

## LSA Office of Facilities and Operations Chemistry Atrium Reservations Rules, Regulations, and Information

### General Information

- The Atrium of the Willard H. Dow Chemistry is a two-level space. The separate levels are connected by stairs and served by elevators.
- The Upper Atrium is standing room only, while the Lower Atrium has fixed furniture.
- There is a limit of 35 poster boards and easels in the Lower Atrium. (Easels are NOT provided)
- 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.
- Chemistry 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. Reservation requests may take up to one week for approval.

### Building Hours and Hours for Reservation

- All events must be complete by 10:00 pm. An extra hour for cleanup may be requested, but must be completed by 11:00 pm.
- The Chemistry Building is unlocked Monday through Friday from 7:00 am – 6:00 pm. Anyone with a valid MCard can access the building at any card reader door Monday through Friday from 6:00 pm to 10 pm, or from 7:00 am to 10:00 pm Saturday and Sunday. **As the event host, you are expected to manage the door for your guests; the building will not be unlocked after hours.**

### 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 \$150. 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 lower atrium is bolted down and cannot be removed. Furniture cannot be moved into the atrium from classrooms or other Chemistry building spaces.

- If additional trash and recycling containers are needed, the requesting group must arrange and pay for the containers. Submit a [non-general fund work order](#) for this service.
- 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

- Due to the inherent characteristics of the Chemistry building, the provision of dining-style culinary offerings within the atrium is strictly prohibited.
- The atrium permits the handing out specific food items that guests will eat offsite and not in the atrium. i.e, boxed lunches, bagels, donuts, cookies, and prepackaged snacks/candy, provided by a licensed food establishment.
- 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](mailto:lsa-facilities@umich.edu) if reserving space in any LSA-owned buildings.

### 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.
- Chemistry 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.
- 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.

### 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**