in appearance with their function and the sponsoring organization clearly stated.
- Pick-ups occur regularly so as to minimize theft and prevent overflow.
- Charity Drives may last a maximum of two weeks.

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### B. UM Department

**Scheduling Policies**

To confirm all services including facilities, catering and audio/visual services, University departments must provide the appropriate short code.

University departments may schedule events up to two years in advance.

**Cancellation Policy**

If a University department fails to cancel a room reservation at least 14 days prior to their event (90 days for Secondary rooms and 180 days Primary rooms), the group shall be assessed the current room rental fee as well as any costs incurred by the facility.

Changes to event date within the cancellation deadline will result in a cancellation fee. Changes to event venue within the cancellation deadline will be assessed the greater room rental rate.
C. Commercial Users

Scheduling Policies
The entire University of Michigan campus is SMOKE FREE.

Commercial groups may schedule 18 months in advance.

Saturday reservations for the Michigan Union and Michigan League Ballrooms must fall within the following timeframes:
- Daytime events must end by 3pm.
- Evening events may begin no earlier than 4:30pm.

To confirm the facilities, Commercial groups must submit an advance deposit equivalent to room rent. Receipt of advance deposit indicates acceptance of this policy.

Commercial events require a minimum food and beverage expenditure (tax and gratuity not included) based on venue, day of week and time of day. Please see an Event Service Representative for specifics.

Two weeks prior to the event, funds to adequately cover the balance of all estimated charges including catering and audio/visual services must be paid in the form of:
- a check or money order payable to “University of Michigan” or
- a Visa, Master Card, American Express or Discover credit card payment (via Nelnet)

All refunds will be distributed in the same form as payment method after accounting is complete.

Events hosted by commercial users with an expected attendance of 125 or more that are serving alcohol and end after midnight, must provide to the University a certificate of insurance evidencing general liability insurance ($1 million per occurrence/$2 million annual aggregate) and naming the Regents of the University of Michigan as additional insured. Renters must give the University thirty (30) days prior written notice of any reduction in limits or cancellation of insurance.

Cancellation Policy
Cancellations for primary rooms are non-refundable. Secondary room cancellations must be received with 180 days’ notice for refunds. Standard rooms cancellations must be received with 90 days’ notice for refunds.

Changes to event date within the cancellation deadline will result in a cancellation fee. Changes to event venue within the cancellation deadline will be assessed the greater room rental rate.

III. Other Policies

A. Sales, Solicitations and Promotions
All sales and solicitations must be approved by University Unions. During the academic year only sales co-sponsored by the Center for Campus Involvement, other University departments or sponsored student organization or will be considered. All advertising for sales sponsored by departments or student organizations must prominently display the name of the sponsoring organization or department.

Student organizations and University departments may schedule lobby space under the following conditions:
• The sale of any product or service offered as a fundraiser must be directly provided by the department or student organization. No sponsorship of commercial groups or solicitors is permitted. The sale of food as well as the sale or promotion of cellular devices and credit cards are specifically prohibited.
• Lobby tables must be staffed by U of M students from the student organization or department staff with University identification.
• Approaching passersby or other active solicitation is strictly forbidden.
• Lobby users must remain behind their table.
• Event Services must approve goods and services that are to be sold or distributed from lobby space. No product or service may be sold or distributed which duplicates or is similar to those sold by any on-site University Unions business operation.
• The use of sound amplification equipment is not permitted.
• Lobby spaces are limited to one (6-8’) table with two chairs.

B. Gaming Events
For all gaming events, the group hosting the event must take full responsibility for gaming coordination, the license application procedure and qualification materials, any equipment vendors involved and enforcing all applicable state laws and directives. Additionally, all advertising must be pre-approved by University Unions prior to distribution.

Bingo and Casino Events
If the event is charging an admission fee or prizes are awarded to competitors based on their performance, a state license must be secured from the Charitable Gaming Division of the Michigan State Lottery.

Most “Casino Night” type events will require a “Millionaire Party” license. Only those groups which are 501(c)(3) non-profit organizations are eligible. Allow a minimum of six weeks for the qualification process. If the license is not received by the event date, all admission charges will need to be refunded to participants.

For additional guidelines, including the application and procedures, please visit the Michigan Charitable Gaming Division website http://www.michigan.gov/cg.

Card Tournaments
All card games are considered gambling under state law and require a casino-type license if prizes of financial value are awarded or admission charges are involved.

Raffles
Any prize awarded by chance, if entrants must pay an entry fee, participate in some event, or be present to win, are raffles which require a state license.

Other Games of Skill
It is acceptable to award prizes without the need for a state license for other types of "games of skill" (ex. trivia, chess, billiards).