



Procedures for Conducting an On-Campus Activity

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How to Request an Event on Community

In order to hold an on-campus event, an Event Planning Form formerly known as Activity Planning Form (APF) must be completed in Community (<https://michiganstate-community.symplicity.com/>). All activities and their time, place, and manner cannot physically conflict with other previously scheduled events or interfere with basic ongoing facility requirements. The student organization's representative will retain a copy of the email stating that this is an approved event. Student organizations are required to have their copy with them at the event, and it is advisable to keep the form for your records.

How to Request an Event in Community

1. Only group administrators for Active (approved) RSOs with login credentials can request events through Community.
2. Log in, click on the group under My Groups on the right hand side of the screen.
3. Click Manage Events.
4. Read the Hints piece before beginning.
5. Click Add New Event.
6. Read the instructions and agree to the terms before beginning.
7. Submit and Continue Event Setup.
8. Fill in the required Type, Title, and Description for the event.
9. If this is a recurring event, the First Start Date and First End Date are the same. From there you will select the recurrences (Repeats Every, Frequency, Repeat).
10. On a recurring event, the system defaults to "All Day". Start and End times are required, so you will select "NO" on All Day and enter the start and end times.
11. On "Where", select address and enter your requested location. If you have alternate locations, or multiple rooms needed for the event, enter that info in the Description.
12. Select an event category that best suits your event description.
13. Add/edit Host information if needed.
14. Click Submit and Continue Event Setup.
15. If your RSO has a university financial account, enter the account number (AR000000).
16. Fill in all the required fields that follow.
17. If the RSO is collecting money for sales or donations, or producing revenue of any kind that exceed \$50.00, select YES under Revenue to read and agree to the terms.
18. If the RSO is having food, select YES under Food and Beverage to read and agree to the terms. Please detail what food is being served and where it is coming from.
19. Enter any additional comments needed.
20. Click Submit and Continue Event Setup.
21. The next page covers RSVP options (not required).
22. Click Submit and Continue Event Setup.
23. Please allow 5 business days minimum to process basic events (meetings, information tables, etc.) and 10-20 business days minimum for more detailed events (RSOs having food, outdoor events, weekend events, 5Ks, events with amplified sound, large-scale events, etc.).

Event Planning Procedures

The following policies apply to all RSOs except Residence Hall Governments, including their committees and caucuses.

If your event is a social event (e.g. dance, party, concert, etc.) where persons beyond the RSO's membership are invited, an Event Planning Form must be initiated well in advance of the desired date for the activity. For a social event, an Event Planning Form must be submitted a minimum of twenty-eight (28) business days in advance. Keep in mind that major events should be planned several months prior to the date of the event. For other activities (i.e. RSO meetings, educational speakers, etc.), an Event Planning Form should be initiated at least two (2) weeks in advance of the event in order to allow enough time to secure services and facilities and do adequate event planning.

If the activity is revenue-producing and if the event requires University services or facilities for which there is a fee, RSOs must have an active/open University account. Revenue-producing events are those activities at which money is collected (e.g., admission fees, product sales, etc.). Procedures regarding revenue-producing events must be adhered to regardless of whether or not profit is being made.

RSO members are encouraged to consult with the Office of Student Life staff, Monday through Friday, 8:00 AM to 5:00 PM for assistance in planning and implementing an event.

Information for Residence Hall Governments, their Committees and Caucuses Special Instructions for Scheduling Events:

Residence hall RSOs need to be aware of both in-hall and campus-wide scheduling regulations and procedures. The planning process begins at the indicated office for the following types of events:

- Revenue-producing events where the solicited RSO is your hall residents only -- See hall director and manager.
- Revenue-producing events where persons outside your hall are being solicited -- See the hall director and hall manager, regarding the availability of space, then initiate an Event Planning Form.
- Social events which are conducted within a hall -- See hall director, manager, and student government. (Must complete the Residence Hall Space Use Form obtained from the hall director).
- Outdoor events with amplified sound that are outside in your complex -- See the Office of Student Life first, then your hall director and the area director.
- Outdoor events with or without amplified sound that are outside in your complex -- See Student Life staff first, then others indicated on the Event Planning Form. (Event Planning Form required)

Residence hall affiliated RSOs should also read the section regarding the various types of events. Depending upon the nature of the event, additional steps may be necessary in order to have the activity on campus.

