

Facilities/Activity Locations

Disability Accessible and Accommodating Facility Usage by Student Organizations

The Department of Student Life within the Division of Student Affairs and Services advise registered student organizations to contact “MSU Classroom Scheduling” to reserve space for a public event in a classroom building at Michigan State University. Student organizations must request accessible facilities (grade level or ramped approach, horizontal and vertical circulation, and barrier-free restrooms) for all public events. MSU Classroom Scheduling may work in conjunction with MSU Instructional Media (IMC) for access to facilities with internet access, technology classrooms, and audio enhanced facilities. Classroom Scheduling is aware of access to buildings, access to rooms, room size/seating limitations, specifications regarding the interior of the room, status of elevators (buildings which are ‘off-line’ due to elevator repairs), and accessible entrances.

There are many features which determine access/accessibility to a space on this campus. Also, with the addition of heated sidewalks, automated doors, renovations to entrances, relocation of bus stops, and the addition of curb cuts, many buildings provide access beyond those that can be listed here.

All student organizations hosting a public event need to include the following model statement inviting disability accommodation requests for programs on all literature and public service announcements regarding the event:

Michigan State University is committed to providing equal opportunity for participating in all programs, services, and activities. Accommodations for Persons with disabilities may be requested by contacting [Name, Affiliation, Contact info]. Requests received after this date will be honored whenever possible.

Athletic/Recreational Facilities

To reserve an athletic facility, Student Life staff will assist the student in identifying the appropriate person to contact for the desired facility. This is normally the Department of Intercollegiate Athletics or the Department of Intramural Sports and Recreative Services. The exception to this would be if the event is a social or entertainment event (e.g., dance, party, concert, etc.) where persons outside the organization's membership are invited. If your event falls into this category, see the instructions under "Major Events."

The Department of Student Life may require the use of facilities that are disability accessible and accommodating for events open to the public.

Student organizations and groups requesting intramural facilities for activities that are not recreational or sport-oriented should expect to have contact with the Student Life office, 101 Student Services Building.

Specific Facilities and Managing Departments

Jenison Fieldhouse
Athletic Department,
232 Jenison, 355-5263

Kobs Baseball Field
Athletic Department,
232 Jenison, 355-5263

Football Stadium
Athletic Department,
232 Jenison, 355-5263

Ralph Young Track Field
Athletic Department,
232 Jenison, 355-1633

IM Sports Circle
IM Sports and Recreative Services,
102 Sports Circle, 355-4710*

IM Sports East
IM Sports and Recreative Services,
123 IM Sports East, 353-3136*

IM Sports West
IM Sports and Recreative Services,
204 IM Sports West, 355-5250*

IM East Field/Vet Med & Fee Field
IM Sports and Recreative Services,
123 IM Sports East, 353-3136

IM Fields (all others)
IM Sports and Recreative Services,
204 IM Sports West, 355-5250

Munn Field/Service Road Fields
IM Sports and Recreative Services,
123 IM Sports East, 353-3136

Demonstration Field/Adams Field/Auditorium Field/People's Park
Engineering & Agricultural Services, 101 Physical Plant, 355-3372

NOTE: Dances in the IM West Sports Arena will be scheduled 2-3 times per semester. There is a charge for this service (supervisors, green coats, custodial).

Student organizations must keep in mind that IM Sports facilities are primarily for the purpose of fitness and recreation services for the entire campus.

* When a group uses the indoor IM facilities, those attending the activity must have valid MSU identification.

Auditorium/Fairchild Theatre/Wharton Center

To reserve any of these facilities, Student Life staff will instruct student groups to complete and submit an activity planning form (APF). To check on the availability of space in these facilities, student leaders should contact Wharton Center for Performing Arts at 353-1982

Procedures and Fees

Use of these facilities requires a minimal rental fee. Each facility has specific requirements regarding additional staff, equipment, and services that may be required. This information will be given in detail to the student group representatives when they meet Wharton Center staff to reserve the facility.

Classroom Use

Classroom Scheduling, 185 Administration Building, 355-4522

Classroom Scheduling Procedures

Academic and faculty demand for classroom space have first priority.

