

Facilities/Activity Locations

Handicapper Accessible and Accommodating Facilities For Use By Student Organizations

To assist organizations in choosing handicapper accessible and accommodating facilities, the Student Activities office within the Division of Student Affairs and Services, in cooperation with the Coordinator of Handicapper Operations and Services have identified the following facilities as being authorized for use by student organizations at Michigan State University. These facilities apply to public events only. Members-only events should choose facilities that meet the needs of their organization members. Criteria used to determine handicapper accessible and accommodating facilities are: presence of a tested grade level or ramped approach; horizontal circulation; and handicapper restrooms. Organizations wanting to hold public events in facilities other than the ones listed below will be reviewed by the Student Affairs staff on a case-by-case basis.

The pre-approved facilities are:

Administration Building - not in winter	Holmes Hall
Agricultural Hall - first floor only	International Center - not in winter - access to bookstore and restaurant only (west entrance)
Baker Hall	Kellogg Center
Beef Cattle Teaching Center	Kresge Art Center
Berkey Hall	Main Library
Bessey Hall	Marshall Hall - first floor only
Breslin Student Events Center	MSU Union
Cherry Lane Apartments	Munn Ice Arena
Communication Arts and Science Building	Natural Science
Computer Center	Old Horticulture Building
Cowles House	Owen Graduate Center
Engineering Building	Packaging Lab
Erickson Hall - not in winter	Wharton Center for Performing Arts
Farrall Hall	

Athletic/Recreational Facilities

To reserve an athletic facility, Student Activities 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. The exception to this would be if the event is a social event (dance, mixer, 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 handicapper accessible and accommodating.

Student organizations and group requesting intramural facilities for activities that are not recreational or sport-oriented should first contact the Student Activities office, 101 Student Services Building.

Specific Facilities and Managing Departments

Jenison Fieldhouse Athletic Department, 220 Jenison, 355-5263	Kobs Baseball Field Athletic Department, 220 Jenison, 355-5263
Football Stadium Athletic Department, 220 Jenison, 355-5263	Track Athletic Department, 220 Jenison, 355-5263
IM Sports Circle IM Sports, 103 Sports Circle, 355-4710*	IM Sports East IM Sports, 123 IM Sports East, 353-3136*
IM Sports West IM Sports, 205 IM Sports West, 355-5250*	IM East Fields IM Sports, 123 IM Sports East, 353-3136
IM Fields (all others) IM Sports, 205 IM Sports West, 355-5250	Roller Skating Arena IM Sports, 123 IM Sports East, 353-3136

Demonstration Hall Field
IM Sports, 103 Sports Circle, 355-4710

NOTE: Dances in the IM buildings will require the use of a tarp to protect the gym floor. Requests for use of the tarp should go to the ASMSU Business Office, 307 Student Services Building, 355-0659. There is a charge for this service.

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

Auditorium/Wharton Center

To reserve any of these facilities, Student Activities staff will instruct the student to take the APF to 150 Wharton Center, 353-1982.

Procedures and Fees

Each of these facilities requires a minimum \$445.00 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 when they go to reserve the facility.

Barn Facilities

Student Activities staff will instruct students wanting to reserve a room in any of the farm facilities (i.e., the Dairy Barn classroom) to take the APF to the Animal Science Department, 124 Anthony Hall, 355-8427.

Classroom Use

To reserve a classroom, Student Activities staff can assist by faxing the APF over to Classroom Scheduling, 185 Administration Building, 355-4522, Monday - Friday, 3:00 p.m. to 5:00 p.m. only, when only classroom scheduling approval is needed.

Classroom Scheduling Procedures

Academic and faculty demand for classrooms have first priority.

One week prior to the beginning of classes each semester, requests for rooms during/for the entire term may be submitted. The reservations may or may not be granted for the entire term depending on faculty/academic demand. Requests for a "one time only" may also be submitted at that time and anytime thereafter.

Organizations wanting room reservations for weekends (Friday night, Saturday, or Sunday), may submit their request up to one month 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 at least one week in advance.

Rooms requested for 7 p.m. or after 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 Final's 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 obtained the necessary signature(s) on the Activity Planning Form, the student is then responsible for returning the completed form to the Student Activities 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 Activities (355-8286).

If students are to be in a building outside of regular building hours, a Physical Plant Request Form must be completed in order to have the building opened and closed. This request form can be obtained at the time of filling out the APF with Student Activities. The student must take the form to the Physical Plant him/herself (see [Physical Plant](#)). There is a charge for opening and closing, therefore, a 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.

Hallways and Lobbies of Classroom Buildings

Students should take the APF to Student Activities, 101 Student Services Building, 355-8286. No sales are 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 Activities staff will instruct students to take the APF to 209 International Center, 355-2350.

Judging Pavillion (Livestock Pavillion)

To reserve this facility Student Activities staff will instruct the student to take the APF to the Animal Science Department, 124 Anthony Hall, 353-9227.

MSU Union

Students wanting to have activities in the MSU Union must first meet with a Student Activities staff member. If the activity is a major event (dance, mixer, concert, etc.) also read the policies for [major events](#) in this handbook. Facilities in the MSU Union may be reserved in the following manner:

3rd Floor Classrooms

Rooms 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 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 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. Groups must choose one time slot or the other. If groups want to overlap time slots they will be charged for the room. These time slots do not apply to weekend room use.

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 \$200.00 for the ballroom. Additional charges may be made depending on the event.

Literature Tables

Literature 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, Mastercard 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, Mastercard, 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 department.

If dancing is anticipated, a portable dance floor will be required. There is a charge for the use for this floor.

A floor tarp may be required to protect the floor surface depending on the nature of the activity. This requirement is at the discretion of the Union Manager. For more information of the use of the tarp, see "[Tarp Rental](#)" in the University Services and Resources section of this handbook.

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

Students wanting an event outdoors should initiate the APF process with the Student Activities office, 101 Student Services Building, 355-8286. The Student Activities office will notify the student group when the APF is ready to pick up. Further instructions that must be carried out in order to obtain approval of the event will be given at the time of pick up.

Residence Halls

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

Student Activities will instruct students wanting classrooms in residence halls for daytime use to follow the same procedure under "[Classroom Use](#)."

Non-classroom space

To reserve rooms other than classrooms, Student Activities will instruct the student to take the APF to the hall manager's office.

Evenings and Weekends

To reserve any room during the evening or on weekends Student Activities will instruct the student to take the APF to the manager's office.