

## Facility Use Request Process

### **Step 1: Verify Room Availability**

To verify availability, please contact Jodi Anthony at [janthony@eatonresa.org](mailto:janthony@eatonresa.org) or 517.541.8713. You will need to provide your name, email, phone number, date and time of event, and the number of participants for the event.

***Note: Requests must be made at least thirty (30) days in advance of the event, but not sooner than three months before the event.***

### **Step 2: Submit Facility Use Request Form**

If a room is available, you will need to complete and sign the Facility Use Request Form that you will receive via email. Included in the email will be an informational letter which includes the fee schedule, and a copy of the Facility Use Policy and Administrative Guidelines. Please return the completed form to Jodi Anthony.

### **Step 3: Approval/Denial of Request**

After your signed request has been received, the Executive Director of Finance & Operations will review your request within 72 hours.

### **Step 4: Facility Use Agreement**

If your request is approved, you will receive a Facility Use Agreement with details of your request, any associated fees, a Facility Use Follow-Up Checklist and the Emergency Process/Contacts. If the request is denied, you will receive a response indicating the reason for the denial. The Facility Use Agreement must be signed and returned to Jodi Anthony along with a copy of your liability insurance coverage, no later than two weeks prior to the event, or the room may be used by someone else.

***Note: Cancellations made more than 48 hours in advance of the event will incur no fee, however, if the cancellations is not made before 48 hours, original fee will be invoiced.***

### **Step 5: The Event**

Please work with Jodi to verify the room set-up and technology needs prior to the event. Please provide a list of all the participants for our receptionist for sign-in purposes. Water dispensers and bathrooms are available in the conference wing and you may use our coffee pots if you have coffee you want to make. A list of local restaurants or hotels can be provided if requested.

***Note: At the conclusion of the event, please complete the Facility Use Follow-Up Checklist to help us improve your experience in the future.***

### **Step 6: Payment of Services**

You will receive an invoice for the facility use, which is due and payable within 30 days.

***Note: Any group with a past due balance may lose facility privileges until the account has been paid.***

If you have any questions, please contact Jodi Anthony at  
517.541.8713 or [janthony@eatonresa.org](mailto:janthony@eatonresa.org)

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