Two weeks prior to the beginning of classes each semester, requests for rooms during/for the entire semester may be submitted. Only one meeting room per week can be processed on a single activity planning form (APF). The reservations may or may not be granted for the entire semester depending on faculty/academic demand. Requests for a "one time only" space may also be submitted at that time and anytime thereafter.

Organizations wanting room reservations for Friday nights (after 5:00 p.m.) and weekends (Friday night, Saturday, or Sunday), may submit their request up to two weeks prior to the beginning of classes for that semester and at anytime thereafter.

If you have already completed the activity planning process and want to make a change to another room, day, or time, a new APF must be completed and submitted at least one week in advance.

Rooms requested for 7 p.m. or after on a given day will be "booked" for one group only (i.e., if one group wants a room from 7 p.m. - 9 p.m., Classroom Scheduling will not schedule the room for any other group that evening even after 9 p.m.).

Cancellation of a room reservation must be made no later than 3 p.m. on the day the room is reserved; and no later than 3 p.m. on Friday if the room is reserved for the weekend.

No rooms will be reserved for Finals Week, holidays or over holiday weekends: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day. Rooms are otherwise available between semesters.

Once the rooms have been reserved and the student has received the necessary approval(s) for the Activity Planning Form, the student group is then responsible for coordinating the changes or adjustments with the Student Life office.

Building Hours

Each classroom building has different regular hours which may also vary from semester to semester. When making room reservations in these buildings, Classroom Scheduling should check to see if the hours requested are within the regular operating hours of that building.

There are some buildings that have regular hours on the weekends as well as during the week. Information on regular building hours may be obtained from Classroom Scheduling (355-4522), Physical Plant (355-8485), or Student Life (355-8286). If students are to be in a building outside of regular building hours, a Physical Plant service request form must be completed and submitted in order to have the building opened, closed, and cleaned. This request form can be obtained (online at www.pp.msu.edu), completed, signed, and delivered to Custodial Services at least three days prior to the scheduled event. It is the student group's responsibility to take the form to the Physical Plant him/herself. There is a charge for opening, closing, and re-cleaning after-hours, therefore, the group's University account is required. Student groups using classrooms on weekends must also use Physical Plant services for cleaning the room after their use. The same procedure as above should be followed.

Erickson Kiva

To reserve the Kiva: Monday - Friday, 9:00 a.m. - 5:00 p.m.

Use same procedure found under "Classroom Use"

<https://www.reg.msu.edu/Forms/EventSched/PublicCalendarView.asp>.

To reserve the Kiva: Monday - Friday, 5:00 p.m. - 11:00 p.m.

Also, Saturday and Sunday

The student group representative will need to complete an APF online or contact the Department of Student Life, 101 Student Services Building, 355-8286.

There is to be no amplified sound in the Erickson Kiva on Monday – Thursday evenings.

Security from the MSU Police for the Kiva must be hired for the entire event (i.e. setup, event, cleanup), and the Physical Plant (with service request) must provide clean-up services. Therefore, the student organization must have a University account to pay for these services. The Physical Plant work request form must be completed, signed, and taken to Custodial Services.

Hallways and Lobbies of Classroom Buildings

Students should initiate the APF online or visit Student Life, 101 Student Services Building, 355-8286. Sales are not allowed in academic buildings.

International Center Con-Con Room

This facility is only available to ASMSU and COGS, and should be scheduled through Classroom Scheduling, 185 Administration Building, 355-4522, Monday - Friday from 3:00 p.m. - 5:00 p.m. (see Classroom Use).

International Center/Lobby

To reserve a space in the lobby of the International Center, student organization representatives should initiate an APF online or contact the Department of Student Life. Groups can only reserve one day per ten day period, and one table per group.

Judging Pavilion (Livestock Pavilion)

Students should initiate an APF online or contact the Department of Student Life.

MSU Union

Students wanting to have activities in the MSU Union must first meet with a Student Life staff member. If the activity is a major event (dance, raffle, concert, etc.) also read the policies for major events in this handbook. Facilities in the MSU Union may be reserved in the following manner by completing an APF:

3rd Floor Classrooms

Rooms on Monday through Friday 8:00 a.m. - 5:00 p.m. can be reserved through Classroom Scheduling, 185 Administration Building, 355-4522 (see Classroom Use). Rooms on Monday through Friday 5:00 p.m. - 11:00 p.m. can be reserved through Union Scheduling Office, MSU Union, 355-3464.

