



COLLEGE *for* Creative STUDIES



Facility Use and Special Events Manual

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1 GENERAL EVENT POLICIES

1.1 Alcoholic Beverages

- If you are charging admission or selling alcohol at your event you must apply for a special event liquor license with the State of Michigan. Please visit http://www.michigan.gov/documents/lara/Special_License_Application_Package_10-11_366767_7.pdf for the application packet.
- All alcohol must be served by certified TIPS or ServSafe alcohol trained bartenders.
- Depending on the size of your event, CCS Security may determine that you need additional guards present at any event, particularly those where alcohol is being served. The cost for this additional security will be billed back to your event.
- If a CCS tenant is hosting an event that includes alcohol, a CCS guard is required to monitor the event. To schedule guards and arrange billing, please contact Events Manager at 313-664-1185.
- Alcohol is not allowed at events where students will be in attendance. The use of alcoholic beverages will be permitted, for individuals 21 years of age or older, only within the approved designated area of events coordinated by the Office of Institutional Advancement or Executive Office.
- Alcohol cannot leave the floor or designated event area during or following an event.
- Please contact Events Manager at 313-664-1185 for all events that include alcohol to ensure adherence to all policies.

1.2 Audiovisual

- CCS can provide basic audiovisual support for external events. This includes setting up equipment and testing presentations on the in-house equipment. In most circumstances we cannot troubleshoot more complex issues with equipment or provide a staff person to run a presentation during the actual event.
- There will be a fee for any audiovisual support outside of normal business hours.
- For more complex audiovisual needs, please contact one of our preferred vendors listed below to handle your needs:
 - Corporate Optics-248-841-4700
 - On Site Specialists-248-585-4677
 - Premier Creative Group 248-461-6343
- See sections 2.11 and 3.1 for campus specific audiovisual information.

1.3 Booking Event Space

- Please contact the person below to reserve the following locations prior to entering the event in 25Live:
 - Outside events or any event in the Benson & Edith Ford Conference Center Event Manager, 313-664-1185,
 - Valade Family Gallery
 - JP Hayes, 313-664-1185, jphayes@collegeforcreativestudies.edu
 - Wendell W. Andersen, Jr. Auditorium, Walter B. Ford Atrium & Seminar Room W217
 - Aletha Jordan, 313-664-7475, ajordan2@collegeforcreativestudies.edu
 - Heinz Prechter Boardroom
 - Sandra Braden, 313-664-7471, sbraden@collegeforcreativestudies.edu
 - Classrooms (for internal use only)
 - Lauren Rossi, 313-664-7674, lrossi2@collegeforcreativestudies.edu

1.4 Event Notification Form

- For every event, other than academic classes, please fill out the Meeting and Event Notification Form. Once submitted, this form is automatically distributed to the Campus Events group and includes departments such as Facilities, Security and Environmental Health. This form allows you to provide all of the pertinent departments with details about your event.
 - The form can be located online, or on blackboard> campus offices> institutional advancement>event notification form <https://ccsedu.wufoo.com/forms/meeting-and-event-notification-form/>
- Event Notification Forms should be submitted as soon as you have identified basic details for your event, but no less than 2 weeks before your event date. Once you have determined all final details for your event, including a layout if applicable, please create a new Event Notification Form using *REVISED* in your event title. This will alert all groups that it is an updated form.
- Event forms submitted less than 2 weeks before your event date require personal follow up via phone to ensure that key support groups can provide the services you need.
 - Facilities-Jamie Laessle, 313-664-1460
 - Security-Garrett Ochalek, 313-664-1440
 - Environmental Health-Brad Morrison, 313-664-1466
 - IT (for internal CCS events only)-Troy Uyematsu, 313-664-7831
 - AT(for internal CCS events only)-Jerome Burns, 313-664-7645
 - General Event Question-Event Manager, 313-664-1185

1.5 Faculty Development Events

- Faculty Development events should be planned through the Department Administrator and the space booked in 25Live. An event notification form should be sent out no later than 2 weeks prior to the event.

