

**Kipke Conference Center – Campus Safety Services Building**

1239 Kipke Drive – Campus Zip 2036

Email Address: [KipkeConfCtr@umich.edu](mailto:KipkeConfCtr@umich.edu); Phone: 763-5356 – Fax: 763-3293

CONTACT INFORMATION

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Billing Shortcode: \_\_\_\_\_

*A shortcode is required to hold your reservation.*

RESERVATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

# of Persons Expected: \_\_\_\_\_

CONFERENCE ROOM SELECTIONS

½ Day \$75      Full Day \$150

Room 2029 (seats 74)           

Break Room: *No Charge*

Room 2004 (seats 8-12)     

Room 2012 (seats 8-10)     

Catered Event: *You are responsible for making your own catering arrangements.*

Yes       No

Major Room Configuration: *Extra fees will apply (TBD). Two week minimum lead time required.*

Yes       No

LATE CANCELLATION FEES

Less than 7 days' notice: ½ Day - \$40; Full Day - \$75

Day Before or Same Day: Full Room Charge

EQUIPMENT NEEDS & CHARGES

<u>Items</u>	<u>Fee</u>	<u>Quantity</u>	<u>Charges</u>
Beverage Pitchers	<i>No Charge</i>		\$0
Thermal Beverage Servers	<i>No Charge</i>		\$0
Microphone (handheld/lapel)	<i>No Charge</i>		\$0
Additional Easels/Flip Charts/Markers	\$5.00		
Data Projector*	\$20.00		
Room Configuration	TBD		
Room Charge	\$75 / \$150		
Sub Total			
Late cancellation charge			
<b>TOTAL EVENT CHARGES</b>			

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

ADDITIONAL MEETING DATES/TIMES:

SPECIAL INSTRUCTIONS/NOTES FOR THE MEETING:

PLEASE NOTE:

Departments reserving the Conference Center are responsible for obtaining parking permits through Parking & Transportation for all non-University employees.

Departments are responsible for setting up and cleaning up after their event. This includes, but is not limited to, making sure the tables are put back into their original positions (unless prior arrangements have been made). Departments failing to leave the room in a neat and orderly condition may be subject to an additional \$50 charge.

Pitchers and Thermal Beverage Servers are available in the nearby kitchen (room 2059). Water, ice, and a coffee maker are also available. However, Departments are responsible for providing their own coffee for use in the coffee maker, along with any cups, napkins, or other supplies that may be needed.

\*Departments must provide their own laptop for data projector use. For IT support, please contact 734-764-HELP (764-4357). Advance requests for IT assistance may also be sent to [4HELP@umich.edu](mailto:4HELP@umich.edu).

You may submit this form:

- 1) Via fax to 763-3293
- 2) Print and mail to Facilities & Operations at 1239 Kipke Dr., Zip 2036, Attention: Kipke Conference Center
- 3) Save the completed form and email it to: [KipkeConfCtr@umich.edu](mailto:KipkeConfCtr@umich.edu)