

Saginaw Valley State University Founders Hall Event Policies

We welcome you to the University!

To ensure that your event will meet your exact expectations and goals, we have established the following guidelines. Please be advised that you are responsible for knowing, understanding and abiding by these policies.

1. Founders Hall facility hours are 8:00 a.m. to 9:00 p.m. Monday - Friday. Events scheduled outside of these times will be subject to additional charges. (The University Conference & Events Center office is open Monday through Friday 8:00 a.m. until 4:30 p.m.)
2. The University Conference & Events Center office is responsible for the shape and environment of the facility. In the event that you may require extraordinary audio, video, or special setup needs, the University Conference & Events Center office must be informed. We will make every effort to accommodate your needs. When our equipment is unable to satisfy, we will make outside arrangements with the vendors who can meet these needs. Only vendors contracted by the University Conference & Events Center will be permitted on the premises.
3. Rental fees are based on the space required for your event.
4. We ask for full payment for the use of Founders Hall. This is non-refundable and must be remitted with the signed contract by the date specified therein. Make checks payable to Saginaw Valley State University. Master Card, Visa and Discover are also accepted.
5. The University Conference & Events Center is not responsible for damages to personal property, stolen property, or injury sustained on premise.
6. Saginaw Valley State University is a smoke-free environment.
7. Saginaw Valley State University is pleased to offer guests free parking in our University parking lots.
8. The affixing of anything to walls, floors, windows, elevators, ceilings, or plants is strictly prohibited unless prior approval has been given. **Glitter and/or confetti are not be used inside or outside of the building---if used additional charges will be assessed.** All candles must be contained in a lamp or isolated source.

Thank you

University Conference & Events Center

Saginaw Valley State University

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University Center, MI 48710

(989) 964-4348 Fax: (989) 964-7487

www.svsu.edu/events