1.6 Catering

- The preferred caterer for the College is Flavours by Sodexo.
 - Catering Director at, 313-664-1404,
 - Link to online catering menu:
<http://www.ccsdiningservices.com/documents/FlavoursCateringMenu.pdf>
 - Employees of the College should use Sodexo for their catering needs. It is acceptable to order “fast food” like pizza, pitas, cookies, etc. from outside companies.
- Clients may utilize an outside vendor for their catering needs but a \$500.00 surcharge will be added to the final bill.
- Caterers are responsible for clearing all food items following an event. In addition, they should clean up spills, garbage, boxes, etc, from all of the areas before they leave the venue.
- See section 2.6 for additional kitchen procedures.

1.7 Emergency Contacts

- Events Manager: jphayes@collegeforcreativestudies.edu
 - 313-664-1185 (office)
 -)
- Security
 - A. Alfred Taubman Center for Design Education
 - 313-664-1444
 - Walter and Josephine Ford Campus
 - 313-664-7444
- Facilities
 - Contact Security at phone number listed above for facility emergency.

1.8 Event Hours

- Academic School Year:
 - Sunday-Thursday: Events should run no later than 11:00pm, including teardown. If teardown will run past 11:00pm, then the next day should be reserved for that purpose
 - Friday-Saturday: Events should run no later than 12:00am, including teardown. If teardown will run past 12:00am, then the next day should be reserved for that purpose.

- Summer:
 - Monday-Sunday: Events should run no later than 12:00am. Teardown may take place immediately after the event if it has been approved prior to the event.

1.9 Fire Safety

- Emergency exits must remain clear of any equipment at all times. The placement of stages, seats and equipment can affect the exits and access to the exits. Contact Facilities to determine if alternate emergency exits are feasible for your event.
- All event layouts are subject to approval by Facilities and the Fire Marshall.
- All wires or cables on the floor must be properly taped down or covered to avoid tripping hazards
- Hallways cannot be used to store cases, boxes, racks, etc. We request that these items be stored off-site for your event. If that is not possible, please make arrangements prior to the event to store your supplies.
- All open flames and candles must have prior approval by the Events Manager.
- Installations must adhere to fire codes ie: materials must be flame retardant/non-flammable, and not violate health codes.
- The following emergency procedures must be announced before all events.
 - "In the event of an emergency, you will see and hear a visual and audio announcement. Please move to one of the exits located at the back of the room and proceed to the nearest stairwell"
 - Fire door/screen on the 11th floor of the Taubman Center between the Knight Foundation Gallery and auditorium can't be blocked at anytime.

1.10 Noise

- The City of Detroit requires that noise should not be audible outside of any building after 10:00pm.
- The policy of the College is that any sound or amplification from events should not interfere with students living on campus.
- Academic School Year
 - Music and amplification should be reduced to a background level by 10:00pm. After 11:00pm, no music or amplification is permitted
- Summer Hours
 - Music and amplification should be reduced to a background level by 11:00pm. After 12:00am, no music or amplification is permitted.

1.11 Parking

- Parking in CCS structures on both campuses is for CCS events and functions only. VIP parking will be accommodated on a limited basis as student parking is our top priority.
- See sections 2.8 and 3.5 for campus specific parking information.

1.12 Rentals

- Preferred rental vendors:
 - Eventsource, 248-520-2450, www.eventsource.net
 - Special Events Rental, 586-755-0000, www.specialeventrental.com
- Contact Event Manager at 313-664-1185 for assistance coordinating rentals.
- See sections 2.9 and 3.4 for campus specific rental information.

1.13 Services

- Please see the following table to determine if your event or group will be billed back for services such as janitorial, security guards and event setup.

Event	Facilities/Environmental Safety	Security	IT	AT
Outside Events	Yes	Yes	Yes-Support on a Case-By-Case Basis	NA
Sponsored Projects	Yes	Yes	No	No
DC3	Yes	Yes	Yes	Yes
Academic Events	No	No	No	No
Internal Fundraising Events & Cultivation Events	No	Yes	No	No
Shinola	Yes	Yes	Yes	Yes
Henry Ford Academy	Yes	Yes	Yes	Yes
Kresge Arts in Detroit	No	Yes	No	No

1.14 Valet

- Preferred valet vendors:
 - Professional Valet Service-586-447-3010
 - CBJ Enterprises-586-321-0019
- Contact Event Manager at 313-664-1185 for assistance coordinating valet services.
- See sections 2.12 and 3.7 for campus specific valet information.

