

University Center



Building & Reservation Guide

Revised 2020

RSO Guidelines

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GENERAL INFORMATION

Registered student organizations (RSO's) may reserve areas for meetings, conferences, and special events. The University Center and Academic Buildings may be used. The President of an organization will be responsible for reservations, cancellations, and changes. Additionally, all special events must be registered with the Center for Leadership, Activities, and Career Services office (CLACS) through Bulldog Connect.

All reservations are handled through University Center, office 129. Reservations for the University Center and the IRC Connector are done online through the MyFSU, Academic Buildings must be requested by use of RSO Academic Space Request that is now located on the Ferris State University – University Center webpage, [;ease allow up to two weeks for approval of Academic Space. Requests in these locations may require the presence of the RSO Advisor.

Making an Online Reservation Request for Students

The process to schedule events using the online reservation system is:

1. Log into your MyFSU.
2. Click on the “Student” tab.
3. Under “Student Quick Links” Click “Life@FSU”
4. Scroll down to the “UCB” section, and click on “University Center & IRC Connector Reservations”.

To Make a Reservation Once in EMS

1. Click on “Create a Reservation” on the right-hand side of the screen.
2. Then, Click on “book now” to the right of “University Center & IRC Table Reservations.
3. At this point, you just need to put in the information of your event.
4. Submit the details and services needed for the room, and we will look over the request, and if approved, send you a confirmation.

Making an Online Reservation Request for Faculty

The process to schedule events using the online reservation system is:

5. Log into your MyFSU.
6. Under the MYFSU tab, scroll to the box titled: “Reserve a Room.”
7. Double click on University Center Reservations.
8. You will then answer a few questions to create your account.
9. You are set to begin.

Viewing Room Sizes and Locations:

1. Locate the “Browse” tab.
2. Select “Browse Facilities.”

3. Click on any room number in order to see room details, set up types, features, and availability.
4. Click on the room number at the bottom of the detail to see room location.

To Make a Reservation

5. Locate the “Reservations” tab.
6. Select “University Center Reservations.”
7. Start the process of reserving your rooms.

Making an Online Reservation Request for Off Campus Groups

1. Visit website:
<https://www.ferris.edu/HTMLS/administration/studentaffairs/RC/reservation-for-non-ferris-events-form.htm>
2. Fill out the form and submit.

It is important to understand you are requesting space, not reserving space. Additional approvals might be necessary prior to confirming the space. Do not publish or print the location until you have received a confirmation from the University Center Reservation Specialist for the space that you requested to reserve.

CANCELLATION/NO SHOW POLICY

Notice of Cancellation Guidelines

Facility Space	Cancelations must be done before:	Cancellation Fee
Conference Rooms	48 Hours	\$50.00
Multi-Purpose Room	60 Days	\$150.00

*Please cancel as soon as possible to ensure space can be used by others.

UNIVERSITY CENTER GENERAL INFORMATION

1. The University Center is a **smoke-free, vape free, and tobacco free** building.
2. The University Center hours during the academic year are:
 - Monday-Thursday 8 am – 9 pm
 - Friday 8 am – 10 pm
 - Saturday, 10 am – 9 pm
 - Sunday, 10 am – 9 pm

****Hours May Vary

3. Break Hours & Summer Hours
 - Monday – Friday, 8:00 am – 6:00 pm
 - Closed on Saturday and Sunday
3. Rooms available for reservation in the University Center during COVID are: 122, 123, 124, 203, 209, 211, 213, 216, and 217.
4. Rooms available for reservation in the University Center are: 016, 112, 116, 122, 123, 124, 125, 203, 209, 211, 213, 216, 217 and 202 (event space)
5. Groups using the University Center facilities beyond normal building hours will be assessed charges, and these must be paid 60 days prior to the event.
6. **The University Center Office reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate utilization of the facilities. Pre-event meetings will be scheduled for events held in 202.**
7. Student groups may not reserve rooms for any group other than their own. Groups reserving rooms inappropriately may face suspension of room reservations on campus.
8. Outdoor Digital Signage requests can be submitted to ucdigitalsignage@ferris.edu. Please submit 2 weeks prior to the event. Contact UCB 129 for specifics regarding signage.
9. The University Center is not responsible for any lost, stolen, or damaged items belonging to users of the facilities. Lost items can be turned into the Information Desk. Lost and found is located in UCB 129, see front desk for assistance in locating lost items.
10. Food service facilities and the lounges are not normally available for reservations.
11. **No outside food or beverages may be brought into the University Center rooms. If food or beverages are brought into the Center, there will be a \$50.00 fine or \$1.00 per person, whichever is greater.** Room reservation privileges could be suspended for noncompliance.
12. A clean-up fee may be assessed for an excessive mess in the University Center rooms - a minimum of \$25.00 or actual cost for clean-up, whichever is greater.

ROOM SET-UPS AND DECORATIONS

(In the University Center)

1. The group scheduling the room/table space will be held financially responsible for any special clean-up, maintenance, or repair resulting from the event or activity.
2. The University Center administrative staff must approve the method of placing decorations, exhibits, and displays in the University Center. All arrangements must be made 2 weeks prior to the event.
3. **Candles, confetti, glitter, rice, dance wax, and similar materials may not be used in the University Center. A clean-up fee will be assessed for any violation of this rule**
4. The University Center is not responsible for loss of any materials, displays, gifts, favors, or any other items left in the building.
5. Decorations, exhibits, and displays must be removed immediately following the event, unless arrangements have been made through the University Center Office. If the University Center staff has to remove materials left by a group, the sponsoring organization will be billed.
6. The University Center reserves the right to approve or deny an event, depending on space, availability, and capacity issues.

