

Level 3 Terrace 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.

Building Hours and Hours for Reservation

- The terrace can generally be reserved between 7:30pm-10pm. Reservations may be requested before 7:30 pm but require additional levels of approval due to adjacent academic and research activities. These reservations requests may take up one week for approval.
- All events must be complete at 10:00pm. An extra hour for cleanup may be requested but must be complete by 11:00pm.
- East Hall is unlocked Monday through Friday from 7:00 am – 6:00pm. Anyone with a valid MCard can access the building at any card reader door Monday through Friday from 6:00pm to 10pm, or from 7:00am to 10:00pm Saturday and Sunday.
- East Hall Facilities will arrange to have exterior doors unlocked if required for the event. When the reservation is approved, please send a message to eh.facilities@umich.edu with the date of the event, the doors that need to be unlocked, as well as the time and duration of the event.

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 group's ability to reserve Department of Psychology space in the future.

Furniture, Furnishings and Equipment

- The Level 3 Terrace is 2,671 sq. ft. and holds a maximum of 72 people seated at tables.
- East Hall Facilities will only support minor re-arrangement of the furniture on the terrace for the event. When the reservation is approved, please send an email to eh.facilities@umich.edu with details of the request.
- The furniture on the Terrace cannot be removed, 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.
- The AV system on the terrace is not available for use.
- The coffee pots in the kitchen 3331a are not available for use.
- 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.
- The terrace must be cleaned up and returned to its original arrangement after each event by the event organizer. The configuration of tables and chairs is posted in the terrace kitchen. Wipe down all tables after use.

Food Service

- The terrace kitchen (room 3331a) can be used as a staging area for caterers.
- Certain foods (e.g. pizza, boxed lunches, bagels, donuts, cookies, coffee, cider, prepackaged snacks/candy) prepared by a licensed food establishment can be served in the terrace. Foods prepared by a licensed food establishment requiring being kept hot or cold for safety and on-site food prep must be coordinated with Environmental Health and Safety at 734.647.1142 or EHSFoodSafety@umich.edu. If food is being prepared and brought into the terrace by the event organizers, the food can only be served to members of their group – it cannot be offered to the general population. Simple baked goods (e.g. cookies, brownies, cupcakes, muffins, etc.) are exempt from those rules.
- Permission to serve alcoholic beverages must be requested from the College of LSA, Office of Facilities and Operations lsa-facilities@umich.edu.

Other Important Information

- At no time can terrace 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.
- East Hall is a classroom, office and research facility - loud activities and events are not allowed on the terrace. Amplified sound is prohibited.
- Posting or taping items on the walls is not allowed.
- There are Mathematics, Psychology and LSA classrooms in East Hall, which must be reserved separately if needed for an event. Please send a message to eh.facilities@umich.edu if additional information is needed about reserving other spaces in East Hall.

