

Community Room Reservation Policy

Giving back to the Community is a core value at Michigan State University Federal Credit Union (MSUFCU) and we are proud to support a variety of local programs and organizations. Through our commitment to the community, MSUFCU offers use of our community rooms and meeting spaces as an “in-kind” donation.

Room Request Form

To request the use of a community room or meeting space, individuals must complete a room request form which is located on the [MSUFCU community website](#). All requests are reviewed by the MSUFCU Community Engagement department on a first-come, first served basis. We ask that organizations submit their request **4-6 weeks prior** to their event to allow for processing time.

Requests operate on a 12-month rolling period. The **earliest** that a room can be requested is 12 months prior to the date you are requesting to use the space. The **latest** that a room can be requested is 2 weeks prior to the date that you are requesting to use the space. Requests submitted outside of these time frames will not be reviewed.

After a completed room request form has been submitted it will be placed in a queue to be reviewed. Event organizers may be requested to submit additional information during the review process. Use of an MSUFCU community room is not guaranteed until the review process has been completed and the reservation has been confirmed through a confirmation email sent from a Community Engagement Specialist.

Tours and community room viewings should be scheduled with the MSUFCU Community Engagement department with at least a 48-hour notice. Guided tours are not always available, and some tours may be self-guided.

Additional Items to Consider

- There is no IT available on site to assist with the AV equipment.
- MSUFCU maintains a no-smoking and no open flame policy in all of its facilities and grounds.
- Storage of items before or after your reservation is not permitted.
- If there will be media on-site for your event, please include this in the note section of your request.

Who is Eligible

To ensure an inclusive and welcoming environment for all, events with religious, political, or personal affiliations are not permitted.

MSUFCU permits the use of community rooms to the following groups:

- Employees
- Members
- Business Members
- Select Employee Groups (SEGs)
- Community Groups
- MSU & Oakland University faculty and student organizations

Acceptable Uses of the Community Room Spaces

- Conferences
- Training Sessions
- Financial Seminars
- Group Meetings and Presentations
- Business Luncheons

Non-Acceptable Uses of the Community Room Spaces

- Events with religious, political, or personal affiliations
- Parties (baby showers, holiday parties, retirement parties, graduation parties, etc.)
- 1-on-1 meetings
- Groups with under 10 attendees
- For-profit events
- Personal events
- Recurring weekly or monthly meetings
- Miscellaneous

Hours | Locations | Room Capacity

All community rooms operate Monday-Friday: 9 a.m. – 5 p.m. ET, Saturday: 9 a.m. – 1 p.m. ET, Sunday: closed

Special requests outside of the stated hours may be considered.

Locations

Michigan Rooms

- 311 Abbot | 311 Abbot Road, East Lansing, Michigan 48823
- Auburn Hills Regional Office | 3220 University Drive, Auburn Hills, Michigan 48326
- Congress St Branch | 243 West Congress Street, Detroit, Michigan 48226
- Downtown Lansing Branch | 104 South Washington Square, Lansing, Michigan 48933
- Farm Lane Branch | 4825 Mt. Hope Road, East Lansing, Michigan 48823
- Headquarters Building 1 | 3777 West Road, East Lansing, Michigan 48823
- Headquarters Building 2 | 3899 Coolidge Road, East Lansing, Michigan 48823

Illinois Rooms

- Lincoln Ave Branch | 2727 N. Lincoln Ave, Chicago, IL 60614

Maximum Room Capacity Per Set-up Style

Michigan Rooms

- Lyric 517 | 311 Abbot
 - Theater: 220
 - Classroom: 132
 - Pod: 80
 - Square: 44
 - U-Shape: 30
- Lyric 248 | Auburn Hills Regional Office
 - Theater: 78
 - Classroom: 42
 - Pod: 40
 - Square: 36
 - U-Shape: 24
- Lyric 313 | Congress St. Branch
 - Theater: 60
 - Classroom: 36
 - Pod: 28
 - Square: N/A (column blocks attendee visuals)
 - U-Shape: N/A (column blocks attendees visuals)

- Lyric 517 | Downtown Lansing Branch
 - Theater: 56
 - Classroom: 32
 - Pod: 24
 - Square: 40
 - U-Shape: 30
- Lyric 517 | Farm Lane Branch
 - Theater: 90
 - Classroom: 70
 - Pod: 52
 - Square: 36
 - U-Shape: 30
- Lyric 517 | Headquarters Building 1
 - Theater: 100
 - Classroom: 48
 - Pod: 68
 - Square: 36
 - U-Shape: 24
- Lyric 517 | Headquarters Building 2
 - Theater: 300
 - Classroom: 192
 - Pod: 120
 - Square: N/A (column blocks attendees visuals)
 - U-Shape: N/A (column blocks attendees visuals)

Illinois Rooms

- Lyric 312 | Lincoln Ave Branch
 - Theater: 24 (Can fit up to 47 but you will need to rent additional chairs from an outside company for this set-up)
 - Classroom: 24
 - Pod: 24
 - U-Shape: 16

MSUFCU community rooms are located within secured facilities, and you may encounter advanced security devices such as cameras and electronic door locks. To maintain the security of these spaces, the space will only be accessible for the duration outlined in the event confirmation email. Front desk Physical Security employees may not be able to step away from their desk to assist you. Please contact the Community Engagement team if you need immediate assistance.

Food and Beverages

Organizations using the MSUFCU community rooms are allowed to have food and non-alcoholic beverages during their meetings/events if noted on their initial room request.

