

GUIDELINES FOR PLANNING A SUCCESSFUL STUDENT ORGANIZATION EVENT

PROCEDURES FOR RESERVATION OF FACILITIES

You are encouraged to reserve your facility well in advance of your event. Established deadlines call for confirming your reservation with the appropriate department at least 2 weeks prior to the date of your event. Keep in mind that your publicity should include the location of your event and 2 weeks may not give you enough time to have your publicity composed, printed and distributed or posted, so the earlier the better.

Fundraising events (any event in which monies are collected in advance, at the door, or during the event) or any event in which you expect 100 or more people in attendance are subject to the “Student Organization Event Policy.”

Listed below is information on **Student Center facilities** that registered student organizations can use for their events. There is no charge for use of the room, however table/chair set up and food service is provided by Sodexo Campus Dining Services for a fee. Check with Sodexo catering manager at (313) 993-1616 for price estimates.

- Ballroom (Student Center) - email reserve@udmercy.edu
- Fountain Lounge (Student Center) - email reserve@udmercy.edu
- Classroom/Meeting Room 201 and 203 (available on a limited basis when classes are not meeting) - email reserve@udmercy.edu
- Grounds Coffeehaus (Student Center) - call (313) 993-1593
- Fountain Area - email reserve@udmercy.edu
- Kassab Mall (pedestrian mall between Student Center and Residence Halls) - email reserve@udmercy.edu

Inquiries about **other University facilities** should be made as follows:

- Classrooms in academic buildings - call Registrar’s Office at (313) 993-3313
- Residence Hall lounges - call Residence Life at (313) 993-1230
- Chapels - call University Ministry at (313) 993-1560
- Athletic courts and fields - call Athletics at (313) 993-1700

PROCEDURES FOR RESERVATION OF AUDIO SYSTEM

Assistance for registered student organizations is available on a limited basis for events. Contact the Student Programming Board at (313) 993-1493.

NEED HELP WITH PUBLICITY?

The following resources are available to help publicize your event, most are free of charge.

Student Life Web Calendar - email details to garfiejl@udmercy.edu, put “web calendar request” in subject line
Varsity News Ad - call (313) 993-1436 or email varsitynews@students.udmercy.edu
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PRINTING?

Don't forget to figure in promotional printing costs into your grant proposal. Inquire at the Copy Center, Quad Commons Building Room 101 or call (313) 993-1661.