

 **Coleman A. Young Municipal Center**

 **Event Request**

 **Erma Lois Henderson Auditorium Form**

The Detroit-Wayne Joint Building Authority thanks you for your interest in reserving the Auditorium at the Coleman A. Young Municipal Center (CAYMC). The Auditorium is reserved for official use on a first come-first serve basis, and **must be approved or sponsored by an elected official, appointed department or division head.**

Please complete the information below and submit to both D. White and C. Montgomery by fax: 313-309-2400, or emailing to both at: Dayna.white@hines.com and Cynthia\_montgomery@dwjba.com or return form directly to Suite 1316 of the CAYMC. You do not receive conformation notification within one (1) week of submission of request please contact the office at: (313) 309-2300

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| --- | --- |
| **Event Information** |  |
| Organizer Contact: | **Name**: **Phone**: **Email**: |
| Event: |  |
| Sponsor/Department: |  |
| Date of Event: |  |
| Start Time/End Time |  |
| Estimated Attendance: |  |

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| --- | --- | --- | --- |
| **Event Requirements** |  |  |  |
| Loading Dock Access | Yes ○ No ○ |  |  |
| Freight Elevator Access | Yes ○ No ○ |  |  |
| Public Address System | Yes ○ No ○ |  |  |
| Tables | Yes ○ No ○ | #: |  |
| Chairs | Yes ○ No ○ | #: |  |
| \*Overtime HVAC (minimum 4 hrs) | Yes ○ No ○ | $300.00/Hr |  |
| \*Additional Security? (minimum 4 hrs) | Yes ○ No ○ | $ 21.87/Hr | $ |
| \*Elevator Tech required? | Yes ○ No ○ | $250.00/Hr | $ |

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| --- | --- | --- |
| **Miscellaneous** |  |  |
| \*Are you providing catering?If yes, please provide caters information below: | Yes ○ No ○ | (Consumption of food and beverage is limited to the Atrium only, and is not permitted inside the Auditorium.) |
|  |  |  |
|  |  |  |
| Will you be using our portable projector screen or contacting Media Services for a monitor?  | Yes ○ No ○ | Explain:  |
| Miscellaneous Request? | Yes ○ No ○ |  |
|  |  | Please acknowledge your acceptance of the terms of this Use Agreement and attached Addendum:By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Please be advised certain items may be billable to your department. Once your request is reviewed, costs will be outlined. Any items determined to be billable will require Department or Division approval prior to scheduling. If approved, the Auditorium will be reserved for your event. Please call us with any questions at 313-309-2300. Thank you.



**Auditorium Event**

**Safety First Message**

When holding an event in the Erma Lois Henderson Auditorium the Detroit-Wayne Joint Building Authority requires that the event coordinator reminds the audience at the beginning of an event of the following:

* The Detroit-Wayne Joint Building Authority’s Mission Statement provides for the safety of the tenants, employees and visitors at the Coleman A. Young Municipal Center.
* In the event of a building emergency you will hear instructions over the public-address system including the following scenarios:
	+ In the event of weather-related conditions please move into the auditorium and sit in the lower section of seats until the “All Clear” is announced.
	+ In the event of a power failure or fire, **PLEASE EVACUATE IMMEDIATELY** via staircase C or D located on either side of the elevators or staircase E. Mobily challenged individuals should go into staircase E and await assistance.
	+ In the event of a security breach or active shooter announcement please move into the auditorium and sit in the lower section of seats until law enforcement comes to the area and issues an all clear. DO NOT ATTEMPT TO EVACUATE THE CENTER.

Your cooperation is greatly appreciated.

**Assistive Listening Devices**

The Erma Lois Auditorium is equipped with assistive listening devices for the hearing impaired. Signage has been installed at the auditorium entrances alerting attendees of the availability of the devices. If anyone in attendance at the event requests to use a device, it is the hosting entity’s responsibility to distribute the devices as well as ensuring they are returned at the conclusion of the meeting.

The devices are located in a charging rack beneath the counter in the lower tier of the dais. There is a clipboard with a log for attendees to fill out when they check out and return the device. It is the hosts responsibility to return the clipboard to the dais.

Meeting hosts may be held accountable for missing devices.

Coleman A. Young Municipal Center

Post Duties

After Hours Auditorium Events

**After Hours Auditorium Events**

A Security Officer (SO) must be present at any event which runs past 5:00 PM. This is to ensure the safety of the attendees outside of normal business hours should an incident occur which could result in an emergency or evacuation.

Security Manager will interface with the DWJBA management office in 1316 prior to the event to determine the date, duration and expected crowd size of event. Manager will then assign requisite number of SO’s to be posted at event 30 minutes prior to scheduled start until event is complete and all participants have vacated. SO’s are expected to report to the post with a radio and fully charged battery.

If possible, SO should interface with event organizer prior to the start of event and review the “Safety First Message” attached to this Post Order. It is expected of event organizer to read this message to the attendees at the outset of the program. If they are not willing to read the message, the SO should read the message to ensure attendees are familiar with the protocol.

If Sheriff or Detroit Police have been posted in auditorium, be sure to acknowledge their presence prior to event and maintain contact throughout.

In the event of an alarm calling for evacuation of Center (fire alarm, power outage, etc.), SO will assume the role of Floor Warden, and shall immediately lead the evacuation of the auditorium and atrium areas. Upon hearing the alarm, the SO will:

* Radio Security 2 and acknowledge alarm
* Politely announce to presenter(s) of the event what is occurring and assume control of dais area
* Announce to attendees that the event has been concluded, and all occupants **must** evacuate immediately using stairwells C, D or E (point to the locations of each stairwell)
* Assess whether any attendees are mobility challenged and help to guide them to the front row of auditorium, then to the stairwell E landing. Radio to Security 2 the number of individuals unable to physically evacuate and verify that Security 2 has contacted EMS and they will be utilizing evac chairs to safely assist immobile individuals down the stairwell.
* Maintain contact with Sheriff and DPD, if applicable
* Do not allow individuals to delay their evacuation, regardless of their position (Judge, City Official, etc.)
* Once auditorium and atrium are vacated, check restrooms and stairwell corridors to determine if all areas are clear and radio Security 2 with status
* If areas are clear, begin descending via stairwell E. If SO encounters anyone evacuating, remain with them until reaching 1st floor. If they are having difficulty, radio Security 2 with location and they will interface with first responders to assist with the evacuation
* Report all clear to Security 2 after reaching 1st Floor

The SO assigned to this post will be required to take a leadership role if an emergency is declared. Therefore, the SO must have the ability to execute the role with confidence. It will be the Security Manager’s responsibility to assign appropriately.