

# NCRC Special Event Guidelines

## INTRODUCTION

The North Campus Research Complex (NCRC) has space available for scheduling/renting by University and University-sponsored groups. These guidelines apply to the temporary use of facilities in the NCRC that are made available for meetings, activities and events. Guidelines are subject to change.

## GENERAL GUIDELINES

1. Use of NCRC event facilities is open to all Schools, Departments, MSA-registered student groups and other U-M affiliations. Those requests not affiliated with U-M will be considered on a case-by-case basis. All event requests require approval by NCRC Facilities staff.
2. Anyone interested in hosting an event at the NCRC must fill out and submit an [Event Request Form](#) to [NCRCEvents@umich.edu](mailto:NCRCEvents@umich.edu).
3. NCRC event facilities are reserved for professional and academic purposes. Therefore, no personal or private parties (i.e., weddings, bar mitzvahs), no student social events without U-M department sponsorship, and no external companies, organizations or vendor shows without U-M internal sponsorship and participation will be entertained. Use of the space is reserved for activities that support the NCRC mission, that are rooted in research, and are sponsored by occupants of NCRC, Medical School and Health System Departments. All events require a University department as a sponsor and they must attend the event.
4. A guest list must be provided to the NCRC Event Coordinator prior to the event.
5. All groups will abide with all published University and NCRC policies, regulations, guidelines and all local, state and federal laws. Violations of these procedures by any group may result in the loss of NCRC facility scheduling privileges.
6. Smoking is prohibited at the NCRC.
7. The NCRC is not responsible for any lost, stolen or damaged property belonging to event staff and/or guests.

## FACILITY HOURS

1. Events may be schedule during the hours of 7 a.m.-6 p.m., Monday-Friday. Additional approval is required for afterhours and weekends.
2. Time is allotted before and after the event for set-up and clean-up.

## NCRC SPACES & CAPACITY

All published room capacities are in accordance with State of Michigan Fire Codes and have been approved by the University Fire Marshal. An event will not be scheduled in a given space if the event's proposed guest count would exceed fire code capacity limits. The University reserves the right to refuse further admittance to events once the approved room capacity has been reached.

Building/Room	Capacity	A/V	Set-Up
<b>Building 18 Dining Hall &amp; Adjacent Hallway</b>	871; seats 330	<ul style="list-style-type: none"> <li>• Sound system;</li> <li>• Hand-held microphone</li> </ul>	<ul style="list-style-type: none"> <li>• 56 tables, 6 seats per table</li> <li>• 28 blue tile, 4'x2' buffet tables (Furniture in this space may only be moved by NCRC staff)</li> </ul>
<b>Building 10 South Atrium</b>	80; seats 40	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Projector</li> <li>• Screen</li> </ul>	Classroom style
<b>Research Auditorium</b>	152	<ul style="list-style-type: none"> <li>• Projector</li> <li>• Sound</li> </ul>	Fixed Auditorium seating
<b>Building 10 Conference Rooms G063 and G064 Combo</b>	90 combo; 49 per room	<ul style="list-style-type: none"> <li>• Whiteboard</li> </ul>	<ul style="list-style-type: none"> <li>• Rectangular tables; 24 chairs</li> <li>• Rectangular tables; 16 chairs</li> </ul>

## FACILITY FEES

NCRC will provide estimates upon booking. University departments must provide the appropriate account information and the approval of the authorized signer to schedule all services.

*The fees below include costs for labor and personnel during normal business hours. Additional fees apply for after hours or weekend use.*

Labor for moving, storage, and set-up during	\$60 per person/hour
Electrician	\$83 per person/hour
U-M Department of Public Safety Security*	\$73 per person/hour
Housekeeping	\$33 per person/hour
Security (local NCRC service)	
Standard Security Guard	\$13.24 per person/hour
Holiday & OT	\$19.86 per person/hour
Security Supervisor	\$13.57 per person/hour
Holiday & OT	\$20.36 per person/hour

\*Required when alcohol is served

## EQUIPMENT & FURNITURE

1. NCRC makes some furniture and equipment available to groups using NCRC facilities. Requests are filled on a first come/first served basis.
2. Furniture beyond that existing on site is the responsibility of the department event host. An additional fee will apply if existing furniture must be removed from the area.
3. All final furniture layouts must be made no later than two full weeks prior to the event. The NCRC cannot guarantee furniture and/or equipment for requests submitted after this deadline.

## AUDIO & VISUAL (A/V) SERVICES

1. The NCRC has wireless internet throughout the facility.
2. The dining hall has a wireless microphone and house sound system.
3. The Building 10 South Atrium has a projector and screen but no sound system.
4. All other A/V necessities will need to be provided by the host. The host may contact Medical School Information Services at 763-7770, or [msishelp@umich.edu](mailto:msishelp@umich.edu), to request A/V services.

