



EVENT PROCEDURES

Background

Each year, Detroit Mercy Law hosts numerous events that foster hospitality and further the mission of the School of Law.

Our *signature* events include: McElroy Lecture, Meet the Judges, Erin Go Law, Law Review Symposium, Moot Court Tournaments, ABLA Barbeque, Book Awards, Current Events in the Law, Homecoming/Golf Outing, Social Justice Lecture, Baccalaureate Mass, Red Mass, and Graduation. For these, the School of Law employs a small staff to facilitate and ensure their operational success.

Outside of these events, there are numerous others that cater to the needs of student groups, mentoring, departments, and classroom activities. On a limited basis, the Law School is able to host select external events for those outside the Law School community. It is for these events (and you) that this document is written.

Guidelines

- **Inquiries regarding potential event date, time, and space availability.**
 - If you are NOT a member of the internal Detroit Mercy Law community, please contact Kurt Godfryd at godfrykj@udmercy.edu and Sunny Kerscheneiter at kerschsc@udmercy.edu for information on space availability, pricing, etc., regarding a proposed event to be hosted at the Law School.
 - ✦ For external events, a contract, insurance, and rental fee are required.
 - If you ARE a member of the internal Detroit Mercy Law community...
 - ✦ First, check our online [Master Calendar](#)
 - When a major Detroit Mercy Law sponsored lecture or event has already been scheduled, no other activities may be scheduled on that date.
- ✦ Next, submit our [Event Inquiry Form](#)
- Please note: This is only an inquiry. Submission does not confirm the event till the Events Team has reviewed for approval.

- ✦ Please allow 7-10 days for review. After review, our Event Department will contact you regarding next steps.
- ✦ Please do not publicize your event until confirmation is received from our Event Department.
- ✦ For smaller events, a notice of 3-4 weeks is required; for larger events, at least 6-8 weeks notice is required.

- Catering and Food Service
 - The Big Salad is our primary caterer.
 - The Atrium and Cafeteria are the only rooms approved for food service.

- Technology Requirements
 - There is a 30-day notice for technology needs.

- Alcohol Policy
 - Outside of our *signature* events, the School of Law does not permit the service of alcohol.

- Public Safety
 - We encourage all events to be held within building hours.
 - When events are held outside of normal building hours, your department/organization will be required to provide funding for public safety, which bills in four-hour intervals.

- Set-up and Clean-up
 - For **classroom events**, organizer required to arrange as appropriate and return to original configuration immediately following event
 - For **non-classroom events** requiring additional furniture, each department/organization is responsible for setup and teardown. Please contact our Associate Dean, Kurt Godfryd, for access to tables/chairs. Organizers are required to return tables/chairs to storage within 24 hours.

- Refuse
 - Immediately following event, all refuse must be placed in provided large trash bags. See our Associate Dean, Kurt Godfryd, for bags.
 - Do not place empty boxes or food refuse in waste baskets or hallway disposals.
 - Immediately following event, trash bags must be placed in loading-dock hallway within the Cafeteria.