

LSA Office of Facilities and Operations East Hall Atrium Reservations Rules, Regulations, and Information

General Information

- The north (Department of Psychology) atrium is 2,839sf. It has a seating capacity of 189 and a standing capacity of 405.
- The south (Department of Mathematics) atrium is 3,307sf. It has a seating capacity of 220 and a standing capacity of 472.
- The north atrium does not cover the north level 3 terrace. If you need to reserve the terrace for your event, it can be reserved through the LSA Department of Psychology [at this link](#).
- The south atrium does not cover the south level 2 commons area (Math) atrium reservation. Please email heayherg@umich.edu in the math department with the date/time and a brief event description.
- Please review the atrium reservation calendar on the left of the page [at this link](#) to ensure the date and time of the event are available before submitting a reservation request.
- All reservation requests are made online [at this link](#). An email will be sent to the event contact if the reservation is approved or denied or if additional information is required.
- **Please allow a minimum of two weeks for processing.** East Hall is a classroom, office, and research facility your reservation final approval is determined by scheduled research events in the building at the time of your request. Classes/Research take precedence over student organization events.

Building Hours and Hours for Reservation

- Each atrium can generally be reserved between 7:30pm-10:00pm. Reservations requested before 7:30 pm will require additional levels of approval as noted above due to adjacent academic and research activities.
- All events must be complete by 10:00pm. An extra hour for cleanup may be requested but must be completed by 11:00pm.
- East Hall is unlocked Monday through Friday from 7:00 am – 6:00pm. Anyone with a valid MCard can access the building at any card reader door Monday through Friday from 6:00pm to 10pm, or from 7:00am to 10:00pm Saturday and Sunday.
- LSA Facilities will arrange to have exterior doors unlocked if required for the event. When the reservation is approved, please send a message to lsa-facilities@umich.edu with the event date, the doors that need to be unlocked, and the time and duration of the event.

Fees

- The fee for an event sponsored by a College of LSA department will be waived.
- The fee for an event not sponsored by a College of LSA department is \$60.00 for the south (Math) atrium and \$70.00 for the north (Psychology) atrium. A shortcode must be provided with the reservation request.
- Additional fees will apply if damage or additional cleanup is required due to the event. It will also limit the group's ability to reserve College of LSA space in the future.

Furniture, Furnishings and Equipment

- LSA will not provide furniture for the atrium or arrange existing furniture for events. Groups must make separate arrangements for any additional furniture required for events. Any furniture, linens, or equipment provided for an event must be removed by 9:00 am the following day.
- The furniture in the atrium can be rearranged but not removed. Furniture cannot be moved into the atrium from classrooms or other East Hall spaces.
 - All furniture shall be moved back to match the diagram posted in the assigned room
- If needed, East Hall Facilities will arrange additional trash and recycling containers for the event. When the reservation is approved, please send a message to eh.facilities@umich.edu with the date and time of the event and the number of additional containers needed.
- After each event, the atrium must be cleaned and returned to its original condition. Otherwise, your group/department could be charged for custodial services.

Food Service

- Certain foods (e.g., pizza, boxed lunches, bagels, donuts, cookies, coffee, cider, prepackaged snacks/candy) prepared by a licensed food establishment can be served in the atrium. Foods prepared by a licensed food establishment require being kept hot or cold for safety, and on-site food prep must be coordinated with Environmental Health and Safety at 734.647.1142 or EHSFoodSafety@umich.edu. If food is being prepared and brought into the atrium by the event organizers, the food can only be served to members of their group – it cannot be offered to the general population. Simple baked goods (e.g., cookies, brownies, cupcakes, muffins, etc.) are exempt from those rules.
- Cooking appliances (electric grills, pancake griddles, waffle irons, coffee pots, etc.) are not permissible.
- No alcohol is allowed to be served in any atriums on campus. Permission to serve alcoholic beverages must be obtained from the College of LSA, Office of Facilities and Operations lsa-facilities@umich.edu if reserving space in any LSA building.

Other Important Information

- At no time can entrances/exits be blocked, and the path of egress must be kept clear at all times.
- If security is required for an event, the group sponsoring the event must make arrangements by contacting the Department of Public Safety and Security and pay any additional costs.
- East Hall is a classroom, office, and research facility - loud activities are prohibited. **Amplified sound is prohibited.**
- Posting or taping items on the walls is not allowed.
- There are Mathematics, Psychology, and LSA classrooms in East Hall, which must be reserved separately if needed for an event. Please message eh.facilities@umich.edu if additional information is needed about reserving other spaces in East Hall.
- Failure to comply with any of the above will disqualify your Student Organization (or its nominee, agent, representative, substitute, or assignees) from future rental of any University-owned building facility unless Your Student Organization demonstrates, to the satisfaction of the University, that adequate measures have been or will be instituted to comply with these rules for any subsequent event.

- Animals are not permitted in any University-owned buildings except service animals, service animals in training, and assistance animals determined to be a reasonable accommodation by the Services for Students with Disabilities office.
- Your Student Organizations are responsible for the conduct of the confirmed event. They shall ensure that University regulations, including those above, as well as city and state ordinances and statutes concerning health, fire, safety, and other civil and criminal laws are complied with by those attending the event.

Users agree to abide by [University Standard Practice Guide Policy 601.41](#). Please read and adhere to this policy in its entirety. Individuals or groups using or present in FACILITIES may not:

1. Violate the law or University Protocols;
2. Disrupt University activities or operations or disrupt the lawful, authorized activities of others;
3. Obstruct human or vehicle traffic, ways of ingress and egress, paths, stairs, aisles, and the like;
4. Fail to cooperate with Division of Public Safety and Security officers or other officials authorized by the University to act on behalf of the University; or
5. Use Facilities in a way that the University has not made available for that purpose.

To cancel your reservation:

Cancellations: you must respond to your Room Reservations ticket confirmation within two business days of the scheduled event, or your group will be charged the assigned fee.