

Community Room Reservation Policy

Giving back to the community is a core value at MSU Federal Credit Union, and we are proud to support a variety of local programs and organizations. Through our commitment to the community, the Credit Union 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 located here on our website. All requests are reviewed by members of MSUFCU’s Community Development Department on a first-come, first-served basis. We ask that organizations submit room requests **4-6 weeks prior** to their event to allow for processing time.

Requests for the following year may be submitted on **December 1** of the current year. For example, a room request for 2021 will not be accepted until December 1, 2020. All requests for the next year submitted before this date will not be reviewed.

Tentative hold

Once an organization submits their completed room request form, a tentative hold will be placed while their request goes through a review period. Event organizers may be requested to submit additional information during this time but use of our community room space is not guaranteed until the review process is complete and the reservation is confirmed.

Who is Eligible

The Credit Union offers use of our community rooms and meeting spaces to the following groups:

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

Acceptable Uses of Community Room/Meeting Space

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

Non-Acceptable Uses of Community Room/Meeting Space

- Parties (baby showers, holiday parties, etc.)
- 1-on-1 Meetings
- For-Profit Events
- Personal Events
- Miscellaneous

Locations

- Farm Lane Branch
- Downtown Lansing Branch
- Headquarters Building 1 Community Room
- Headquarters Building 2 Community Room

Location for event/meeting will be determined based on the nature of the requested event. Event purpose, attendee amount, and IT requests will be considered when determining event/meeting location.

Min/Max room capacity

- Downtown Lansing Branch: Min – 10; Max – 50
- Farm Lane Branch: Min – 10; Max – 100
- Headquarters Building 1: Min – 20; Max – 200
- Headquarters Building 2: Min – 40; Max – 300

Room capacity also varies based on desired room set-up.

Hours

- Downtown Lansing Branch: Mon-Fri (8:30 am – 5:00 pm), Sat (9:00 am – 3:00 pm), Sun (Closed)
- Farm Lane Branch: Mon-Fri (7:30 am – 5:30 pm), Sat (9:00 am – 3:00 pm), Sun (Closed)
- Headquarters Building 1: Mon-Fri(8:30 am – 5:00 pm), Sat (9:00 am – 3:00 pm), Sun (Closed)
- Headquarters Building 2: Mon – Fri (7:00 am – 7:00 pm), Sat (9:00 am – 3:00 pm), Sun (closed)

Food and Beverage

Organizations using our community rooms are allowed to have food and non-alcoholic beverage during their meetings/event if noted on their initial room request. Specific policy details regarding food and beverage depends on location. Please plan to bring any utensils, napkins, plates, etc. your group may need for food and beverage; the Credit Union will not provide these items. Organizations must plan to clean up after themselves following their meeting.

Storage of excess items left over from events is not allowed.

- Downtown Lansing Branch
 - If a group plans on having food and non-alcoholic beverage at their meeting/event, an individual attending the meeting must bring it; catering is not allowed.
- Farm Lane Branch
 - Catering for this location is open to any catering business approved by the State of Michigan (i.e. Amy's Catering, Morton's Fine Catering, Panera Bread, etc.). Catering information must be provided in advance and approved along with the room request.
- Headquarters Building 1
 - Small group meetings are allowed to bring food and non-alcoholic beverage to be set-up by group members. Delivery and catering is allowed for groups of 100 or more. Catering information must be provided in advance and approved along with the room request.
- Headquarters Building 2
 - Small group meetings are allowed to bring food and non-alcoholic beverage to be set-up by group members. Delivery and catering is allowed for groups of 100 or more. Catering information must be provided in advance and approved along with room request.

Inclement Weather Policy

The safety of our employees and members is of the utmost importance, and, in instances where inclement weather and/or emergency situations pose serious danger, MSU Federal Credit Union will consider closing our offices and community rooms in the impacted areas and will take steps to notify employees. An emergency situation is defined as any situation that hinders access or use of the facilities such as power outages, accidents, hazardous materials 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. The Credit Union will close offices and community rooms in locations impacted by the following:

- Snow fall of 12 inches or more in a four-hour time period
- Temperatures with 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

Donation to the Desk Drawer Fund

Organizations using our community rooms now have the option to make a donation to the Desk Drawer Fund. The value for community room use is currently estimated at \$50/hour for our Farm Lane and Downtown branch locations and \$100/hour for both Headquarters building locations. To learn more about the Desk Drawer Fund, visit deskdrawerfund.org for more information

Please note, donations to the Desk Drawer Fund is not a requirement for using community rooms.

Changes, Cancellations, and No-Shows

Any changes or cancellations to a previously approved room request must be given with 72 business hour notice prior to the scheduled meeting/event. Changes include updates to room set-up, change in contact information, expected guest attendance, catering, arrival time, etc. Failure to provide proper notice for changes to event venue request may result in changes not being accommodated. Lack of proper notice for event/meeting cancellations may also result in a **no-show** to be documented for the group requesting to use our space.

No-Show Policy

Our community rooms are offered at a first-come, first-served basis. If an organization needs to cancel or reschedule an event, 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. Multiple instances of a no-show may result in denial of future room requests for an organization.

Resources

[Room Request Form](#)

[Desk Drawer Fund Website](#)

Questions?

For questions regarding the room request policy, please contact MSUFCU's Community Development Department at donations@msufcu.org.

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

MSU Federal Credit Union reserves the right to decline, alter, or cancel any room request.