

Stakeholder Groups

Template Key
 P - Propose
 A - Approve (moves to the next level)
 I - Provide Input
 D - Decide (final approval)--shade in box in red
 N - Notify

Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (i.e. Legal Counsel, Third Party Contractor, etc.)	Notes
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Event Operations													
Request to rent event space at CCS (for a fee)							D					P	20% Deposit required upon signature executing contract.
Request for discounted or free event space at CCS		D	P/A/I	P/A/I		I	A/I						This applies to internal CCS employee requests for free/discounted space, and external requests from the community. Space examples include: Galleries, Auditorium, Conference Center, Sculpture Garden, Parking Lots / Structures, etc.
Request to use CCS property for external non-event purposes (ex filming, etc)						D	P/A/I						Nontraditional usage of CCS property / space.
Execute contracts with third party vendors (technology, rentals, etc)			I/A	D/A		A		P/A/I				I	Event Operations maintains a Preferred Vendor List. Please consult as necessary.
Alcohol (beer and/or wine and/or liquor) served at internal events (no charge to attend)		D	P	A		I		A/I					Alcohol can be acquired through Catering or purchased independently and reimbursed through Business Services.
Liquor License Application: Alcohol (any type) served at internal events (charge to attend)	A	D	P			P		A/I				I	Signature of Executive Assistant to the President also required in final step with President; must be notarized at time of signature. Detroit Fire and Police also have to sign-off, then the application is forwarded to the state. Liquor License Application Request must start 6 months prior to the event date. CCS is permitted only 12 24-Hour Nonprofit Licuor Licenses in a calendar year.