



FACILITIES POLICY GUIDELINES

The primary purpose of using the Stephen M. Ross School of Business (RSB) facilities is to support the university's educational and research mission, as determined by the RSB administration. RSB facilities are primarily used for degree program courses and required activities, as well as programs and events for university students, executive education programming, and other educational and university-sponsored events. This policy outlines the process, procedures, and requirements for utilizing RSB facilities, aiming to facilitate the efficient, safe, and orderly use of these facilities in accordance with the university's educational mission. All groups reserving space are assumed to agree to follow these policies and any other directions or requirements pertinent to a particular room or event, including regulations, guidelines, and all local, State, and Federal laws. Failure to follow this policy may be considered a Student Code of Conduct violation, may result in referral to the Dean of Students, and organizations may lose their room reservation privileges.

- All reservations are subject to change at the discretion of RSB and/or due to class schedule needs, if necessary.
- University activities or operations conducted at Ross cannot be disrupted. Events that may cause a potential disruption will be relocated to a more suitable space or canceled if no alternative is available.
- Events should be scheduled during regular business hours in alignment with building hours. Events occurring outside of these hours will require prior approval, and building hours may vary according to the academic calendar (see the building hours below).
- Certain events may require the organization to secure liability insurance under the University Policy. Visit the [Ross Event Planners website for more information](#).
- Assigned space can only be used for the approved event, and usage is limited to the confirmed space and the group that reserved it. Reserving organizations cannot exceed room capacities, stand on furniture, or otherwise misuse the space provided.
- No signage or promotional displays related to events may be affixed to any RSB building or placed on university grounds. All signage and promotional displays inside the facility pertaining to events must be approved in advance and removed after the event. Failure to comply may result in removal without notice.
- All users of RSB facilities shall be fully responsible for any damage, loss, or destruction of university property that occurs due to an event, ordinary wear and tear excepted.
- All decor items need to be removed from the space after the event.
- Due to limited storage, RSB will not provide any storage for your event.
- Space may not be reserved for personal events.
- Space cannot be reserved by or for non-Ross student club events without the endorsement of a

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Ross student club.

- Permission given to any non-UM affiliated individual or group to use any RSB space does not imply endorsement, sponsorship, or support by the university of the views, opinions, programs, or activities of the users, speakers, presenters, or organizers.
- No group using RSB facilities for any event shall discriminate based on race, color, religion, national or ethnic origin, sex, gender identity, gender expression, sexual orientation, age, disability, veteran's status, or genetic information.
- The university is a tobacco-free campus on all university properties.

BUILDING HOURS OF OPERATION AND ACCESS

Ross, Blau, Kresge Buildings and Hill St Annex

Academic Year (September – April):

Monday – Sunday: 7:00 am – 10:00 pm

Summer Months (May - August):

Monday – Friday: 7:00 am – 10:00 pm

Saturday: 7:00 am – 6:00 pm

Sunday: 9:00 am - 10:00 pm

During operating hours, the main entrance of the Ross Complex on Tappan Avenue remains open. All other doors within the complex are locked but can be accessed by swiping a valid MCard.

The main reception desk at the Tappan Avenue entrance is staffed from 8:00 am to 9:00 pm.

If you are hosting an event at Ross and your guests do not have MCards, please instruct them to enter through the main entrance on Tappan Avenue. For further assistance or to arrange special access, you must contact the Ross Operations Team at least two weeks in advance.

Within the Ross Building, access to floors 3-6 is restricted to faculty and staff only, Monday through Friday after 6:00 p.m. and 24/7 on weekends. Within Blau Hall, access to the floors is open during business hours. Lastly, individual office suites throughout the buildings are locked at various times, determined by the respective unit.

Hill St Annex

Hill Street is accessible 24/7 via code. The code will be provided by Ross Operations as needed.