MSUFCU offers an exclusive catering opportunity for our Headquarters 1, Headquarters 2, Farm Lane, Downtown Lansing, and 311 Abbot community rooms through our partnership with Creative Dining Services. Creative Dining offers a great selection of catering options for breakfast, lunch, and dinner. If you are interested in utilizing this catering service during your reservation, please let us know in the note section of your request and we will send you the catering form along with a menu. Creative Dining will not be able to accommodate requests on the day of your reservation and all orders will need to be placed prior to your meeting date.

MSUFCU will not provide any utensils, napkins, plates, water bottles, coolers, etc. Organizations must clean up after themselves following their meetings and ensure that all waste is in the proper bins.

The Farm Lane Community Room is the only location where homemade food without a proper food label is not permitted under the Michigan State University food safety guidelines. Catering at the Farm Lane Community Room is open to any business with a food service license approved by the State of Michigan. Catering information must be provided to the Community Engagement team in advance.

Emergency Preparedness Policy

The safety of our employees and members is of the utmost importance. If an individual in a community room feels uncomfortable, unsafe, or otherwise at risk for any reason, they are encouraged to remove themselves from the situation and relocate to an accessible place where they feel secure.

Additionally, in instances where inclement weather and/or emergency situations pose serious danger, MSUFCU will consider closing our offices and community rooms in the impacted areas and will take steps to notify impacted employees and members. An emergency situation is defined as any situation that hinders access or use of the facilities such as power outages, accidents, hazardous material spills, area evacuations, fires, gas leaks, or other similar conditions. Inclement weather is defined as snow, sleet, hail, heavy rain, stormy conditions, ice, tornado, or other weather conditions.

Emergency situations will be evaluated independently at impacted locations to make the best decision for the safety of employees and members. MSUFCU will close offices and community rooms in locations impacted by the following:

- Snowfall of 12-inches or more in a four-hour time period
- Temperatures with a wind chill of 45-degrees below zero or colder
- State, city, or municipality government agencies declaring a state of emergency which requires businesses to close or prohibits travel to work

Changes, Cancellations, and No-Shows

Changes or Cancellations

Any changes or cancellations to a previously approved room request must be given with a 72-business hour notice prior to the scheduled meeting/event. Changes include updates to room set-up, changes in contact information, expected guest attendance, catering, arrival or exit time, etc. Failure to provide proper notice for changes may result in changes not being accommodated.

No-Show Policy

All cancellations must be submitted 72-business hours prior to the reservation. If an organization needs to cancel or reschedule their reservation, we ask that proper notice is given so that the space can be made available for other community organizations. Failure to provide proper notice of cancellation will result in documentation of a no-show. Three no-shows within a 12-month period may result in denial of future room requests for an organization.

Donation to the MSUFCU Desk Drawer Foundation

MSUFCU is proud to offer use of our community rooms free of charge for qualifying groups and organizations. *Giving Back to the Community* is a core value at MSUFCU which is experienced through complementary use of our state-of-the-art spaces, as well as Foundation grants that provide meaningful support to nonprofits in the communities where our members live and work.

Should you, or your organization wish to champion the support of MSUFCU's Desk Drawer Foundation, to uplift our communities, contributions are welcome and greatly appreciated. The estimated value for community room use is:

- \$50/hour for the Farm Lane, Downtown Lansing, and Congress Street Branch locations
- \$100/hour for the Headquarters 1, Headquarters 2, Auburn Hills Regional Office, and 311 Abbot locations

To learn more about the Desk Drawer Foundation, or to donate, visit deskdrawerfoundation.org. Thank you for *Giving Back to the Community* with your support of the MSUFCU Desk Drawer Foundation!

Please note, a donation to the MSUFCU Desk Drawer Foundation is not a requirement for the use of the community rooms.

Compliance

- You agree to comply with all applicable federal, state, and local laws, rules, and regulations reasonably related to your reservation and use of the MSUFCU community room during your specified reservation period. Further, you agree to abide by MSUFCU's policies. Prohibited uses shall include, but are not limited to:
- No animals, except for service or other specially designated support animals
- No smoking / marijuana use, including vaping
- No marijuana affiliated business use
- No weapons

Liability for Room Use

A. For all Users other than Michigan State University, the following applies:

By agreeing to this policy document, you are acknowledging that you are releasing MSUFCU from any and all liability, regardless of the type of claim, for any personal injuries and/ or damage to property that you or third parties may incur, sustain, and/or cause during your event. You agree to assume all risks involved with reserving and utilizing MSUFCU's community room(s). Further, you agree to indemnify and hold harmless MSUFCU, its affiliates (including, but not limited to the Desk Drawer Foundation), and their respective officers, directors, and employees from any and all third-party claims arising from or related to your use of any MSUFCU community room except to the extent caused by MSUFCU's gross negligence or willful misconduct.

B. For Michigan State University Users only, the following applies:

By agreeing to this policy document, you are acknowledging that you are releasing MSUFCU from any and all liability, regardless of the type of claim, for any personal injuries and/ or damage to property that you may incur, sustain, and/or cause during your event. You agree to assume all risks involved with reserving and utilizing MSUFCU's community room(s). Further, you agree to the extent permitted by law, to indemnify and hold harmless MSUFCU, its affiliates (including, but not limited to the Desk Drawer Foundation), and their respective officers, directors, and employees from any and all third-party claims arising from or related to your use of any MSUFCU community room, except to the extent caused by MSUFCU's gross negligence or willful misconduct.

Resources

For questions regarding the room request policy, please email the MSUFCU Community Engagement Department at communityengagement@msufcu.org or call at (517) 333-2424 Ext. 2550.

For questions regarding donations to the foundation please contact the Desk Drawer Foundation at deskdrawerfoundation@msufcu.org.