DANCES/PARTIES

(In the University Center)

1. All parties are open to FSU students and guests.
2. For dances lasting past 12:00 am, security (Ferris Public Safety) must be provided and paid for by the sponsoring student organization. Public Safety must be contacted 28 days prior to the event in order to obtain the proper security.
3. All parties will end at 2:00 am. The building must be cleared by 2:30 am.
4. **Any facility rental fees or student manager charges must be paid by 5:00 pm the Wednesday before the event or the dance will be cancelled.**
5. A sixty-day notice is required for cancellation of the Multi-Purpose Room and Public Safety (see cancellation policy). Public Safety must be canceled within 14 business days of the event or a \$50.00 fee will be assessed on top of the cancellation policy to be paid to Public Safety.
6. Sponsoring organizations are responsible for the maintenance and cleanliness of restrooms, the Multi-Purpose Room, and the Multi-Purpose Perimeter; and will be held responsible for any damage, destruction, or otherwise as a result of the event.

ACADEMIC BUILDING GENERAL INFORMATION

1. A reservation request form must be filled out and returned to the University Center Office (UCB 129) for RSO use. The form is now available on ferris.edu/univeersitycenter RSO Academic Space Request.
2. The academic buildings are available for meetings and conferences. However, during COVID all reservations are subject to review.

Available areas are:

- RSO's requesting meetings that are not held in the University Center will be scheduled on the first and second floors of the Starr building on Monday evenings between 6pm and 10pm.
 - Sunday evening meetings must be held in University Center.
3. A University Center Student Manager will open and close all rooms after the RSO representative agrees and signs a classroom inventory list on Monday nights. Please make sure the President of the RSO checks in and out with the Student Manager.
 4. Furniture should be returned to original setup and should not be moved outside of the room. If the furniture is not returned to the original set up, a fee may be charged or the group may lose their privileges to reserve space on campus.
 5. Tie dying, candles, confetti, glitter, rice, dance wax, and similar materials may not be used. A clean-up fee will be assessed for any violation of this rule.
 6. A clean-up fee of a minimum of \$25.00 or actual cost for clean-up, whichever is greater, will be charged for any excessive mess.
 7. Violations will be reviewed by the UC Administration and could result in the RSO losing room privileges for future events for the remaining semester or longer.

MISCELLANEOUS

1. Digital Signs

Digital Signs may be scheduled through the University Center Office (UCB 129). The signs may be reserved in one-week blocks – Sunday through Saturday.

2. Flyers/Posters

Flyers and/or posters for the Academic Buildings, Residence Halls, and the University Center are to be approved by the Center for Leadership Activities and Career Services office (UCB 120).

3. IRC - Table Space

- a. Are to be reserved online within the room reservation system.
- b. All fundraisers should be approved by CLACS.
- c. Food sales are allowed.

4. UC – Table Space

- a. Are to be reserved online within the room reservation system.
- b. All fundraisers should be approved by CLACS
- c. Only pre-packaged food or candy can be handed out. Items may also be purchased from Ferris Dining Services.

FSU CATERING

1. The FSU Catering Office is located in the University Center. Any food or beverage in the University Center must be reserved through Catering or purchased through Ferris Dining. Contact the catering office to schedule your catering needs by calling 231-591-2605 two-weeks prior to the event or a late fee may be charged.
2. **No food or beverage may be brought into the University Center Rooms.** If food or beverages are brought into the University Center, there will be a \$50.00 fine or \$1.00 per person, whichever amount is greater. Future reservations may be canceled or denied.
3. Any Catering function or food order not charged to a FSU departmental budget, **must be paid 48 hours prior to the event.**
4. **Cancellation Policy** – Full payment will be required on all orders that are canceled with less than 48 hours of notice. Failure to comply could result in your RSO's reservation privileges being revoked until payment is made.

Facility Space	Capacity	Category A	Category B	Category C
16 CLOSED DUE TO COVID	20	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
112 CLOSED DUE TO COVID	6	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
116 CLOSED DUE TO COVID	24	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
122	12	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
123	12	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
124	12	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
125 CLOSED DUE TO COVID	10	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
203*	28	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
209	20	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
211	20	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
213	20	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
216	8	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
217	24	\$0.00	4 Hours or Less \$100 Up to 8 Hours \$200	4 Hours or Less \$150 Up to 8 Hours \$300
Multi-Purpose Room	Capacity	Category A	Category B	Category C
202 (A,B,C) CLOSED DUE TO COVID	400 Banquet 500 Auditorium	4 hours or less – \$150.00 Up to 8 hours - \$300.00	\$600.00	\$900.00
202A CLOSED DUE TO COVID	120 Banquet 60 Conference 180 Auditorium	4 hours or less – \$50.00 Up to 8 hours - \$100.00	\$200.00	\$300.00
202B CLOSED DUE TO COVID	120 Banquet 60 Conference 180 Auditorium	4 hours or less – \$50.00 Up to 8 hours - \$100.00	\$200.00	\$300.00
202C CLOSED DUE TO COVID	120 Banquet 60 Conference 180 Auditorium	4 hours or less – \$50.00 Up to 8 hours - \$100.00	\$200.00	\$300.00

A	FSU-Registered Student Organizations or University department using standard set-up, with no admission charge or fees associated with the event
B	FSU-Registered Student Organization or University Department with any revenue or fees associated with the event. All regional and national conferences affiliated with University departments and/or student organizations. Non-Profit Organization with a federal tax-free number.
C	All other non-University Groups