



**Room Rental
Quick Guide
Lettinga Campus**

2022-2023

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ROOM RENTAL RATES

2022-2023

Sneden Center Pricing:	4 Hours (1/2 Day)	8 Hours (Full Day)
Meeting Hall 1/2/3 (one room)	\$300	\$450
Meeting Hall (two rooms)	\$450	\$600
Meeting Hall (three rooms)	\$600	\$800

Large meeting rooms 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

Auditorium:	4 Hours (1/2 day)	8 Hours (Full Day)	Seating Capacity
Auditorium	\$700	\$1,000	230 theater style

Meeting Hall Technology Features (included in rental charge):

- 3 overhead LCD Projectors with wall-mounted projection screen
- Flip chart easel (paper not included – renter will provide own) and must be requested at time of rental
- Audio system with wireless microphone (wand or lapel microphone; offer based upon availability; auditorium only)
- Handicap accessible restrooms
- Wireless internet access

Table and Chair Rental: We recommend using Cascade Rental for any table or chair rental needs that exceed our inventory. Telephone number: 616-942-2402.

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 7AM -10PM Monday-Thursday and 7AM-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

2022-2023

Classrooms (all rooms subject to availability)

	4 Hours (½ day)	8 Hours (Full day)
Standard Classroom Seating Capacity: 30 person maximum Description: DeVos Academic Classrooms with ceiling mounted LCD projector, screen, teacher station Maine College of Business Classrooms with LCD screens, teacher station (with laptop)	\$175	\$300
Computer Classroom (Limited Availability) Seating Capacity: 30 person maximum Description: Computer classroom with teacher/student workstations <ul style="list-style-type: none"> • An overhead LCD projection system • At least 22 student PCs • 1 teacher station (with computer) 	\$375	\$450

Classroom Features included in rental fee:

- Wireless internet access
- Whiteboard with markers
- Flip chart easel(s), paper not included

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

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

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External Room Reservation Process

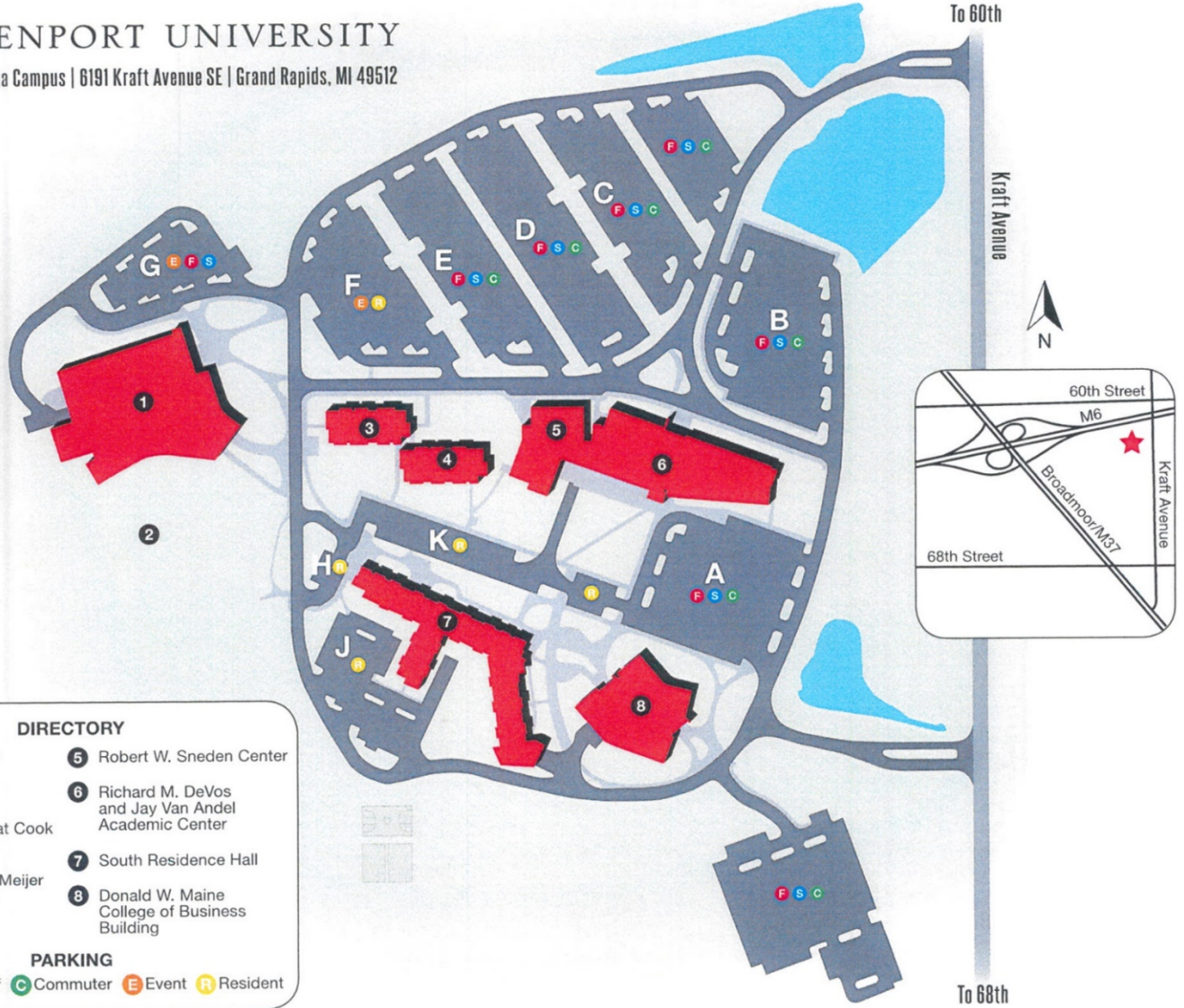
Thank you for considering Davenport for your room reservation needs! After reviewing the above information and getting an idea of the type of space you would like (i.e. meeting space, classroom, and/or auditorium) and the setup you would like (setup types are included with the room rental rates and capacity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

The above link will take you to a room reservation form that will gather the information for your reservation needs. After completing this form the Welcome Desk will respond within 24-48 hours (Monday-Friday) with room availability, pricing, and to begin the reservation process.

To place your catering order please use the following link: <https://my.davenport.edu/dining/catering>

Grand Rapids Lettinga Campus Map

DAVENPORT UNIVERSITY
 W.A. Lettinga Campus | 6191 Kraft Avenue SE | Grand Rapids, MI 49512



DIRECTORY

1 Student Center	5 Robert W. Sneden Center
2 Turf Field	6 Richard M. DeVos and Jay Van Andel Academic Center
3 Peter C. and Pat Cook Residence Hall	7 South Residence Hall
4 Fred and Lena Meijer Residence Hall	8 Donald W. Maine College of Business Building

PARKING

F Faculty S Staff C Commuter E Event R Resident

Helpful Information

-The reservation process works best if we have all of the information filled out through the reservation forms so that we can find the best space for your event and have all of the information we need to make your reservation in a timely manner. If you do not receive a response within 48 hours (Monday-Friday) please feel free to email (studentservices@davenport.edu) or call the Welcome Desk at 616-554-5340 to follow up. We appreciate you taking the time to complete the form!

- To place your catering order please use the following link: <https://my.davenport.edu/dining/catering> . There will be an option to select whether you are an internal customer or external guest at the bottom of the page.

-For those 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 we are in contact with for setting up the room reservation 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, but they will want to arrive early so they have enough time to go out and place it on their vehicle.

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

-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.

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