There is no charge for reserving these rooms unless a special room set-up is required. Groups may use only one time slot per seven (7) consecutive days. Time slots for free rooms on weekdays are 5:30 p.m. - 7:00 p.m., 7:30 p.m. - 9:00 p.m., and 9:30 p.m. - 11:00 p.m. These time slots do not apply to weekend room use. Time slots for free rooms on weekends are 11:00 a.m.-2:00 p.m., 3:00 p.m.-6:00 p.m., and 7:00 p.m.-10:00 p.m. Groups must choose one time slot or the other. If groups want to overlap time slots they will be charged for the room.

2nd Floor Meeting Rooms

These rooms can be reserved through the Union Scheduling Office, 355-3464. These rooms normally carry a rental charge.

Ballroom

The Union Ballroom can be reserved through the Union Scheduling Office, 355-3464. There is a standard charge of \$320.00 for the ballroom. Additional charges may be made depending on the event.

Solicitation Tables

Solicitation table space is reserved through the Union Scheduling Office, 355-3464. Reservations for space are taken the last full week of classes for the next semester.

General Policies

Depending on the activity, a security deposit equal to the room rental rate may be required. It must be paid at the time of booking.

Payment for Union charges may be made using a current, valid University account, or by cash, Master Card or Visa. If an MSU account is used to pay for Union charges, an account balance sufficient to meet all financial obligations relating to the Union charges must exist no later than 5:00 p.m. on the last business day prior to the event.

If cash, Master Card, or Visa is used to pay for Union charges, all charges are due and payable the day of the event.

All food and beverages for events held in the Union must be provided by the MSU Union Catering service.

If dancing is anticipated, a portable dance floor will be required. There is a charge of \$85.00 for the use of this floor. There is also an additional charge for a management intern to supervise social events at a cost of \$20.00/hour (for 4-5 hours).

The last song played at dances must be played 15 minutes prior to the scheduled ending time of the function. This is to assist in the exiting of guests by the scheduled time.

Use of decorations is regulated by the MSU Union Decorations Policy. The organization will be responsible for removal of any extensive decorations the evening of the function.

Tables and chairs are required for all events involving food and beverage services in order to minimize instances of spillage accidents.

For the complete guidelines for scheduling events in the MSU Union, stop by the MSU Union Scheduling Office on the second floor.

Outdoor Events

Student groups wanting an event outdoors should initiate the APF process online or with the Student Life office, 101 Student Services Building, 355-8286. The student organization representative will be notified by letter/email regarding the disposition of APF. Further instructions regarding the success of the event may be given at the time of event final approval.

Residence Halls

Classrooms, 8:00 a.m. - 5:00 p.m., Monday – Friday

Student organizations wanting classrooms in residence halls for daytime use should follow the same procedure described under "Classroom Use."

Non-classroom space

This applies to Sunday - Saturday, Evenings and Weekends

To reserve rooms other than classrooms or classrooms during times not controlled by classroom scheduling (unit manager will define):

1. The organization representative comes to Student Life, 101 Student Services Building and complete and submit an appropriately executed activity planning form (APF) requesting space anywhere on campus.
2. The completed APF will be reviewed by Student Life staff, and if the space requested is in a Residence Hall, the group representative will be contacted in a day or so (after the event is logged in our data base) to pick up the "properly initiated APF" and take it to the specified Residence Hall.
3. At the Residence Hall, the organization representative will need to obtain an internal booking form and complete the hall specific process for approval of the form. The internal booking form must be signed by the Hall Manager indicating compliance with the hall process.
4. The Hall Manager will then sign the APF and the group representative will be responsible for turning in the signed APF to the Student Life Office for "approval of the event".
5. Student life staff will record the activity and inform the student organization representative that the event is approved.
6. Student organizations receiving approval for space in the Residence Halls can be billed directly for space rental and will be billed for any charges for damages and/or clean-up.

In order to be successful in executing an event, the student or group will need to plan well enough in advance to account for timely completion of the entire process. For complete guidelines groups should refer to www.hfs.msu.edu.