Event Security Information

The Michigan State University Police Department (MSU PD) has the sole responsibility for providing the police and security functions on the campus of Michigan State University. **This means that groups and RSOs may not contract with any off-campus agency for security**

at events held on campus. Police and security needs must be discussed with the MSU PD and if it is determined a need exists, MSUPD will provide such services. Sometimes this will mean a cost to your RSO. A **total** of up to two (2) officers per night may be assigned to RSO event(s) at no cost to the RSO. These officers will be assigned on a first come, first served basis. Therefore, it is best to begin the planning process as soon as possible.

Major events cannot be held on weekends of home football games.

MSU PD require a **minimum twenty-eight (28) days' notice** in order to have time to arrange security. This time is needed in order to provide adequate notice to personnel to allow for time to adjust schedules if an officer is assigned to work an event. For this reason, it is imperative that the event planning process start at the earliest possible time.

For additional information, contact the Special Events Coordinator of the MSU PD at 517-353-5361.

Enforcement Procedures

An RSO's ability to use campus space may be revoked if it does not follow the rules. Behaviors that may jeopardize an RSO's registration include, but are not limited to: failure to pay a University bill in a timely manner, destruction of property in a facility where an event is being held by the RSO, failure to comply with requests made by a University department, facility manager or law enforcement official, violation of these guidelines, of an ordinance, policy, or regulation. An individual student and/or RSO can also be referred through the University judicial process as described in Article 5, "Adjudication of Non-Academic Cases" (<http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-5-adjudication-of-non-academic-cases>).

The following sanctions may be deemed appropriate when proper procedures are not followed (not an exhaustive list):

Censure - An official statement to an RSO which suggests placing the responsibility for bad or unfortunate acts committed. The censure may be accompanied by a strong suggestion of authority and reprimand for the action taken.

Revocation of Privileges - A period of time when a RSO's functioning is limited to holding regular meetings. No other activity may take place. This sanction will be imposed for a specific period of time, and the RSO's privileges will be automatically returned when the imposed period expires. This sanction may be accompanied by special conditions (i.e. restitution for damaged property, public apology, etc.).

Suspension or Revocation of Registration - The most serious consequence for an RSO. An RSO's registration can be suspended if an act is deemed to be of the most serious nature, or the RSO has repeated occasions of non-compliance with University rules, ordinances, regulations, policies and guidelines. The suspension may last for a specified period of time. During this period the RSO will not be allowed to use University facilities and services. An RSO wishing to re-register after a suspension has expired must meet with a designee of the Vice President for Student Affairs and Services prior to submitting registration materials. Officers of

suspended RSOs may not register as an officer of any other RSO during the suspension period.

Major Event Guidelines

These procedures apply to major events sponsored by an MSU RSO. The following are characteristics of a major event:

- (a) 300 or more people are present;
- (b) there is a need for security;
- (c) the projected budget of the event is in excess of \$750.00, or;
- (d) the event involves several university departments or services.

Major events will be scheduled into facilities appropriate for the type and nature of the event.

All major events held in a campus facility will end at 1:00 AM on Friday and Saturday, midnight Sunday through Thursday.

All major events must be approved by the manager of the facility in which the event will be held, Student Life staff members, and MSU PD. For dances and mixers, take note of special procedures related to admission and ticket sales in the guidelines below.

These guidelines do not apply to events planned by a residence hall RSO for a facility in the RSO's hall where only that hall's membership is invited to attend. Students planning these types of activities must consult with the residence hall community director.

Any alleged violations of the Major Events Guidelines will be investigated by Student Life staff along with the appropriate department, e.g. MSU PD. This may result in the RSO and/or individual students being referred to further disciplinary process. See "Enforcement Procedures".

Initiating the Event Planning Process

An Event Planning form should be initiated in Community with as much lead time as possible. Lead time is necessary to help secure space for the event, coordinate security, and support the planning efforts of the RSO. All sponsoring organizations must be listed on the Event Planning Form.

Members of the sponsoring organizations are expected to consult their advisor about the event and event planning process.

The sponsoring RSO must designate a representative(s) to be in charge of the planning and implementing of the activity. The RSO's representative(s) must consult with a Student Life staff member regarding the logistical details of the event. The staff member will assist by giving feedback and support about the design and implementation of the event. The Student Life staff member will also assist with coordination and communication with other departments involved with the event.

The Event Planning form will be returned to the RSO's representative(s) no later than six (6) working days after it is originally submitted.

