

Room 4448 Reservations Rules, Regulations and Information

An email will be sent to the event contact if the reservation is approved, denied, or if additional information is required.

Fees

- The fee for an event sponsored by an LSA Department will be waived.
- The fee for an event not sponsored by an LSA Department is \$25.00 per event. A shortcode must be provided with the reservation request.
- Fees for regular, recurring events will be negotiated with the event organizer.
- If damage or additional cleanup is required as a result of the event, additional fees will apply. It will also limit the ability to reserve Department of Psychology space in the future.

Furnishings

- Room 4448 is 1,659sf and will seat 110, with overflow seating on the perimeter of the room.
- East Hall Facilities will only support minor re-arrangement of rooms for the event. When the reservation is approved, please send an email to eh.facilities@umich.edu with the request.
- Furniture cannot be removed from room 4448, and no other furniture can be brought into the space.
- East Hall Facilities will provide 8' tables for food setup if needed. When the reservation is approved, please send an email to eh.facilities@umich.edu with the date and time of the event and when the tables should be set up, as well as the number of tables needed.
- East Hall Facilities will arrange for additional trash and recycling containers for the event if needed. 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.
- All rooms must be cleaned up and returned to the original condition and setup after each event by the event organizer.
- A/V support for this room is provided by Instruction Support Services iss-help@umich.edu or by calling 734-615- 0100.
- Please contact lsait@umich.edu at least two weeks prior to your event for video conferencing services.

Equipment

- Height-adjustable podium
- Document camera

- Blu-ray/DVD player
- 1 - 120 volt AC outlet and 2 – USB ports for charging
- Whiteboard writing surface
- Ability to amplify voice & program
- 2 – wireless lapel microphones & 2 – wireless handheld microphones
- Digital data video projector
- Podium classroom windows PC with interactive screen
 - 2 – USB ports
 - HDMI (Adapters: Mini display port, Display port & USB-C)
 - VGA w/sound