Ruthven Facility Use

UofM Facilities Use and Compliance Procedure

Introduction:

The primary purpose of University of Michigan facilities is to support the university's educational and research mission. Facilities are mainly used for academic courses, educational and university-sponsored function, and activities for students. Facilities must be used only for approved university purposes. This policy outlines the procedures and requirements to ensure safe, efficient, and mission-aligned use.

Scope of Policy:

Major Unit & Department Name: University of Michigan Administration
Building Names: **Ruthven Administration Building**
Contact Information:

Name:	**Shannon Meeks**
Phone Number:	**734-763-3779**
Unique Name:	**sameeks**

Applicability:

Who may schedule the use of the facilities? (Check the applicable box):

☒ University of Michigan colleges, schools, departments/units, students, and organizations affiliated individuals or organizations with the University of Michigan

☐ Non-affiliated individuals or organizations (2 bullets apply if this box is checked)

- The use of university facilities by external groups for events not affiliated with an official University department or organization may be authorized solely in accordance with this policy and contingent upon the execution of a duly signed agreement or contract.
- Authorization for any individual or group to utilize university facilities shall not be construed as endorsement, sponsorship, or approval by the university of any views, opinions, programs, or activities expressed or conducted by such users, speakers, presenters, or organizers.

Definitions:

- Function - 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 functions, 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 - is defined as any group, organization, individual, or program that is not directly affiliated with the University of Michigan. For the purposes of this Policy, individuals employed by or otherwise affiliated with the university, such as alumni, are considered External Groups if they seek to use university facilities in a personal capacity or as representatives of a third-party organization. Additionally, student groups that are not registered under SOAR, RSO, SSO, or VSO designations are classified as External Groups.
- Internal Group - is defined as an occupant of a Ruthven building department. For clarification, a Ruthven occupant or department is not considered an Internal Group when requesting the use of Ruthven space on behalf of, or for the benefit of, an External Group.

Policy:

Location:

- ✓ This policy applies to all University of Michigan facilities listed above. The Facilities Use Policy herein is specific to those identified facilities.

Information Required for Requests:

- ✓ All requests to use the University facilities listed above must be made through the Ruthven reservation form, by a Ruthven occupant and include the following: a precise identification of the individual making the request; a detailed description of the proposed function and layout; the anticipated number of attendees or participants; and any logistical requirements necessary for the function. If a function requires Environment Health and Safety (EHS) approval, a diagram and description must be submitted no later than 20 days before the function using the Ruthven Reservation Form. This allows Ruthven Facilities to coordinate with EHS Fire Safety to verify and obtain formal approval for the request.

Timing of Requests:

- ✓ Requests are required to be submitted and approved at least 10 days in advance. Changes to functions 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.

Reservations:

- ✓ All facility reservations must be made through the Ruthven Reservation Form by a Ruthven occupant: *https://teamdynamix.umich.edu/TDClient/55/Portal/Requests/Service/3622/FOIS-University-Hall-and-Conference-Room-Reservations/Request*

Fees:

- ✓ Additional costs may apply if rentals, movers, parking, security, catering, custodial, equipment, etc. All fees must be agreed upon in advance.

Written Agreements:

- ✓ The university requires outside groups to sign a written agreement. For internal Ruthven occupants, the Ruthven facility reservation form will establish the agreement, with a calendar invitation serving as formal confirmation of approval. Any changes to the reservation form will require approval through the same process.

Non-Discrimination:

- ✓ The reservation and use of Facilities shall not be denied or afforded in a discriminatory manner or based unlawfully on viewpoints, protected expression, or association of those reserving or using facilities. The University is committed to protecting the rights of users to free expression and association consistent with its policies and applicable law.

Signage and Promotional Displays:

- ✓ No signage or promotional displays related to the function may be affixed to any university building or placed on university grounds. Inside the facility, all function signage must be placed in Ruthven 8 x 11 stanchion sign holders. To promote your function 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 function.

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

- ✓ All individuals and groups reserving University facilities are required to comply with all applicable University and building policies, regulations, and guidelines, as well as all local, State, and Federal laws.

- ✓ All facility users adhere to the State of Michigan Fire Code, including but not limited to the observance of posted room capacity limits and other fire safety requirements.
- ✓ All applicable State and University of Michigan alcohol policies must be followed. Any alcohol service at University facilities is subject to these policies, including the related guidelines and frequently asked questions.
  - Guidelines for Serving Alcohol on University Property
  - Serving Alcoholic Beverages at Events on University of Michigan Campuses
- ✓ Activities and operations of the university must not be disrupted under any circumstances.
- ✓ Use of University facilities must never obstruct pedestrian or vehicle traffic, including all entrances, exits, aisles, stairways, corridors, or other access points. Free and safe passage must be always maintained.
- ✓ Occupants must cooperate fully with Division of Public Safety and Security (DPSS) officers or any other officials authorized to act on behalf of by the university.
- ✓ University administration reserves the right to require fire, police or other security personnel for events held in the building based on factors such as the time, location, event type, attendance and participant. There may be costs associated with security required at the event.
- ✓ These policies comply with the requirements of Standard Practice Guideline 601.41.

Insurance:

- ✓ Non-university and VSO renters must provide to the university a certificate of insurance evidencing general liability insurance, available the Insurance and Claims Office.

Catering and Food:

- ✓ All functions at our facilities follow food safety requirements.
- ✓ In accordance with Michigan Food Law, groups sponsoring meetings 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 functions that are a private.
- ✓ All functions held at Ruthven must use catering vendors approved through the university's procurement process.
- ✓ The function organizer is responsible for ensuring the space is cleaned and restored to its original condition following the event. This includes wiping down tables using cleaner provided in the catering kitchen, returning furniture to its original arrangement, and properly disposing of trash and recycling in designated areas.

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.

Tobacco-Free Campus

- ✓ The University of Michigan is a tobacco-free campus on ALL university properties.

Other Items:

- ✓ Ruthven staff may sponsor meetings involving other university units when the purpose supports Ruthven units and programs. The sponsoring staff member must submit the reservation request, serve as the primary contact, remain on-site throughout the meeting, and ensure compliance with all Ruthven Facility Use Guidelines.
- ✓ 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.
- ✓ University Hall spaces are not available for holding weekend meetings or other functions.
- ✓ Nearby facilities which can support larger meetings include the Michigan League-https://unions.umich.edu/reserve-a-space/and Palmer Commons - https://palmercommons.umich.edu/.
- ✓ Decorations such as balloons and confetti are not permitted in University Hall.

Other Items continued:

- ✓ Once approved, Ruthven Facilities will manage room setup using Ruthven Building furniture (not rentals) and will coordinate room access. The Ruthven meeting organizer is responsible for communicating and coordinating all other event details.
- ✓ The Ruthven Building function organizer will be the contact for the reservation and must be on site for the duration of the event.
- ✓ The Ruthven function organizer is responsible for ensuring the space is cleaned and restored to its original condition following the event. This includes wiping down tables.