



DEAN OF STUDENTS OFFICE  
**STUDENT CENTER AND  
CAMPUS RESERVATIONS**

5221 Gullen Mall, 011 Student Center, Detroit, MI 48202  
[doso.wayne.edu/student-center](https://doso.wayne.edu/student-center) | [screservations@wayne.edu](mailto:screservations@wayne.edu) | 313-577-4585 | Fax: 313-577-3520

## Outdoor Space Use Addendum

### Outdoor space policies for Gullen Mall, St. Andrew's Lawn and Keast Memorial Commons

- Reservation requests for outdoor space, shall be granted in the order received, in accordance with the guidelines for the Use of University Facilities, as adopted by the Board of Governors, March 14, 1975.
- Wayne State University reserves the right to change, cancel or deny a reservation or request for reservation. If the University exercises that right then every effort will be made to contact the "Client."
- Reservations are confirmed only when payment, if applicable, and the signed reservation form are received.
- Event sponsors have the primary responsibility to see that university policies are followed.
- Event sponsors are responsible for maintaining the area that they have reserved. They are also responsible for cleaning up after their event. Sponsoring organizations will be required to pay the cost of the repair and replacement of university property.
- Program host will monitor all activities, and will serve as the immediate responsible University agent in all matters of policy and security.
- It is the responsibility of the event sponsors to inform the program host of any problems present or pending to insure the success of the event.
- Special events may require additional security/custodial personnel as deemed necessary by the Director of the Student Center and/or campus Public Safety. Costs will be the responsibility of the client.
- Any changes to the event on the day of the event could be subjected to additional fees which are at the discretion of the Student Center.

### General policies

- Food service: BBQs are only permitted if they are catered by Wayne State Dining Services.
- Weather policy: The Student Center Director reserves the right to cancel an event due to weather conditions or other imminent threat. If Student Center equipment is being used during the event, the equipment may be cancelled at any time, if weather does not permit its usage.
- Sound policy: Amplified sound is not permitted on Gullen Mall or St. Andrew's Lawn. Amplified sound is permitted on Keast Commons, but is monitored by Student Center and Campus Reservations staff. Sound that can be heard in the Community Directors Office of Chatsworth Tower and/or Towers Residential Suites is not permitted. Event sponsors will be asked to turn down the sound levels if sound can be heard in these spaces. If the request to turn down sound is not fulfilled, the sound and/or event can be terminated at any time and any and all fees forfeited.
- Cleats are prohibited.
- No motorized vehicles are permitted on lawns or any landscaped area.
- Wayne State University Facilities, Planning & Management, Wayne State University Grounds department, and/or the Student Center Director have the right to prohibit the use of lawns at any time due to field condition and maintenance requirements.
- Power is available in select locations in Gullen Mall and Keast Commons but may only be used by groups who have a confirmed reservation for the space. More information about power locations is available from Student Center and Campus Reservations.



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## Fees

Space reserved	Registered student organization pricing*	University department pricing	Outside organization pricing
Gullen Mall Fountain Court	FREE	FREE	\$500
Gullen Mall Flagpoles/UGL Court	FREE	FREE	\$500
Gullen Mall Linsell House Grass	FREE	FREE	\$500
Keast Memorial Commons	FREE	FREE	\$500
St. Andrew's Hall Lawn	FREE	FREE	\$500

\*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.