



Ruthven Facility Use Guidelines

Introduction

The primary purpose of using Ruthven facilities is to support the university's Regental, educational, research, academic, and operational goals for occupants of the Ruthven building. This policy outlines the processes, procedures, and requirements for utilizing these facilities to ensure their efficient, safe, and orderly use, in alignment with the university's educational mission.

Scope of Policy:

- Major Unit & Department Name: University of Michigan Administration
- Building Name: Ruthven Administration Building
- Contact Information:
 - Name: Shannon Meeks
 - Phone Number: 734-763-3779
 - Unique Name: sameeks@umich.edu

Applicability:

Who may schedule the use of the facilities? (check all that apply)

- Ruthven building occupants to support of the University of Michigan's Regental, educational, research, academic objectives to support colleges, schools, departments/units, students, and organizations.
- Ruthven sponsored affiliated individuals or organizations with the University of Michigan
- Non-affiliated individuals or organizations (add the following 2 bullets if this box is checked

Definitions:

Event – The Ruthven Building and University Hall, a versatile meeting space(s), are designed to support the University's Regental, educational, research, academic, and operational objectives for its occupants. These facilities accommodate Board of Regents meetings, important events, and other key gatherings within the Ruthven community. They are available for a wide range of occupant use including, meetings, forums, seminars and other presentations.

External Group Unaffiliated individual groups are not allowed to reserve space within the Ruthven Building (SPG 604.41) Unaffiliated parties may not:

- Violate the law or University Protocols
- Disrupt University activities or operations or disrupt the lawful, authorized activities of others.

- Obstruct human or vehicle traffic, ways of ingress and egress, paths, stairs, aisles, and the like.
- Fail to cooperate with Division of Public Safety and Security officers or other officials authorized by the University to act on behalf of the University.
- Use facilities in a way that the University has not made available for that purpose.

Internal Group refers to any occupant of a Ruthven building department. For the purposes of clarification, a Ruthven occupant or department is not considered an Internal Group if they are requesting the use of Ruthven space on behalf of or for the benefit of an External Group

Policy:

1. Location:

This policy applies the entire Ruthven Building, including University Hall, room 2000, and University Hall Conference Room, room 2010.

2. Information Required for Requests:

All requests for Ruthven facilities listed above must be made through the Ruthven Event Form, by a Ruthven occupant. The request form requires the requestor to identify the individual making the request, provide an explicit description of the proposed event and layout, provide the expected number of event attendees or participants, and provide information on any logistical needs required for the Event. If an event requires Environmental Health and Safety (EHS) approval, a diagram and description must be submitted no later than 20 days before the event using the Ruthven Event Form. This allows Ruthven Facilities to forward the request to EHS Fire Safety for approval.

3. Timing of Requests:

Requests are required to be submitted and approved at least 15 days in advance. Changes to events made less than 5 business days in advance are not guaranteed and will only be accommodated if approved by Ruthven Facilities, which will evaluate their capacity to fulfill the request.

4. Reservations:

All Ruthven facility reservations must be made through the Ruthven Event Form, available at:

https://teamdynamix.umich.edu/TDClient/72/Portal/Requests/TicketRequests/NewForm?ID=sBvHS7kdBUE_&RequestorType=Service-

5. Fees:

The requester may be responsible for costs related to the event, including but not limited to parking, rentals, security, audiovisual services, facilities damage, catering, custodial services, and technical equipment. All event fees should be agreed upon or estimated before the event begins.

6. Non-Discrimination:

No group using university facilities for any event shall discriminate on the basis of race, color, religion, national or ethnic origin, sex, gender identity, gender expression, sexual orientation, age, disability, veteran's status, or genetic information.

7. Signage and Promotional Displays:

Signage or promotional displays related to events may not be affixed to any university buildings or placed on university grounds. Inside the facility, all signage must be placed in Ruthven 8 x 11 stanchion sign holders. To promote your event on building digital signage in the building, please email RuthvenMonitors@umich.edu. These must be arranged and approved in advance and removed promptly at the conclusion of the event.

8. Security, Life Safety, State/Federal Laws, and University Policies:

- All individuals and groups reserving facilities must comply with published university and building policies, regulations, and guidelines, and all local, State, and Federal laws..
- State of Michigan Fire Code room capacities must be followed.
- All State and U-M alcohol policies must be followed:
 - Any alcohol services with the facilities follow both of these guidelines and FAQ:
 - [Guidelines for Serving Alcohol on University Property](#)
 - [Serving Alcoholic Beverages at Events on University of Michigan Campuses](#)
- University and building activities or operations cannot be disrupted.
- Obstructing human or vehicle traffic, ways of ingress and egress, paths, corridors, staircases, aisles, and similar areas are not allowed.
- Occupants must cooperate with [Division of Public Safety and Security \(DPSS\)](#) officers or other officials authorized by the University to act on behalf of the University.
- University administration reserves the right to require fire, police or other security personnel for events held in the building based on the time, place, type of event, number, and conduct of participants. There may be costs associated with security required at this event.

9. Insurance:

- Non-university and VSO renters must provide to the university a certificate of insurance evidencing general liability insurance, available through [U-M Risk Management office](#).

10. Catering and Food:

- All events at our facilities follow [food safety requirements](#).
- In accordance with Michigan Food Law, groups sponsoring events that are open, or advertised, to the public must serve food prepared in a licensed kitchen. Groups can serve food that has been prepared ahead of time at home only at events that are a private event.
- All events held at Ruthven must use catering vendors approved through the university's procurement process.
- Ruthven meeting organizers are responsible for after event

11. Damages:

All users of university facilities shall be fully responsible for any damage, loss, or destruction of university property that occurs as a result of an Event, ordinary wear, and tear excepted.

12. Tobacco-Free Campus

The [University of Michigan is a tobacco-free campus](#) on ALL university properties.

13. Other Items:

- The Ruthven Building is not an event venue and will not consider requests for private social events such as weddings, engagement parties, reunions, game nights, etc. Nearby facilities which can support larger meetings include the Michigan League-<https://uunions.umich.edu/reserve-a-space/> and Palmer Commons - <https://palmercommons.umich.edu/>.
- University Hall spaces are not available for holding weekend meetings or events.
- Event decorations such as balloons and confetti cannot be used in University Hall.
- Once approved, Ruthven Facilities will handle the room setup using Ruthven Building furniture (not rentals) and will manage room access. The meeting organizer is responsible for coordinating and communicating all other details to the event.
- As the event organizer, you are responsible for ensuring that the space is left clean and organized after the event. Please make sure to wipe down all tables using the wipes provided in the catering kitchen, and return all furniture to its original arrangement. Additionally, use the designated areas to properly dispose of trash and recycling. Your attention to these details is greatly appreciated.