



Community Arts Auditorium Use Addendum

Reservation requests for the Community Arts Auditorium shall be granted in the order received, but in accordance with the following guidelines for the Use of University Facilities, as adopted by the Board of Governors, March 14, 1975.

Community Arts Auditorium fees

Client	Price	Notes
Registered Student Organization*	\$50 per hour 2 hour minimum	100% of the payment must be made at the time the reservation is made.
University department	\$100 per hour 2 hour minimum	100% of the payment must be made at the time the reservation is made.
Outside organization	\$250 per hour 4 hour minimum	\$500 non-refundable deposit is due within 10 business days of booking. Full payment is due by 5 p.m. thirty (30) days prior to the event. Electronic payment options for checks and credit cards can be made via Cashnet .

*Registered student organizations will be charged outside organization pricing on all reserved space(s) if an admission fee is charged by the student organization for the event.

Reservations are confirmed only when payment and the signed reservation form is received.

Wayne State University reserves the right to change, cancel or deny a reservation or request for reservation. In such a case, every effort will be made to contact the "Client."

Community Arts Auditorium fees include

- 561 cushioned seats
- 22ft stage with screen
- Projection unit
- Overhead lighting in the general seating area
- 1 Stationary spotlight
- 1 Microphone, 1 microphone stand (floor or table), 1 microphone cord
- 1 Podium
- Green room
- 2 Skirted six-foot registration tables with two chairs per table. Any additional tables may be rented for a fee of \$10 per table.
- Ticket booth
- Seating diagrams available upon request
- Personalized consultation with an event manager prior to the event
- Event manager on site

Community Arts Auditorium fees do not include

- Production-style lighting and/or lighting techniques i.e., follow spotlights, multicolor lighting, mood lighting, and scene changes.
- Production-style audio, audio techniques and/or any and all related production responsibilities related to the "Client's" specific stage event(s) and/or stage production(s).

Lighting and audio

It is the responsibility of the "Client" to secure the appropriate professional lighting and audio production company of their choosing for events requiring additional lighting and audio production services related to the "Client's" specific stage event(s) and/or stage productions. The "Client" and any associated affiliates shall not access Wayne State University St. Andrew's Hall audio/visual property and/or equipment and shall not access any areas designated in the auditorium as non-employee restricted areas.



WAYNE STATE

Student Center and
Campus Reservations

Parking

- Parking may be scheduled for an event by submitting an online [parking event form](#).
- All parking requests should be made at least 10 business days before the event.

Food

- No food or drink is permitted inside of the auditorium. Food service is permitted in the Outer Gallery, but all food guidelines in the Campus Reservations Contract must be followed.