Contact with Facility Management

Within five (5) working days after the Event Planning Form has been released to the RSO, the student representative(s) must meet with the facility manager to discuss logistical details of the event. The manager should review expectations for use of the facility by the RSO. This discussion should also include details of how the event is to be managed inside and outside the room and the building (if appropriate) as well as going over approximated costs. Based on this discussion, the manager will determine if the event is appropriate for the facility.

If the event is approved by the facility manager, the representative(s) must be at the event and serve as liaison with the facility supervisor. The organizational representative(s) must meet again with the facility manager at least five (5) days prior to the event, to confirm all plans and expectations discussed regarding the event. Any changes in plans for use of the facility or the event not approved by the facility manager may result in the cancellation of the event.

When the facility manager determines it necessary, a facility supervisor will be at the event to assist with facility issues such as lights, emergency procedures, and telephones.

Security

The safety and security of participants at major events are of significant concern. When the RSO's representative(s) initiates the event planning process, there will be a discussion with a Student Life staff member about what kind of security will be most appropriate for the event.

The security plan for major events must be approved by the MSU Police and Student Life staff. Any or all of the following security measures may be required:

- (a) The RSO's advisor should be present for the duration of the event, and may be expected to sign a statement to that effect as part of the event planning process.
- (b) Student Life staff members will be in attendance at selected events to observe and also assist the RSO in presenting a successful event.
- (c) MSU Green Coats are present.
- (d) MSU PD are expected to be present and a representative from the MSU PD must approve security plans.

MSU Police Presence

Generally, MSU PD must be present when the expected attendance is 300 or more persons; however, this requirement can be waived by Student Life staff members after consultation with the facility manager and approval by MSU PD. Security needs, both inside and outside the facility, will determine the number of officers needed. If the event requires MSU PD, it will not be scheduled in a residence hall building. If the event requires MSU PD, the student representative(s) must meet with the designated MSU PD representative to discuss security plans for the event.

In events which require MSU PD, the RSO may be expected to provide its own security committee. This committee will consist of a minimum of six (6) persons that must be available to assist with the following functions:

- (a) Identify and mediate potential conflict situations when needed.
- (b) Alert police officers and/or student affairs staff of potential or active problem situations and/or persons.

(c) The committee will also meet with the police officer, facility personnel and/or Student Affairs staff thirty minutes before the event to identify themselves and review special needs for the event.

After the event, the facility manager and/or supervisor and, if in attendance, the MSU PD will file separate reports with the Office of Student Life. These reports should note any unusual incidents, including any observed violation of these procedures or University regulations or laws.

Admission to Major Events

In most cases, the following guidelines apply:

For dances and mixers with attendance of 300 or more persons, admission will be only MSU students with MSU picture ID.

For dances and mixers, RSOs and security committees will supervise the checking of the I.D. cards prior to a person being admitted into the event. MSU PD and/or Student Life staff present will observe the process and provide assistance if necessary.

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.

For all other events, students and the public will be required to show picture I.D.

Advertisements for all major events must contain information regarding whether the event is open to MSU students only or general public, the type of identification that must be shown, and how many tickets may be purchased.

Ticket Sales and Managing Finances

Before ordering or selling any tickets, RSO representatives must meet with Student Life staff to have the amount of tickets approved and to discuss what information should be printed on the tickets.

Non-Major Event Guidelines

Voter Registration in Residence Halls

All residence halls at MSU are equipped with electronic building access technology, restricting access to exterior doors, living wings, and elevators. Living wings in the residence halls are locked 24 hours a day, seven days a week. Residents have living wing access to the residence hall in which they live. Hall residents may sign in a candidate or member of a civic organization and may agree to escort the individual throughout the hall as a guest. Guests must be escorted throughout the duration of the visit. During the visit, guests may canvass, register voters, campaign, provide election information and/or bring petition drives for signature. Note: Escorts are not required when a resident of that hall is conducting the activity alone.

For residence halls with no public access on the main floor, please note the following exceptions:

Residents in the West Circle section of North Neighborhood have access to all West Circle residence halls between the hours of 7:00 AM and 11:59 PM

Residents of Mason, Abbott, Snyder, and Philips halls have access to all four (4) residence halls between the hours of 7:00 AM and 11:59 PM

Residents in Brody Neighborhood have access to all residence halls in the neighborhood between the hours of 7:00 AM and 11:59 PM

Individuals who are resident guests must register at the hall's Service Center Front Desk upon arrival and prior to moving through the hall(s). Residents who do not wish to have groups stop by their room or apartment, should display a "No Solicitation" sign on their door.