## DECORATIONS, EXHIBITS & DISPLAYS

1. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed at any time, per State of Michigan Fire Law.
2. The following items are not permitted on NCRC walls, doors, floors, ceilings, glass or woodwork: tape, painters tape, glue, tacks and nails. Vertical sign holders measuring 8 x 11 and 11 x 17 are available upon request.
3. Groups utilizing decorations, exhibits or displays are responsible for both installation and removal. Decorations, exhibits and displays must be removed immediately following the event, unless other arrangements have been approved by the NCRC Event Coordinator.
4. The host will be charged for any and all repairs resulting from removal, including but not limited to re-plastering and re-painting.
5. Candles of any kind are prohibited.
6. Special effects equipment, such as smoke, fog, and fire machines are prohibited in NCRC.
7. Confetti, rice, dance wax, and similar materials may not be used in NCRC.
8. Live evergreen trees are permitted if they are balled, burlapped and watered. Cut evergreens are not permitted in any form.
9. Interior signs, banners and displays made with flammable materials may be used only where no danger of fire exists, as determined by the NCRC.
10. Exterior signage is prohibited unless approved by the office of the AVPFO. Requests can be sent to [fo-events@umich.edu](mailto:fo-events@umich.edu). Event hosts may have personnel with signage located on sidewalk for direction purposes.
11. Any special requests beyond these guidelines must be approved by the NCRC Facilities Event Coordinator.

## FOOD SERVICES

1. All food and beverages consumed in rental areas must be obtained from a [University Procured Caterer](#).
2. Caterers not listed on University Procured Catering may be used if the following is provided to the NCRC Event Coordinator at least two weeks prior to the event date:
  - a. A copy of caterer's current food license
  - b. A copy of the caterer's Certified Food Safety Manager paperwork (ServSafe CFSM certificate)
  - c. A copy of the caterer's last two routine food safety inspections by their county health department
  - d. Documentation of proof of insurance
3. The NCRC does not have dishes or linens available for events; all arrangements for these items should be made through a caterer or be handled by the host.
4. Only UL-listed hot-holding equipment may be brought to the NCRC. Sterno heating fuel is allowed in the Dining Hall to warm food but must be monitored at all times. Please note that NCRC does not have a kitchen or cooking equipment available for use by offsite caterers.

## ALCOHOLIC BEVERAGES

1. The NCRC does not have a liquor license. Therefore, it is the host's responsibility to follow the proper guidelines, outlined by the UM Medical School Facilities Management & Planning Office. To obtain proper approvals in order to serve alcohol at the NCRC, a written request must be received by the UM Medical School Facilities Management & Planning Office at least thirty days preceding the event. For more information, please call the office of the UM Medical School Facilities Management & Planning Office at 734-647-2788 or reference the <http://msa.med.umich.edu/policies/administration>

Please complete the Request Form to Serve Alcohol in University of Michigan Medical School Buildings located at: <http://msa.med.umich.edu/policies/administration>

2. The NCRC must receive notification of approval to serve alcohol no later than two weeks before the scheduled event. The event is subject to cancellation if a permit is not received.

## DELIVERIES & PARKING

1. Rental equipment delivery and pickup must be scheduled through the NCRC Events Coordinator no later than two weeks prior to a scheduled event. All delivery and removal of equipment must come through the Building 90 receiving dock. You must be present to accept deliveries.
2. All U-M parking is permit-only, Monday-Friday, 6 a.m.-5 p.m. U-M parking outside of this timeframe is free and does not require a permit.
3. To purchase U-M parking permits, contact Darlene Jones in Parking & Transportation Services (PTS) at 734-764-7530 at least two weeks prior to your event.
4. Valet parking may be arranged by your department by contacting Kerby's Kurb Service at 734-741-7154. Drop-off and pick-up is curbside at the Building 18 main entrance. All event attendees are to enter the site through the Building 18 main lobby.

## SET-UP & TEAR-DOWN

1. Hosts and/or caterers are responsible for room set-up and tear-down.
2. Please submit specific set-up requests to the NCRC Events Coordinator at least 2 weeks prior to the event. There is a labor charge for all furniture set-ups.
3. Caterers and/or hosts are responsible for trash removal and clean-up of the event space. The space must be returned to its original state at the end of the event. Additional charges may be incurred if special clean-up, maintenance or repair are required.

## NCRC SPECIAL EVENTS CONTACT INFORMATION

734-763-5436

[NCRCEvents@umich.edu](mailto:NCRCEvents@umich.edu)