



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 on our website. All requests are reviewed by the MSUFCU's Community Engagement 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 operate on a 12-month rolling period. The latest date that can be requested should be 12 months from the date that you are submitting the request for. For example, a room request for August 6th, 2025, should be placed through the portal on or after August 6th, 2024. All requests submitted outside of the 12-month rolling period will not be reviewed.

Tours and community room viewings should be scheduled with the MSUFCU Community Engagement department with at least a 48-hour notice.

The Credit Union maintains a no smoking or open flame policy in all of its facilities and grounds.

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. Use of an MSUFCU community room 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, retirement parties, etc.)
- 1-on-1 Meetings
- For-Profit Events
- Personal Events
- Recurring Weekly or Monthly Meetings
- Miscellaneous

Hours and Location

All community rooms operate Monday-Friday 9:00 a.m. – 5:00 p.m., Saturday 9:00 a.m. – 1:00 p.m., Sunday **closed**

- **Locations**
 - o 311 Abbot Community Room

- 311 Abbot Road, East Lansing, Michigan 48823
- o Auburn Hills Regional Office
 - 3220 University Drive, Auburn Hills, Michigan 48326
- o Congress Street Branch
 - 243 W. Congress Street, Detroit, MI 48226
- o Downtown Lansing Branch
 - 104 S. Washington Square, Lansing, Michigan 48933
- o Farm Lane Branch
 - 4825 Mt. Hope Road, East Lansing, Michigan 48823
- o Headquarters Building 1 Community Room
 - 3777 West Road, East Lansing, Michigan 48823
- o Headquarters Building 2 Community Room
 - 3899 Coolidge Road, East Lansing, Michigan 48823
- **Minimum/Maximum room capacity**
 - o 311 Abbot Community Room: Min - 10; Max 220
 - Theater: 220
 - Classroom: 84
 - Pods: 80
 - Square: 44
 - U-Shape: 30
 - o Auburn Hills Regional Office: Min—10; Max—78
 - Theater: 78
 - Classroom: 42
 - Pods: 40
 - Square: 36
 - U-Shape: 24
 - o Congress Street Branch: Min—10; Max—60
 - Theater: 60
 - Classroom: 26
 - Pods: 28
 - Square: N/A (column blocks attendees visuals)
 - U-Shape: N/A (column blocks attendees visuals)
 - o Downtown Lansing Branch: Min—10; Max—56
 - Theater: 56
 - Classroom: 40
 - Pods: 24
 - Square: 40
 - U-Shape: 30
 - o Farm Lane Branch: Min—10; Max-90
 - Theater: 90
 - Classroom: 70
 - Pods: 52
 - Square: 36
 - U-Shape: 30
 - o Headquarters Building 1: Min-20; Max-90
 - Theater: 90
 - Classroom: 72
 - Pods: 50
 - Square: 36
 - U-Shape: 30
 - o Headquarters Building 2: Min-40; Max-300
 - Theater: 300
 - Classroom: 192
 - Pods: 120
 - Square: N/A (column blocks attendees visuals)
 - U-Shape: N/A (column blocks attendees visuals)

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.

Food and Beverages

Organizations using our community rooms are allowed to have food and non-alcoholic beverages during their meetings/events if noted on their initial room request. The Credit Union will not provide any utensils, napkins, plates, etc. Organizations must clean up after themselves following their meetings. Storage of excess items left over from events is not permitted.

Farm Lane Branch is the only location where homemade food is not permitted.

- o 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.

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 and members. 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 Foundation

Organizations using our community rooms now have the option to donate to the Desk Drawer Foundation, a foundation supporting the MSUFCU and OUCredit Union communities. The value for community room use is currently estimated at \$50/hour for the Farm Lane, Downtown, and Congress locations and \$100/hour for Headquarters 1, Headquarters 2, Auburn Hills Regional Office, and 311 Abbot locations. To learn more about the Desk Drawer Foundation or to donate, visit deskdrawerfund.org for more information.

Please note, a donation 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 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

[Desk Drawer Fund Website](#)

Questions?

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

For questions regarding donations to the 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.