Executive Learning and Conference Center (Wyly Hall and Executive Residence)

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The Executive Residence is staffed 24/7. The hotel entrance is locked daily at 11:00 p.m. and can be accessed with an MCard or a hotel room card. The entrance to Wyly Hall is locked 24/7 and can be accessed by faculty and staff with a valid MCard. Within the Exec Res, access to floors 3-7 will be restricted to hotel guests and hotel staff personnel at all times.

State Street Campus

The West Main Lobby ADA Pedestrian Door and the East Lower Level Lobby Door of the State Street Campus are unlocked at 8:00 AM and are secured for the evening at 6:00 PM, Monday through Friday. On Saturday, they are unlocked at 10:00 AM and secured at 1:00 PM. The building remains locked at all times on Sundays and Holidays. Tenants entering the building outside these hours must utilize their building access card to gain entry.

For lobby usage after hours, please submit a request to Ross Operations. We will coordinate with the building manager for after-hours access to shared spaces and elevators.

The Michigan Ross Welcome Desk will be open from Monday to Friday, 8 AM to 6 PM. If you need additional support outside of these hours, please contact Lori Brockmiller.

Ross Los Angeles

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SPACE RESERVATION PRIORITIZATION

The following scheduling priorities are determined by RSB Leadership to best support the academic schedule and mission of the School. When conflicts occur, this will be used to determine a resolution. Exceptions can be made on a case-by-case basis as needed by the RSB Chief Financial Officer.

Ross, Blau, Kresge Buildings and Hill Street Annex:

1. Degree program course schedules (this also includes other university classes scheduled by the Registrar's Office).
2. Degree program requirements and final MAP presentations. (Exams take precedence over final MAP presentations.)
3. Dean's Office and Advancement special events (board meetings, commencement, Homecoming, guest speakers).
4. Career Development Office (CDO) company presentations during the weeks of peak presentation activity (September-December).
5. Student study space during exams.
6. Admissions events for Ross degree programs, including key yield events (Go Blue Rendezvous).
7. Ross degree program orientation activities.

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8. Faculty Seminars and Conferences.
9. Executive Education courses.
10. Faculty requests: special class meetings (including guest speakers) & tutoring sessions.
11. Additional Dean's Office special requests (Executive Committee, Area Chair Meetings, Welcome receptions, etc.)
12. Department/Unit Annual Events.
13. Faculty Department Meetings.
14. Ross Student Organization Conferences and Events.
15. Other CDO presentations.
16. University administrative events.
17. Non-affiliated individuals or organizations in accordance with this policy and signed contract with the Executive Learning and Conference Center (*NOTE: During the ELCC renovation period, non-affiliated individuals or organizations will not be allowed to use space during the hotel renovation, January 2027*).

Executive Learning and Conference Center (Wyly Hall, Executive Residence) and State Street Campus:

(Note: for CY 2025 and 2026, only the State Street Campus will be available due to construction in Wyly Hall and the Executive Residence)

1. Executive Education courses.
2. Part-time and Full-time graduate degree program requirements (Executive MBA Program, Full-time MBA, Online MBA, One-Year Master Programs, Weekend MBA).
3. Dean's Office and Advancement special events (board meetings, commencement, Homecoming, guest speakers).
4. Non-affiliated individuals or organizations in accordance with this policy and a signed contract with the Executive Learning and Conference Center.
5. Career Development Office (CDO) company presentations during the weeks of peak presentation activity (September-December).
6. Faculty Seminars.
7. Additional Dean's Office special requests (Executive Committee, Area Chair Meetings, Welcome receptions, etc.)
8. Department/Unit Annual Events.
9. Faculty Department meetings.
10. Other CDO presentations.

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11. University administrative events.

Ross Los Angeles:

1. EMBA residencies and events.
2. Executive Education courses.
3. Part-time and Full-time graduate degree program requirements (Executive MBA Program, Full-time MBA, Online MBA, One-Year Master Programs, Weekend MBA).
4. Career Development Office (CDO) company presentations during the weeks of peak presentation activity (September-December).
5. Dean's Office and Advancement special events (board meetings, commencement, Homecoming, guest speakers).
6. Non-affiliated individuals or organizations in accordance with this policy and a signed contract with the Executive Learning and Conference Center.
7. Faculty Seminars.
8. University administrative events.