1.15 Wall Hangings

- All directional signage should be displayed using stanchions or easels provided for use by the Conference Center. Do not tape or adhere anything to the walls or windows leading to your event.
- Use only Gaffers tape or Remo tape to display any items on the wall during your event.

2 A. ALFRED TAUBMAN CENTER FOR DESIGN EDUCATION

- Main Mailing Address: 485 West Milwaukee, Detroit, MI 48202
- Dock Address: 460 West Baltimore, Detroit, MI 48202

2.1 Emergency Procedures

- In the event of an emergency, you will see flashing lights and hear a verbal warning throughout the building. Proceed to the nearest staircase to exit the building.
- Do not re-enter the building until a CCS Security Officer indicates the building is safe.

2.2 Access Badges

- Access badges are available for vendors during events including setup and teardown times. Please contact Event Manager at 313-664-1185 to check out the badges.
- A fee of \$25.00 will be charged for all unreturned badges.

2.3 Capacity

- The State of Michigan has determined the appropriate capacity for each room on campus. An event cannot be scheduled in any given space if the event's proposed activities would exceed fire code capacity limits. Please plan to request RSVPs for your event to avoid surpassing the maximum capacity. Security reserves the right to refuse admittance to events once the approved room capacity has been reached.
- Capacities for some of the most frequently used spaces for events are listed below. The maximum capacity will decrease based on the staging and equipment necessary. To determine the capacity for a space not on the list, please contact Dani Hayward at 313-664-1185.
 - General Motors Auditorium-450
 - Knight Foundation Gallery-340
 - General Motors Auditorium & Knight Foundation Gallery Combined-650
 - Valade Family Gallery-300
 - Heinz Prechter Boardroom-32

2.4 Dorms

- The dorms in the A. Alfred Taubman Center for Design Education can be utilized for a fee on a case-by-case basis. Please contact Student Affairs at 313-664-7678.
- Once the dorms have been reserved, the following items are required:
 - Participants need to be 18 years of age or older.

- Background check for each participant at least 10 business days prior to arrival.
- The organization will need to provide an insurance accord listing the College for Creative Studies as additional insured for General Liability purpose and maintain a 1 million dollar minimum per occurrence.
- Signed contract and payment in full at least 10 days prior to arrival.
- Organization should arrange for bedding and towels as CCS does not provide these items.

2.5 Equipment

- There are a limited number of tables, chairs, display walls, etc. which may be reserved on a first come, first served basis. Please contact Event Manager at 313-664-1185 to reserve the following items:
 - (8) 6' Banquet Tables
 - (8) 8' Banquet Tables
 - (6) 60" Round Tables
 - (6) 48" Round Tables
 - (16) Hightops
 - (2) Podiums
 - 22" L x 22" W x 48" H
 - (475) Conference Chairs
 - (40) Black Folding Chairs
 - (30) Silver Stools
 - (12) Silver Directional Signs
 - (8) Display is 8 1/2" x 11"
 - (4) Display is 11" x 14"
 - (8) Easels
 - (6) Whiteboard/Flip Chart Easels
 - (4) Rolling Walls
 - 12' L x 6.6' H
 - (2) Powerstrips
 - (3) Extension Cords
 - (6) Stanchions
- See 2.12 for Additional Techno

2.6 Insurance

- Proof of insurance is required for all outside groups/vendors that come to the College. All insurance documents must be submitted at least one week prior to the event.
- Insurance requirements for outside groups renting or using any space at the Alfred A. Taubman Center for Design Education are:
 - Certificate Holder should read: Argonaut Building Master Tenant LLC, 201 E. Kirby Detroit, MI 48202.
 - Additional Insured's should name:
 - Argonaut Building Master Tenant LLC
 - Argonaut Campus Developer
 - College for Creative Studies
 - CCS Holdings