Questions regarding table reservations in public spaces for groups or candidates should be directed to University Conference Services at 517.353.9300. Questions regarding residence hall access should be directed to the Safety & Security Administrator for Residence Education and Housing Services at 517.353.3780.

Campaigning, Canvassing and Petition Drives in Residence Halls

Individuals and RSOs may post content on public bulletin boards on public floors and in public spaces of residence halls without prior approval. Materials that are in poor condition (e.g., torn, ripped, faded, dirty, defaced), market illegal activities, or constitute a violation of law or university policies (including the Anti-Discrimination Policy) will not be permitted. Such materials should be reported to the community director or other residence hall professional staff immediately.

Questions regarding space reservations for RSOs or candidates should be directed to University Conference Services at (517) 353-9300.

Political Activities

RSOs interested in conducting political activities must abide by the [University's Guidelines for Campaigning, Canvassing and Petition Drives](#).

Commercial Sponsorship

RSOs receiving assistance from commercial establishments must make it clear on all advertising that the event is being sponsored by the RSO with only "assistance from" the outside group. The commercial product or company may not be advertised in a manner greater than the activity and/or the sponsoring RSO. No alcohol related sponsors are allowed. Questions should be referred to the Office of Student Life, (517) 355-8286.

Events Involving Alcohol

RSOs wanting alcohol at their event should first read the State and University regulations in this handbook under the heading "Alcoholic Beverages". If the student believes the event complies with these rules, the RSO representative should visit the Office of Student Life, along with a letter signed by both the RSO's president and advisor stating everyone in attendance at the event will be at least 21 years of age, to the Office of Student Life for review. The Office of Student Life will not sanction events if attendees are under 21 years of age. When the Event Planning Form is ready, the RSO representative will be contacted to pick up the Event Planning Form and get any additional signatures needed for approval of the event. The signed Event Planning Form should then be returned to the Office of Student Life three (3) class days prior to the event for final approval.

Outdoor Events with Amplified Sound

RSOs requesting to have an outdoor event that involves amplified sound can submit an Event Planning form online indicating amplified sound in their event details. A staff member will

review and send the request to the President's Office and Classroom Scheduling. The RSO will be notified if the request has been approved.

Raffles

RSOs are considered a separate entity from MSU. RSOs must obtain a valid State license using their own name and tax identification number for any raffles they wish to perform. If RSOs wish to conduct licensed raffles on campus, the RSO must present a copy of the raffle license at least 2 weeks before the raffle is to be held to the Office of Student Life, Student Services, Room 101. License presentation is for the sole purpose of confirming the raffle is authorized, and MSU will not assist the RSO in obtaining a license or complying with State raffle requirements.

Rallies/Marches/Protests

RSOs wanting to hold a rally, march or protest should contact the Office of Student Life and make an appointment with a professional Student Life staff member to discuss the event. Student Life staff member will provide the RSO representative with information on the required process and procedures needed to secure approval for the event. If the event includes any form of public address equipment/amplified sound, the RSO should read the regulations in this handbook regarding public address equipment before planning the event.

Record Breaking/Endurance Events

RSOs wishing to hold a record-breaking/endurance/marathon event should visit the Office of Student Life, Student Services Building, Room 101 (517) 355-8286, at least one (1) month prior to the event.

Revenue-Producing Events

If an RSO wants to have a revenue-producing event or project on campus, this request can be indicated on the Event Planning Form. This form is accessible through Community (<https://michiganstate-community.symplicity.com/>). Most importantly, all RSOs wanting to have a revenue-producing project on campus must have an open University financial account and all revenue and expenditures from the event must go through this account unless the revenues are under \$50.00. The University, through the Division for Student Affairs and Services, reserves the right to review and audit this account.

RSOs should follow the event planning procedures appropriate to the facility they will be using. If it is a social event (dance, mixer, concert, etc.) when persons outside of the RSO's membership are invited, read the section entitled "Major Events Guidelines".

Regulations/Procedures for Selling at Athletic Events

RSOs wanting to sell articles at athletic events should start the event process by indicating this request on the Event Planning Form. This form is accessible through Community (<https://michiganstate-community.symplicity.com/>). After the Office of Student Life reviews the Event Planning Form, the RSO will be notified if approved and include a concession selling guidelines sheet. Additional instructions will be made clear when the student meets with a Student Life staff member to go over event details.