Note: Presidential/Provost/EVPCFO/Regental special requests may be given preferential booking privileges for all Ross locations.

SPACE SCHEDULING

Ross, Blau, Kresge Buildings and Hill St Annex

All requests for room reservations (outside of the academic class schedule) for the Ross, Blau, and Kresge buildings, as well as the Hill Street Annex, must be made through the [Event Space Request Form](#). Requests can be made up to twelve months in advance and will be placed in a holding file until the class schedules have been entered. No reservations are confirmed until after classes are entered. **Up until the date of the event, the School reserves the right to make changes to room reservations to accommodate late curricular changes, such as classroom layout needs, accommodations, exams, etc.**

Space requests during the Fall and Winter semesters cannot be confirmed until the academic schedule is set (usually early August for the Fall semester and early December for the Winter semester).

In limited cases, space may be confirmed before the academic schedule is finalized. This includes space for significant school-wide events, such as Commencement or a major speaker. The CFO's Office must approve any exception.*

Requests for space during the Spring-Summer semester may be made up to eighteen months prior to the proposed date. These will be reviewed and confirmed on a case-by-case basis.

NOTE: The School will regularly review actual room usage and may adjust future reservations as needed to

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ensure optimal space utilization and accommodate the needs of all users.

Executive Learning and Conference Center (Wyly Hall and Executive Residence) and State Street Campus

Aramark Sales Manager Shani Bogetta handles all event requests. She can be reached at ross-elcc@umich.edu. Except for EE, space requests will be confirmed 90 days prior to the event.

For guest rooms, individual rooms, and room blocks of up to 9, please get in touch with the hotel's front desk at (734) 764-7677. For hotel room blocks of 10 or more, please contact Shani Bogetta at rossconferences@umich.edu.

Ross Los Angeles

All event requests are handled by the Aramark LA Sales Manager (TBD).

Requesting an Exception

The Exception Form is used when an Event Space Request has been denied, but the requester believes there is a valid reason for reconsideration. The purpose is to provide a formal process for appealing decisions and requesting exceptions to the facilities guidelines. This form should be used when an event falls outside the established policies but presents unique circumstances that merit review. [You can fill out the Exception Form here.](#)

SAFETY

- [Please review safety information on our website.](#)
- Obstructing human or vehicle traffic, ways of ingress and egress, paths, corridors, staircases, aisles, and similar areas is not allowed. Event participants must cooperate with [Division of Public Safety and Security \(DPSS\)](#) officers or other officials authorized by the University to act on its behalf.
- University administration reserves the right to require fire, police, or other security personnel for events held in the building based on the time, place, type of event, number, and conduct of participants. Any costs associated with additional security required at the event are the responsibility of the organization reserving the space.

CATERING POLICY

Ross, Blau, Kresge Buildings and Hill St Annex, Executive Learning and Conference Center (Wyly Hall and Executive Residence), and State Street Campus

Special Event Catering:

Catering at Ross (CAR) is the dedicated on-site caterer for all special event catering, with exclusive use of all

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kitchen facilities. No other caterer is allowed to provide these services within the RSB complex.

Catering at Ross has an arrangement with several vendors to provide a limited menu of their foods, which can be ordered through CAR separately or in combination with other CAR foods. Payment for these foods will be handled through CAR, and clients will be billed by CAR. Please contact Catering at Ross for a current list of vendors.

Please note that due to health department regulations, leftover perishable food **cannot** be removed from any event by anyone except CAR's food service staff. CAR works closely with local food gatherers to donate unused food wherever possible. All food will be removed at the end of the service period to ensure food safety and quality. Packaged items/sodas are abundant during the food service period, but are not intended for client use at the end of the service.

