



# **Room Rental Guide**

## **Lettinga Campus**

**2023-2024**

# **Table of Contents**

Meeting Halls & Auditorium Rental Rates	3
Classroom Rental Rates	4
Helpful Information: External Room Reservation Process	5
Davenport University License Agreement	5
Deposit Information	5
Catering Information	6
Parking on Campus	6
Technology	6
Inclement Weather/Emergent Circumstances	6
Academic Priority	6
Additional Information	6
Campus Map	7



# ROOM RENTAL RATES

## 2023-2024

<b>Sneden Center Pricing:</b>	4 Hours (1/2 Day)	8 Hours (Full Day)
Meeting Hall 1/2/3 (one room)	\$400	\$600
Meeting Hall (two rooms)	\$550	\$750
Meeting Hall (three rooms)	\$700	\$900

*Our meeting halls can accommodate large groups or be split into smaller rooms.*

Seating Arrangement	Theater Setup	Classroom Setup	Pod Setup
1 Meeting Hall	40	30	5 pods of 5
2 Meeting Halls	80	60	10 pods of 5
3 Meeting Halls	125	90	15 pods of 5

<b>Auditorium:</b>	4 Hours (1/2 day)	8 Hours (Full Day)	Seating Capacity
Auditorium	\$1,000	\$1,500	230 theater style

**Meeting Hall(s)/Auditorium Technology Features (included in rental charge):**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- 3 overhead LCD Projectors with wall-mounted projection screen</li> <li>- Audio system with wireless microphone:<br/><b>Meeting Hall(s):</b> Wand microphone; offer based upon availability</li> </ul> | <ul style="list-style-type: none"> <li>- <b>Auditorium:</b> Wand or lapel microphone; offer based upon availability</li> <li>- Wireless internet access</li> <li>- Handicap accessible restrooms</li> </ul> |
|--|---|

**Catering:** Catering options are available upon request. Creative Dining is DU’s exclusive caterer for all events held at the Lettinga Campus.

**Note:**

1. If rental is outside of regular campus hours, renter will be charged for security at the rate of \$30 per hour.
2. Damage caused by renters will be repaired and repairs will be billed to the renter.
3. The doors to the building open 8AM -10PM Monday-Thursday and 8AM-5PM on Fridays.
4. No Food/Drink are allowed in the auditorium.
5. If for any reason the campus is closed due to inclement weather or other emergent circumstances this would mean that any scheduled events would also be cancelled. Please check local news school closings for closing notices.
6. An additional cleaning fee does apply. Please speak with our event coordinating staff to discuss that pricing.



# ROOM RENTAL RATES

## 2023-2024

Classrooms (all rooms subject to availability)

	4 Hours (½ day)	8 Hours (Full day)
<b>Standard Classroom</b>	\$250	\$450
<b>Seating Capacity:</b> 30 person maximum		
<b>Description:</b> DeVos Academic Classrooms with ceiling mounted LCD projector, screen, teacher station Maine College of Business Classrooms with LCD screens, teacher station (with laptop)		

Classroom Features included in rental fee:

- Wireless internet access
- Whiteboard with markers

**An additional \$50 will be charged for loading/unloading software.**

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# Helpful Information: External Room Reservation Process

Thank you for considering Davenport for your room reservation needs! After reviewing this guide and getting an idea of the type of space you would like (i.e. meeting space, classroom, and/or auditorium) and the setup you would like (setup types are included with the room rental rates and capacity information above) please use the following link: <https://my.davenport.edu/dining/catering/external-rooms-reservations>

The above link will take you to our External Room Reservation application that will gather the information for your reservation requests. This does not guarantee that space is available. After completing this application the Welcome Desk will respond within 3 business days (Monday-Friday) with availability, event pricing, and to begin the reservation process.

## Davenport University License Agreement

Davenport requires all external room reservations to sign a Facility License Agreement before confirming the reservation. This document will be provided to you once your application has been reviewed, availability has been verified, and the contract has been created. After Davenport issues the contract via email you will have 5 business days to return the contract which must be reviewed, printed, signed, and scanned/emailed back to [studentservices@davenport.edu](mailto:studentservices@davenport.edu).

## Deposit Information

Per the license agreement a 25% non-refundable will be due to hold your reservation. We will create a tentative hold on the space upon receiving the signed license agreement to allow time to receive the deposit. We will need to receive the deposit by check or card within 10 business days of sending the Deposit Due email to hold your reservation. After those 10 days if we do not receive the deposit the hold will be released and the space will be available for other groups to reserve. Once we receive the deposit you will receive a confirmation email with additional steps and confirmation of the event being scheduled.

**Deposit by Check:** Please make checks payable to Davenport University and include the event name and reservation # (which will be provided to you in the Deposit Due email) in the memo section of the check. Checks can be mailed to

Davenport University  
ATTN: Welcome Desk  
6191 Kraft Ave SE  
Grand Rapids, MI 49512

Please be sure to send a reply to your Deposit Due email indicating you have sent the check so that we can be sure to notify you and the billing department when it arrives.

**Deposit by Card:** Please reply to your Deposit Due email indicating you would like to pay by card. This will need to be done through our billing department and we will need to make sure they have the information they need to process the payment.

