



EMU–Detroit Welcomes You!

EMU–Detroit

EMU–Detroit is a satellite of EMU's main campus in Ypsilanti, Mich. EMU was founded in 1849 as Michigan State Normal School, and is always expanding to meet the training and continuing education needs of professionals.

EMU–Detroit is proud to make available seminar and meeting rooms to businesses and community groups. We have an attractive state-of-the-art facility for your meetings, conferences or training seminars. A full range of equipment is also available to rent at an additional charge. Rentals include an overhead projector, pull-down screen, whiteboard and one flip chart.

Northwest Activities Center

- The Northwest Activities Center has serviced the surrounding community for more than 50 years. Built in the 1950s, the Center was originally the Jewish Community Center.
- Now owned by the City of Detroit, the Center offers a variety of services, including leisure, social and cultural activities for the entire family. The Center features a complete health center, a business wing (currently renting office space), as well as a 500-seat theater, a ballroom and a kitchen.
- Ford Motor Co. and seven of its suppliers joined the City of Detroit in a \$3.4 million renovation to the Center's theater, ballroom, kitchen, pre-function area and restrooms.

The Suite

EMU's 5,000 square foot suite includes:

- Five classrooms
- A 20 station computer lab
- Two faculty and staff offices
- Internet access capability

EMU–Detroit

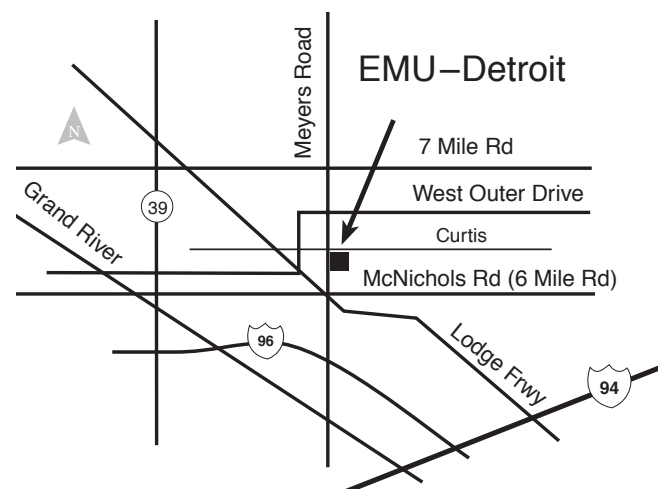
Northwest Activities Center

18100 Meyers, Detroit, MI 48235

313.342.2731 | Fax: 313.342.2767

detroit@emich.edu

www.ce.emich.edu/locations/detroit.aspx



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Room Fee Schedule

Rooms	Capacity*	Day rate	Partial day rate
200	30–36*	\$160	\$120
204	30–36*	\$160	\$120
206	18	\$130	\$90
210	18	\$130	\$90
212	48–60*	\$190	\$150
Computer Lab	(20 stations)	\$500	\$300

* *Varies with room set-up*

Availability*

Monday–Thursday: 9 a.m. to 7 p.m.

Friday: 9 a.m. to 5 p.m.

Saturday: Please call for available times.

* *Additional times may be available upon request.*

Catering

Whether it's beverages, snacks, box lunches or full-course meals, EMU–Detroit can assist with your catering needs. We work with five in-house caterers and utilize convenient, off-site caterers to ensure your budget needs are met. For information on catering, please call 313.342.2731. Please note that a guest count is required for all catered meals five business days prior to the event. The vendor will bill you according to your advance count.

Audio/Visual Fee Schedule

Visual	Per Day	Per Hour
25" TV and VCR on rolling cart	\$80	\$20
Overhead projector with rolling cart	\$40	\$10

Computer

Laptop with Internet capacity	\$125	\$25
LCD projector with renter's laptop interface	\$180	\$25

Supplies

Flip charts (regular with pens)	\$15
Post-it note flip chart pads with pens	\$25
Photocopies	10¢ per page

Discounts for EMU Alumni, non-profit organizations and Chamber of Commerce members are available upon request.

Policies

Reservations cancelled less than seven days prior to the event date will be charged a cancellation fee of 20 percent of the original invoice.

Payment

We accept payments via check, money order, MasterCard, Discover and Visa.

Materials

EMU–Detroit will accept prepaid shipments of moderate size prior to the event. Please contact the conference manager at 313.342.2731 to arrange for someone to receive the package.

Messages

Messages will be taken for your party while you are in your meeting.

Registration

EMU–Detroit will provide a table and chairs for registration purposes. The client must provide material and personnel.

Responsible Party

The client assumes responsibility and liability for losses, damages and claims of injury or damages to client's property and the property of EMU–Detroit incurred by the client. The use of pins, nails, tape or staples for securing banners and signage to walls is strictly prohibited.

Smoking

Please appreciate that EMU–Detroit and the Northwest Activities Center are non-smoking areas. Smoking is allowed in designated areas outside of the building.

Special Needs

EMU–Detroit is compliant with state and federal laws for special needs access.

Telephones

EMU–Detroit may allow customers access to office phones for local calls upon request.