Drop-Off Foods:

For more casual events and meetings with fewer than **100 attendees**, "drop-off" foods that do not require on-site food preparation, warming or cooling trays, or on-site staffing **can** be ordered through other vendors; you are not restricted to using CAR*. Such foods include pizza, prepared sandwiches, and boxed lunches, but exclude any food that requires refrigeration or heating to comply with OSHA regulations. Catering at Ross is available to assist with questions about order placement, ensuring all food service deliveries comply with safety requirements.

Failure to Comply:

Adherence to this university policy is required to ensure the health and safety of all event attendees and prevent potential incidents related to improper food handling. Failure to comply may result in a \$500 non-compliance fee, and the event may be negatively impacted, including possible delays, rescheduling, or cancellation, to ensure the upholding of safety standards and regulatory requirements.

Please note that the event organizer is responsible for cleaning up after the event and leaving the space in the same condition as they found it for the following user. The event organizer must inform Ross Operations of the vendor being used when they deliver, as well as the location of delivery (office suite or event location). This will ensure the appropriate setup and clean-up provisions (e.g., recycling and trash bins) can be made available for the event or meeting. For front desk deliveries, please make appropriate arrangements to accept the delivery upon arrival. The front desk cannot assume responsibility for any deliveries that are not received directly by event organizers in accordance with this guideline.

*CAR can facilitate the purchase and service of the food from the following outside approved vendors that accept shortcodes: Cottage Inn, Panera Bread, Grand Traverse Pie Company, Pizza House, and Zingerman's. CAR will order cold food and pizza (drop-off) using the client's shortcode, for a fee. **CAR requires at least three working days' notice (a week for orders of 100 or more) to facilitate orders through outside vendors.**

Commitment to the University Food Service Standards and Inclusive Event Support

Recognizing the diverse needs of our community, including cultural events that may require specific food

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offerings, Catering at Ross (CAR) is dedicated to providing flexible solutions that support a wide range of event requirements. To accommodate these needs, CAR will collaborate with each client to ensure that we can meet the goals and desires of your event. If necessary, CAR will collaborate with outside vendors to ensure compliance with the required guidelines, thereby maintaining full adherence to University policies, health regulations, and safety standards throughout the process.

However, it is essential to note that not all outside vendors may qualify to provide services within the Ross complex. Some vendors may be unable to meet the University's stringent food safety, licensing, or operational requirements. CAR will notify you and work with you to explore alternative options that align with both your event needs and University regulations.

If you are interested in working with an outside vendor to support the unique needs of your event, please contact Aramark (CAR) in advance. This will allow you to fully understand the process, required timelines, and necessary steps to ensure a seamless experience. Early coordination with CAR ensures proper planning, adherence to safety guidelines, and the successful execution of the event.

Ross Los Angeles

TBD

ALCOHOL POLICY FOR ROSS SCHOOL EVENTS

If you are planning to serve alcohol at an event on the Ross School complex, please contact the Ross Events team at the start of your event planning and prior to any distribution of event marketing materials at RossEvents@umich.edu.

*Important Compliance Notice-It is crucial to understand that the State of Michigan mandates that the University strictly adhere to the alcohol practices outlined in this policy. Non-compliance with this policy can result in significant fines for the University. Any infraction associated with your event that impacts your department or group constitutes a compliance violation for the University, which may affect future events and the institution's ability to host similar events.

To safeguard the University's standing and ensure a safe, responsible environment for all attendees, it is essential that all criteria outlined in this policy are followed without exception. Your cooperation ensures that our events meet state requirements, protect our community, and uphold the University's commitment to integrity and accountability.

Ross, Blau, Kresge Buildings, Hill St Annex, and State Street Campus

These buildings do not have a liquor license. Alcohol can only be served at an event if the following criteria are met:

- The event must be free of charge to attendees (no donations, no registration, etc.)
- Purchase alcohol specifically for the individual event.