- And all affiliates or subsidiaries, agents, representatives, employees and volunteers.
- Additional insured's as suspects to general liability and automobile liability for event held on the premises at 485 W. Milwaukee, Detroit, MI 48202 and its surrounding premises on _____date(s), but only as respects to the operations of the named insured (event sponsor(s))
- The Certificate of Insurance should reflect limits no less than:
 - General Liability: \$1,000,000 each occurrence \$2,000,000 aggregate
 - Automobile Liability: \$1,000,000
 - Umbrella: No less than \$5,000,000 (if a sponsor carries a lower limit, then evidence the maximum limit they carry)
 - Proof of Worker's Compensation is required.

2.7 Kitchen

- The Kitchen on the 11th floor of the Benson and Edith Ford Conference Center is available for use by outside vendors during an event with a \$500.00 surcharge. The kitchen is equipped with a sink, ice, coolers, toaster oven and counter space. Caterers will need to provide their own tables for prep unless the client makes the tables that are included with the rental available for the caterer.
- Under no circumstances will open flames from food prep, or Propane be permissible on-site.
- There is no cooking allowed inside of the building. If an outside caterer must cook onsite, they will be permitted to park a truck or place a tent at the area located adjacent to Baltimore street with access from the East parking lot for cooking purposes for the duration of the event. Warming equipment is permitted inside of the building.
- Caterer is responsible for cleaning up the kitchen and any other area used for catering after their event. They should remove all boxes, bottles, tape, trash, etc. before leaving.
- Electricity in Kitchen
 - (7) 20 amp outlets
 - (2) 30 amp outlets

2.8 Loading Dock/Freight Elevator

- The dock is located at 460 West Baltimore.
- There are 4 bays available for delivery and load-in. Bays are flush to the ground and there is one lift available.
- Dimension of the freight elevator are 9'6"W x 10' H and the weight limit is 20,000lbs.
- Loading dock use is available by appointment only.

2.9 Parking

- The Woodward parking lot is available for those groups renting space in the A. Alfred Taubman Center for Design Education.
 - The lot entrance is located at 6400 Cass Avenue and the entrance is located on Baltimore between Woodward and Cass.
 - GPS Coordinates: N 42° 22' 05.57" W 83° 04' 22.48"
 - 178 parking spaces
 - Gated and requires security guard at renter's expense
- West Lot is available for use by vendors if needed and has 20 parking spaces.
- East Lot is not available during Henry Ford Academy: School for Creative Studies hours Monday-Friday from 7:00am-5:00pm.
- All VIP parking requests should go through Campus Safety at securitytaub@collegeforcreativestudies.edu

2.10 Rentals

- All rentals should be delivered to the dock entrance located at 460 West Baltimore.
- Rental deliveries will be accepted between the hours of 8:00am and 5:00pm.
- Following an event, rental pickups must occur no later than 11:00pm during the academic year or 12:00am during summer hours, otherwise, the pickup should be scheduled for the next business day.
- CCS Staff will be onsite to facilitate delivery and pickup of rentals as long as the dates and times have been determined at least 48 hours prior to the event. Contact Dani Hayward to coordinate timing at 313-664-1185.

2.11 Shipping Information

- All shipping to the A. Alfred Taubman Center for Design Education should include the following information on the mailing label:
 - A. Alfred Taubman Center for Design Education, 460 West Baltimore, Detroit, MI, 48202
 - Attn: Contact Name & Organization
 - Name of Event

2.12 Technology

- All locations
 - (3) 42" Mobile Flatscreen Televisions (formatting ration 16 x 9)
 - (3) Mac-Mini Computers
 - (1) IPOD
 - (1) Wireless Presenter Remote
 - Wireless Access

- General Motors Auditorium
 - Projector
 - Epson Pro Z 8000
 - 6000 Lumens
 - Projector Ratio
 - Native 16:10
 - Also supports: 4:3, 16:9, 5:4
 - Screen
 - Dimensions: 10 x 16
 - Screen to floor: 7'
 - VGA and HDMI laptop connections
- General Motors Auditorium & Knight Foundation Gallery
 - Sound
 - (8) Lavalier microphones
 - (2) Wireless microphones
- Heinz Prechter Boardroom
 - 72" Flatscreen Television
 - Conference Phone

2.13 Valet

- Valet service should be stationed at the east entrance of the building on Cass Street. If classes are in session, valet should be stationed on the north side of the building on Milwaukee Street.

