OUTSIDE GROUPS HOLDING EVENTS ON-CAMPUS

CCS is a private, non-profit organization whose mission it is to educate young artists and designers. Space and date permitting, outside groups may hold events on the CCS campus. We retain the right to decline requests to use our facility based on our mission and obligations to our students. CCS generally does not allow facility use for political, religious or outside fund raising events. The fee for facility usage is outlined below. Certain cost premiums may apply during key times of year.

FACILITY RULES

- Full payment for facility fee is required one week in advance of event.
- CCS does not provide catering arrangements for outside groups. However, a list of caterers used by CCS can be provided.
- All food must be provided by a licensed caterer; all caterers are subject to approval by CCS. (Copy of license must be provided to CCS prior to event.)
- Any caterer providing alcohol must have a valid liquor license.
- No alcohol is to be served without prior written approval of CCS.
- CCS reserves the right to request proof of legal drinking age.
- A security deposit may be required to ensure that the facility is treated with respect and left without damage.
- Outside group is responsible for rentals, set up, and tear down of event.
- Items not rented through CCS must be brought in and removed on the day of the event; no storage is available.
- A cleaning fee may apply if the cleaning exceeds reasonable expectations (fees outlined below).
- Tables and chairs are available to be rented from CCS. They must be set up by CCS Maintenance (fees outlined below).
- All signage must be approved by CCS, and must be removed by the outside group at the conclusion of the event.
- CCS does not permit adhesives or taping of posters, banners and items on walls.
- CCS does not allow smoking in any CCS building or within 15 feet of any entrance.
- CCS does not allow the photography or videography of CCS art exhibitions.
- Most audio-visual needs will be provided by or supported by CCS (fees outlined below).
- CCS has limited computer lab space available and requests for labs will be considered on an individual basis.
- No candles are to be used in any capacity.

FACILITY FEES*

CULTURAL CENTER CAMPUS ROOMS:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Fee</th>
<th>Maintenance</th>
<th>Security</th>
<th>Parking</th>
<th>Vinyl Folding</th>
<th>Chairs</th>
<th>Tables &amp; Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBF II Auditorium</td>
<td>$1,000</td>
<td></td>
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<tr>
<td>WBF II Atrium</td>
<td>$1,000</td>
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<tr>
<td>Classrooms</td>
<td>$500/ea (first 3 rooms/ $250/ea additional room)</td>
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<tr>
<td>KEC Center</td>
<td>$1,000</td>
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<tr>
<td>MVRC Lobby</td>
<td>$1,000</td>
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</tbody>
</table>

NEW CENTER CAMPUS ROOMS:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Fee</th>
<th>6’ x 30” Tables</th>
<th>8’ x 30” Tables</th>
<th>48” Round Tables</th>
<th>60” Round Tables</th>
<th>A/V Technical</th>
<th>A/V Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argonaut Auditorium</td>
<td>$2,500</td>
<td>$5.00/ea</td>
<td>$6.00/ea</td>
<td>$6.00/ea</td>
<td>$7.00/ea</td>
<td>$TBD based on needs</td>
<td></td>
</tr>
</tbody>
</table>

*All rates subject to change

QUESTIONS? COMMENTS? CALL THE SPECIAL EVENTS HOTLINE AT 313.664.7464
COLLEGE FOR CREATIVE STUDIES
FACILITY USE POLICY

PAYMENT
A signed event contract and 50% deposit are required to confirm your reservation. Final payment is due no later than 5 business days prior to the event. Payments accepted include certified check, company check, money order, and credit cards (Visa, MasterCard, American Express, and Discover). If payments are not made, the event can not occur.

CANCELLATION
Cancellation by the outside group prior to the event will result in forfeiture of any portion of the deposit that has already been expended toward the event. Client agrees to notify CCS in writing in the event of a cancellation.

LIABILITY
CCS is not responsible for damage or loss of articles brought onto campus. Outside group agrees to be responsible for any damage done to CCS property by event vendors or guests. CCS requires that outside groups provide an indemnification agreement and proof of adequate insurance prior to each event.
COLLEGE FOR CREATIVE STUDIES
FACILITY USE POLICY

EVENT CONTRACT

CLIENT NAME

CLIENT CONTACT

PHONE NUMBER

ADDRESS

EMAIL ADDRESS

DATE OF EVENT    # OF GUESTS    LOCATION OF EVENT

EVENT SUMMARY & DESCRIPTION

TOTAL FEES    TOTAL DEPOSIT DUE

CLIENT HAS READ THE ATTACHED CCS EVENT POLICY AND UNDERSTANDS ALL FACILITY RULES, FEES, PAYMENTS, CANCELLATION AND LIABILITY POLICIES.

CLIENT SIGNATURE          DATE

CLIENT PRINTED NAME

CCS APPROVAL SIGNATURE          DATE

CCS PRINTED NAME

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PAGE 3