

Event Planning

The NCRC has a variety of event spaces available for U-M faculty and staff use, including conference rooms, an auditorium and the Dining Hall.

Guidelines for Use and Limitations

- The use of the NCRC event facilities is open to all Schools, Departments, MSA-registered student groups or other U-M affiliations. Those requests not affiliated with U-M will be considered on a case-by-case basis; see restrictions below. All event requests require approval.
- All U-M departments interested in having an event at the NCRC must fill out an “Event Request Form,” available on the NCRC website (<http://ncrc.umich.edu/life-ncrc/services/requests>) and provide a shortcode to hold the requested date. Please e-mail the completed form to NCRCEvents@umich.edu.
- Catering Policy - All NCRC catering is coordinated by Picasso Restaurant Group utilizing a short list of vendors. Please contact Picasso at info@prgmichigan.com or 734-763-2252 to arrange for catering services and for the approved short list of vendors.

Restrictions

- No personal or private parties (i.e., weddings, bar mitzvahs).
- No student social events that are not departmentally sponsored.
- No external companies, organizations or vendor shows without U-M internal sponsorship and participation.
- All groups using NCRC facilities are expected to obey all published University and NCRC policies, regulations and guidelines and all local, State and Federal laws. Violations of this procedure by any group may result in the loss of scheduling privileges in NCRC buildings.

Hours of Operation

- Event hours: Monday-Friday, 7:00am – 6:00pm Additional approval is required for after hours and weekends.
- Time is allotted before and after the event for set-up/clean-up.
- Security is mandatory for afterhours and weekend events and will be charged to the department holding the event.

For More Information

U-M NCRC Facilities

734-763-5436

NCRCEvents@umich.edu