3 WALTER AND JOSEPHINE FORD CAMPUS

- Main Address: 201 East Kirby, Detroit, MI 48202

3.1 Capacity

- The State of Michigan has determined the appropriate capacity for each room on campus. An event cannot be scheduled in any given space if the event's proposed activities would exceed fire code capacity limits. Please plan to request RSVPs for the event. Security reserves the right to refuse admittance to events once the approved room capacity has been reached.
- Capacities for some of the most frequently used spaces for events are listed below. The maximum capacity will decrease based on the staging and equipment necessary. To determine the capacity for a space not on the list, please contact Facilities.
 - Wendell Anderson Auditorium-235
 - Walter B. Ford Atrium-200
 - Classroom W217-50

3.2 Equipment

- (16) 8' Banquet Tables
- (14) 6' Banquet Tables
- (10) 48" Round Tables
- (6) 60" Round Tables

3.3 Insurance

- Proof of insurance is required for outside groups/vendors that come to the College. All insurance documents must be submitted at least a week prior to the event.
- Insurance requirements for outside groups renting or using any space on the Walter and Josephine Ford Campus are:
 - Certificate Holder should read: College for Creative Studies, 201 E. Kirby Detroit, MI 48202.
 - Additional Insured's should name:
 - College for Creative Studies
 - CCS Holdings
 - And all affiliates or subsidiaries, agents, representatives, employees and volunteers.
- List on ACCORD document, additional insured's as suspects to general liability and automobile liability for event held on the premises at 201 East Kirby, Detroit, MI 48202 and its surrounding premises on _____date(s), but only as respects to the operations of the named insured (event sponsor(s))
- The Certificate of Insurance should reflect limits no less than:

- General Liability: \$1,000,000 each occurrence \$2,000,000 aggregate
- Automobile Liability: \$1,000,000
- Umbrella: No less than \$5,000,000 (if a sponsor carries a lower limit, then evidence the maximum limit they carry)
- Proof of Worker's Compensation is required.

3.4 Rentals

- Rental deliveries will be accepted Monday-Friday from 8:00am and 5:00pm unless other arrangements have been made.
- Following an event, rental pickups must occur no later than 11:00pm during the academic year or 12:00am during summer hours, otherwise, the pickup should be scheduled for the next business day.
- CCS Staff will be onsite to facilitate delivery and pickup of your rentals as long as the dates and times have been determined a week prior to the event. Contact Dani Hayward to coordinate timing at 313-664-1185.

3.5 Parking

- The Ford Parking Structure may be utilized for event parking. The number of spots available will be determined by student use on the day of your event.
 - The lot entrance is located at Brush and Frederick Douglas
 - GPS Coordinates: N 42° 21' 41.34" W 83° 03' 42.17"
 - Contact Campus Safety at 313-664-7444 to arrange parking.
- All VIP parking requests should go through Campus Safety at securityford@collegeforcreativestudies.edu

3.6 Shipping Information

- All shipping to the Walter and Josephine Ford Campus should include the following information on the mailing label:
 - Walter and Josephine Ford Campus. 201 East Kirby, Detroit, MI 48202
 - Attn: Contact Name & Organization
 - Name of Event

3.7 Technology

- All locations
 - Wireless access
 - (1) Wireless presenter remote
- Anderson Auditorium
 - (2) High definition theater projectors
 - 5.1 Surround sound
 - Independent section controlled lighting

- VGA and HDMI laptop connections
- Network WiFi connection
- (2) Podiums with independent microphones
- (1) Over-ear microphone
- (1) Lavalier microphone
- (1) Table Revo microphone

3.8 Valet

- Valet service should be setup in front of the Manoogian Visual Resource Center and cars parked in the Ford Campus parking structure.