## Catering Information

Davenport University uses Creative Dining as its exclusive caterer. To view the most updated menu please use the following link <https://my.davenport.edu/dining/catering> and see Step 3. You can also place your order by clicking External Guest Form on this page. Please contact Catering as soon as possible as this can impact the billing process. If you have any questions please direct them to:

**Joe Collins**

**Phone:** 616-871-6751

**Email:** jcollins@creativedining.com

## Parking on Campus

For event guests who are not Davenport students, faculty, or staff a temporary parking pass is required for all vehicles attending your event. These will be sent to the person completing the room reservation application and can be printed, copied, and can also be forwarded for guests to print on their own. We also have spare temporary parking passes available in the DeVos & Van Andel Academic Building at the Welcome Desk if someone forgets it; please arrive early if you forget your pass so that you have enough time to go out and place it on their vehicle to avoid the potential of being ticketed.

## Technology

For those events that require any facilitators or speakers to have access to the Davenport computer at the work stations or for guest wi-fi please make sure to select yes on the room reservation application and we will be happy to contact IT to get that information generated and provide it to you as soon as IT has processed the request.

## Inclement Weather/Emergent Circumstances

If for any reason the campus is closed due to inclement weather or other emergent circumstances this would mean that any scheduled events would also be cancelled. Please check local news school closings for notices of campus closings.

## Academic Priority

Please note that while we do our best to schedule reservations that need a classroom well beyond the time academic classes are assigned to their rooms there are occasions where room changes will occur and a reservation could be bumped. This would be mean we would reach out with you to go over alternate classroom or space availability.

## Additional Information

Please note that we strive to provide GREAT customer service when it comes to having external groups on campus but we also are not able to accommodate every request as the student experience is our utmost priority! This does mean that certain times of the year and outside of our regular operating hours some reservations will not be possible as we do not have exclusive event staff. We appreciate your understanding and look forward to working with you!

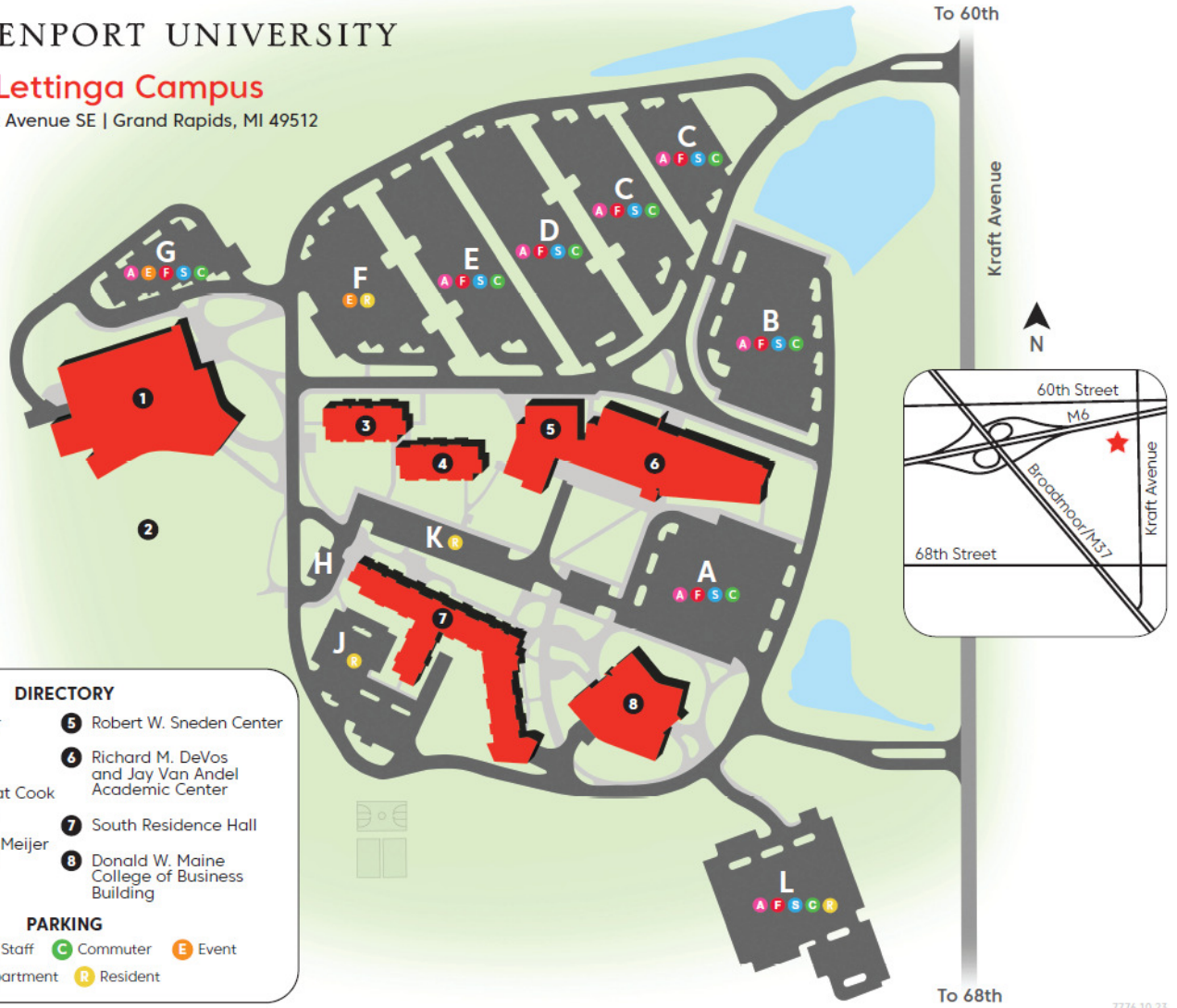
This Room Rental Guide is subject to change/revision without notice. Please be sure to review it often.

# Grand Rapids W.A. Lettinga Campus Map

**DAVENPORT UNIVERSITY**

## W.A. Lettinga Campus

6191 Kraft Avenue SE | Grand Rapids, MI 49512



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