

PRESIDENTS' DINING ROOM



PRICING DETAILS

Rental Fee:
\$25/hour

**Use of Projector, Screen, Podium
Microphone, and Computer:**

See prices online:

<https://www.udmercy.edu/about/its/av/events.php>

**On-site Audio Visual
Student Attendant:**
\$15/hour

Parking:
Included in rental fee

Catering, Set-up costs, and Linens:
Dependent on needs

Additional fees, including Public Safety and Housekeeping, may apply. Please request a formal quote for more details!

CAPACITY DETAILS

Size (SQFT):
752

Capacity:

Banquet Square Pods:
72 (8 people, 9 tables)
U Shape Style: 29
Boardroom Style: 31
Classroom Style: 29

University of Detroit Mercy University Services

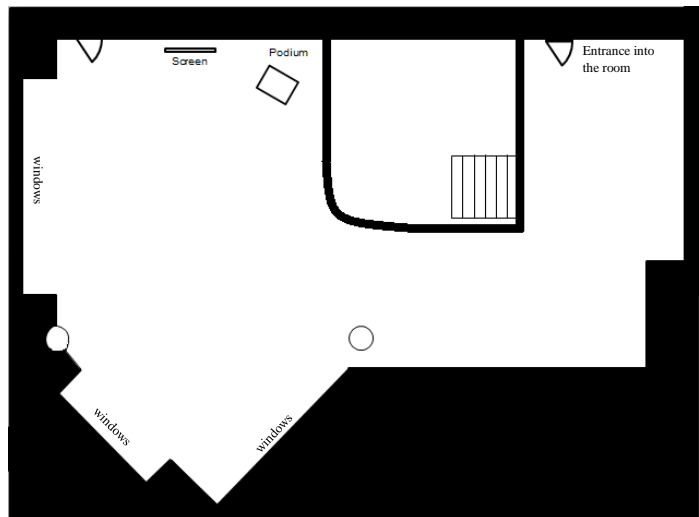
4001 W. McNichols Rd.
Detroit, MI 48221
Phone: (313) 993-1488
universityservices@udmercy.edu
www.udmercy.edu/hostevent



VENUE FEATURES:

- Intimate, enclosed space
- Renovated room overlooking Fountain and McNichols Library
- Equipped with comfortable wood furniture
- Built-in projector with hidden screen (additional fee)
- Podium available
- Room does not require microphone
- Multiple light variations
- Sun-block shades on all windows
- Easy access to Men's and Women's restrooms
- Quick access to Dining Services
- Building near Visitor Parking Lot
- Guest parking included in rental fee

VENUE LAYOUT:



RULES OF THE PRESIDENTS' DINING ROOM

1. Please note the appropriate spelling of the Presidents' Dining Room, abbreviated as PDR
2. All events in this space will require approval by the President's Office
3. PDR should not be used by external groups unless otherwise noted by the President's Office
4. Room should be used for formal or semiformal events
5. Metz shall be notified for events in the PDR and contracted when services are required
6. Metz must be contracted to adjust the furniture in the room
7. Room should be clean and in the condition which it was found
— In the rare situation that Metz is not contracted, trash must be brought to the Student Union dumpster by the event group
8. Rowdy, boisterous, or inappropriate behavior is not allowed in the PDR
9. Open flame, confetti, and glitter are not allowed in the building
10. The wooden tables and chairs in the room must stay in the room
11. A round table and chair set is NOT allowed in this room; the existing tables can be moved into pods to allow for group seatings
12. The room is not equipped with a microphone, and we do not recommend the need for one during your event. If you require a microphone for other reasons, our Media Services department may be able to provide microphones.
13. To request this room please visit www.udmercy.edu/hostevent