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- If alcohol purchased for the specific event is not consumed, it cannot be stored in any part of the Ross complex for future events. Additionally, it cannot be removed from the premises. Catering at Ross staff must dispose of any overage at the completion of the event.
 - The department/group planning the event must pay for the event alcohol.
- The CFO must approve new events serving alcohol.
- The hosting department/group must designate a representative to attend and monitor the entire event.
- The Event must adhere to the following, based on State regulations:
- Be private, by invitation only, with no registration fee or cash bar.
- Be held in an area separated from general public access.
- Have licensed servers to serve the alcohol.
- Invite guests of legal drinking age. Alcohol cannot be served when undergraduate students are in attendance. An exception can be made if the undergraduate guests comprise less than 5% of the total number of guests.
- For all graduate student-run conferences held at Ross, a companion policy with additional mandatory guidelines compiled by the MBA Program Office (MBAProgramOffice@umich.edu) must also be adhered to, which includes approval by the Program Office.
- No alcohol can be served at BBA events.

Exception

Executive Learning and Conference Center (Wyly Hall and Executive Residence)

- Has a dedicated liquor license, which is overseen by Ross Hospitality Services/ELCC.
- All special event catering must be provided by the CAR/Executive Dining Room.
- The Executive Dining Room will provide all alcohol for events in this building. Payment is made directly to the Executive Dining Room.

Ross Los Angeles

TBD

SPECIFIC SPACE DETAILS:

Space Details (NOTE: U-M determines capacities listed):

Ross Building Event Spaces

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- **Robertson Auditorium:** This is classified as a classroom with a seating capacity of 499 (300 on the first level and 199 on the mezzanine). Seat covers can be used to create a more intimate space.
- **Stewart Lobby:** The lobby area can accommodate approximately 100 social gatherings and has an adjacent patio.
- **Upper Lobby outside of Robertson:** This space can host from 15 to 50, depending on the spaces used and the type of event.
- **Tauber Colloquium:** A capacity of 225 can be used for both seated and standing events. There are times when the elevator lobby and hallway are used in tandem with this space.
- **Davidson Winter Garden:** The Davidson Winter Garden is a community study and meeting space. The Ross community can reserve informational tables by the granite staircase and in the Robertson lobby through Ross Operations on a first-come, first-served basis. The capacity of this space varies depending on the setup and style of use. Note: The fire detector system in the Davidson Winter Garden can be easily triggered if anything intersects the beams, triggering the alarms and fans, which will necessitate the evacuation of the building. Given that possibility, balloons are prohibited unless they are in a structure.
- **Lower Level Student Lounge (O'Day Lounge):** The O'Day Lounge is a community space. The capacity for events in this space is limited to 136 people.
- **Weiser Dining Room:** The capacity for this space is 32 people.
- **Faculty Lounge:** The lounge can host up to 50 people for a reception, using the hallway as part of the event. Authorization to use this space is handled through the Dean's Office.
- **ZLI Student Collaboration Space:** The flexible space can accommodate 30 people. It is managed by ZLI. Please contact their office at 734-615-4419.
- **3rd Floor Elevator Lobby:** This space can only be used after 5 pm and can hold up to 15 people for a reception. If the bridge to the Dean's Suite is used, a reception could host up to 30 people.
- **Dean's 6th Floor Boardroom:** This space is used by and at the Dean's discretion. Inquiries should be directed to the Dean's Office. The space has a capacity of 25, with the option to add additional seating at the perimeter of the room.
- **Dean's Office Patio:** This space is used by and at the Dean's discretion. Inquiries should be directed to the Dean's Office. The space features tables and chairs, accommodating up to 20 people.
- **Ross Front Patio:** This space is located adjacent to the Tappan entrance and can hold up to 50 people.
- **Robertson Auditorium Patio:** Located between the Ross building and the connector to Blau Jeff Hall, this space offers outdoor seating for 12. When the tables and chairs are removed for an event, up to 40 people can be accommodated.

[Blau Hall Building Event Spaces](#)

- **Blau Hall Atrium:** The Atrium is a community space. An event can host up to 50 people. Note that

the fire detector system in the Blau Atrium can easily be triggered if anything intersects the beams, triggering the alarms and fans, which will necessitate the evacuation of the building. Given that possibility, balloons are not allowed unless they are in a structure.