After noon the day prior to the event, the representative may pick up their selling authorization form and badges for the sellers. If the athletic event falls on a Saturday, Sunday or Monday the badges will be ready on the preceding Friday. All sellers must visibly wear their badges and

have their student ID's in their possession. All name badges must be returned to the Office of Student Life the first class day following the event. Failure to do so may jeopardize further selling authorizations for the RSO.

Sellers may not sell within athletic facilities and should not interfere with access to the facility or with the use of streets and sidewalks.

Sandwich Board/A-Frame Signs, Directional Signs, and Banners

Permission for signs and banners is granted in advance on a first come basis. Signs and banners may be requested online through IPF (<http://ipf.msu.edu/services/events/advertising-on-campus.html>).

The A-frames may be in place no longer than seven (7) days. Group name, contact and telephone number must be posted on the inside of A-frames. There is no charge for directional signs, but groups must notify the University Events Coordinator (517) 432-0547 to avoid sign confiscation. For directional signs, commercial advertising is not allowed, the signs must be at least 12 inches away from sidewalks, and in-ground posts are not permitted

RSOs requesting A-frame and banner permits must be registered with the Office of Student Life. No sign or banner shall be secured to trees or other natural elements in the landscape, or to building identification signs. All signage secured to trees, signs, buildings, light poles, fences or outdoor furniture as well as unauthorized signage will be removed without notification. RSOs failing to abide by this procedure and University ordinances may have their signs and banners removed and permission for future signs and banners may not be granted.

IPF Landscape Services (517) 355-7750 installs banners. An IPF service request is required for installation and removal of the banners; one service request covers both services. A university account number will be charged once for installation and removal of banners. The customer-provided banners must be delivered to the Landscape Services reception desk at 1060 Stadium Road, East Lansing, MI 48824 a minimum of seven business days before requested installation date.

If RSO wish to keep their banners following removal, they must denote so in the service request form. Following removal, banners may be picked up at the IPF Landscape Services department. If the banners are not picked up by the applicant, Landscape Services will deliver them to the MSU Surplus Store and Recycling Center for resale. The banner material is not recyclable.

Mailbox Distribution

Registered RSOs, major governing groups, ASMSU, COGS and living unit RSOs may place material in residence hall mailboxes provided the material carries the student's name and room number. For RSOs, Residence Education and Housing Services requires proof that the RSO is indeed registered with the University. RSOs must file an Event Planning Form at the Office of Student Life, 101 Student Services Building. Students must take an approved Event Planning Form along with the mail to be distributed to each residence hall's Operations Coordinator any business day Monday through Friday, 8:00 AM - 5:00 PM. Mail from RSOs cannot be distributed through the campus mail system, but can be delivered to individual students through the above procedure.

Speakers from Outside the University

RSOs sponsoring a speaker from outside of the University, must indicate on the Event Planning Form the speaker's name and the topic being addressed. RSOs must be familiar with the regulations regarding speakers as outlined in this handbook under the heading "Speakers Policy, Outdoors". The Event Planning Form should be processed according to the procedures for the facility being used.

Temporary Structures

(Administrative Ruling, [Spartan Life Handbook](#))

In accordance with constitutional rights of freedom of expression, symbolic structures representing constitutionally protected expression may be erected by students, student groups and registered student organizations in the area lying between the Red Cedar River, the International Students Center, Erickson Hall and Wells Hall in accordance with this administrative ruling.

Registration for a permit shall be initiated in the Office of the Vice President for Student Affairs and Services (Student Life Office) during normal business hours on forms provided by that office. Permits for the erection of such temporary structures shall be issued after proper registration on a first-come first-served basis unless it is determined that the approval would result in interference with the public health and/or public safety or in unreasonable interference with the operations and/or use of university buildings or grounds. The duration of a permit shall not exceed fourteen (14) consecutive days. Permits may be renewed for additional periods of fourteen (14) days upon renewal of registration, provided that there has been no breach of the terms of the permit, the number of registrants who can be accommodated in the area is not exceeded and there are no other registrants waiting to use the area.