- **Blau Hall Colloquium – East and West:** This is classified as a classroom. Dining set up for 192, classroom for 170, rows of chairs for 220, and a reception for 300.
- **Corner Commons (B1590):** Located on the main level of Blau near the E. University entrance. This space can accommodate up to 50 people.
- **Blau East U Lobby:** Located at the entrance of Blau, it offers a welcoming, living room-like atmosphere with cozy couches, coffee tables, and end tables. A corner nook with four chairs and a table creates an intimate setting, perfect for small gatherings or casual conversations. This space can host up to 25 people.

Kresge Hall Building Event Spaces

- **First Floor Kresge Student Lounge:** This versatile space features open seating with various options for comfort and convenience. Amenities include microwaves, refrigerators, a hot/cold water dispenser, snack and beverage vending machines, an ATM, an electronic vending machine, and changing rooms. The capacity for this space is 75.
- **Marketing Conference Room:** This large conference room can accommodate 25. The Ross Marketing team manages it. Please reach out to the Ross Marketing team.

Hill St Annex Event Spaces

This space features a conference room on the second floor, designed to accommodate up to 16 people comfortably. The room offers a conference table with ergonomic seating and integrated technology for presentations and collaboration.

State Street Campus

Located at 1000 Oakbrook Road, 3rd floor

- **Meeting Space 320:** 36 people
- **Meeting Space 322:** 48 people
- **Conf. Room 331:** 18 persons (14 @ table + 4 guest seats)
- **Dining Space Room 360:** 56 people
- **Training Room 362 (multi-purpose room off dining room):** 40 persons

Executive Learning and Conference Center (Wyly Hall and Executive Residence) Event Spaces

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- **Dining Room:** The capacity for this space is 150.
- **Seven 10 East:** The café is convenient for students and professionals. It offers Zingerman's coffee, pastries, and light fare, such as its popular oat milk latte, nitro cold brew, and delicious desserts. It provides a cozy environment for studying or casual meetings. The capacity for this space is 50 people.
- **Monroe Brown:** Located adjacent to Seven 10 East. The space offers oversized windows and can accommodate small meetings of up to 20 people. It is managed by the Ross Centers and Institutes.
- **ELCC Alessi Courtyard:** is a landscaped outdoor space designed for relaxation, informal gatherings, and events. It features seating and pathways, providing a serene environment.
- **W0750:** Located within the ELCC, the lower level offers a meeting room that can be set up in multiple layouts and has all the benefits of a classroom. Depending on the event's setup, this space can accommodate up to 80 people.
- **Lobby:** Located on the hotel's main level, this space offers a cozy and comfortable environment for a reception or casual event. The capacity in this space is 20 people.

Ross Los Angeles

Training Space-TBD

- Training Space-TBD
- Conf. Room-TBD
- Event Space-TBD

PARKING & VALET POLICY

Ross, Blau, Kresge Buildings and Hill St Annex AND Executive Learning and Conference Center (Wyly Hall and Executive Residence)

- Valet Parking can take place on East University or Tappan Street.
- When advertising Valet, please use signage that states “Check-in Here” or the name of your event.
- The Hill Street parking structure is for gold and blue passes only, but does open for public parking after 5 pm Monday – Saturday and all day Sunday.
- The closest public parking structure is on Forest.
- How to set up Special Event Parking: TBD

Ross Los Angeles

TBD

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TECHNOLOGY SUPPORT POLICY

- [The Ross IT AV Support Policy is available to review online.](#)
- Ross IT will provide audio/visual support for all events hosted at Ross based on a tiered service model. Based on a review of defined requirements and resource availability, Ross IT will determine and follow the appropriate service model for an event.
- Service requests involving standard services should be submitted with at least two weeks' notice.
- Additional information on Ross IT, including staff hours, is available on the Technology section of iMpact.

OTHER

Building Signage:

No posting is allowed in Ross buildings, except for the designated space in the lower level of the Ross building.