Individuals who are issued permits shall abide by the following terms:

1. Symbolic structures shall be erected only within the above-described area and restricted to the boundaries indicated on the attached map. (Available in Student Services Building, Room 101.)
2. Symbolic structures shall not exceed thirty-two (32) square feet at the base, eight (8) feet in height, nor be located less than twenty-four (24) feet from any other structure.
3. Symbolic structures shall not be inhabited, slept in, camped in or used as shelters.
4. Persons to whom permits have been granted (permit holders) shall be personally responsible for any symbolic structure erected.
5. Permit holders shall maintain the structure and immediately surrounding area in such manner and by such means as will leave the area unimpaired and free from trash, garbage and litter.
6. Signs, posters, placards, and banners shall not be attached to any trees, shrubs or buildings. Symbolic structures shall not be affixed to the grounds or any trees, shrubs or buildings.

7. Individuals who have erected structures or directed the erection of structures are responsible for and liable to the University for the costs of removal, storage or other disposition of any structure which is impounded by the University for violation of any of these guidelines.
8. Violation of the terms of any permit by a permit holder may result in prosecution and/or penalties as provided in Ordinance No. 28.

Any permit may be revoked or modified if the activities of the participants interfere with the public health and/or safety or unreasonably interfere with the operations or use of University buildings or grounds or if the terms and conditions of the permit are violated.

Accommodations and Accessible Facilities for Use by RSOs

To assist RSOs in choosing barrier-free and accommodating facilities, the Office of Student Life within the Division of Student Affairs and Services, in cooperation with the Resource Center for Persons with Disabilities have identified the following facilities as being authorized for use by RSOs at Michigan State University. These facilities apply to public events only. Members-only events should choose facilities that meet the needs of their RSO members. Criteria used to determine barrier-free, accessible, and accommodating facilities are: presence of a tested grade level or ramped approach; horizontal circulation; and barrier-free restrooms. RSOs 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:

1855 Place Community Center	Communication Arts and Science Building
Abrams Planetarium	Computer Center
Administration Building - not in winter	Cowles House – 1st floor only
Agricultural Hall - first floor only	Demmer Shooting Sports Education and Training Center
Akers Hall (North & South)	Demonstration Hall – 1st floor & Ice Rink only
Anthony Hall	Eli and Edythe Broad Art Museum
Armstrong Hall	Emmons Hall
Art Museum	Engineering Building
Auditorium	Eppley Center
Baily Hall	Erickson Hall
Baker Hall	Farrall Hall
Beef Cattle Teaching Center	Fee Hall
Berkey Hall	Food Safety and Toxicology
Bessey Hall	Henry Center for Executive Development
Biomedical and Physical Sciences	Holden Hall
Bott Building for Nursing Education and Research	Holmes Hall
Breslin Student Events Center	Hubbard Hall - Café' (2nd floor) only by special arrangements with REHS
Brody Hall	Human Ecology Building – Not Attic Space (4th floor)
Bryan Hall	IM Circle
Business College Complex	
Butterfield Hall	
Case Hall	
Chemistry Building	

IM East
IM West
Indoor Tennis Facility
International Center - access to
bookstore and restaurant only (west &
south entrance)
Kedzie Hall (N & S)
Kellogg Center
Kresge Art Center
Landon Hall – 1st floor & Cafeteria only
Law College
Main Library
Marshall Hall - first floor only
Mayo Hall
McDonel Hall (East & West) –
accessible entrance on east side of
building
Molecular Plant Sciences
Morrell Hall of Agriculture
MSU Community Music School
MSU Museum
MSU Union
Munn Ice Arena
Music Building
Music Practice Building (1st floor only)
Natural Resources Building
Natural Science
Old Horticulture Building
Olin Heath Center
Owen Hall
Oyer Speech and Language Center
Packaging Lab
Pavilion for Agriculture and Livestock
Education
Phillips Hall
Plant & Soil Science Building
Psychology – Not in winter (entrance on
north of building only)
Rather Hall
Shaw Hall (East & West)
Snyder Hall
Spartan Village Community Center
Student Services
University Community Center
Van Hoosen Hall
Wells Hall
Wharton Center for Performing Arts
Wilson Hall (East & West)

Outdoor Events

Students wanting an event outdoors should initiate the Event Planning Form process through Community (<https://michiganstate-community.symlicity.com>). The Office of Student Life will notify the student RSO when the Event Planning process has been approved. Further instructions will be discussed once the event has been approved.

Pricing and Rates

All event locations may require fees for rental, maintenance, facilities, etc. Please contact each location for information regarding fees and how they must be paid. 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.