



Conference &  
Event Services

MACOMB COMMUNITY COLLEGE

Discover. Connect. *Advance.*<sup>SM</sup>

## Meeting & Event Planner's Guide

Venues • Services • Policies

[macomb.edu/eventservices](http://macomb.edu/eventservices)  
[reservations@macomb.edu](mailto:reservations@macomb.edu)  
586.498.4198



# Welcome

The entire community of Macomb Community College invites you to consider our beautiful and welcoming campuses to hold your next meeting or special event. The combined talents of our extensive on-ground team of facility managers, executive chefs/caterers, electricians, IT technicians, maintenance personnel, college police and services staff culminate into one incredible event experience for you and your guests. We welcome the opportunity to meet with you and show you the magic that is truly Macomb!

- Five flexible event and performance venues
- 175,000 square feet of indoor meeting space
- Hundreds of acres of accessible outdoor property
- College-wide resources, equipment and connections





# Table of Contents



## South Campus • 14500 East 12 Mile Road • Warren, MI 48088

Sports & Expo Center .....	1
John Lewis Conference Center .....	7
Outdoor Spaces.....	13



## Center Campus • 44575 Garfield Road • Clinton Township, MI 48038

Professional Development Center .....	15
Macomb Center for the Performing Arts .....	21
Albert L. Lorenzo Cultural Center .....	27
Frequently Asked Questions .....	33
College Police.....	34
Food Services .....	35
Making a Reservation .....	37
Making a Payment.....	38
Community Connections .....	39
Maps.....	40
Partnerships.....	43
Local Convention and Visitors Bureau .....	44

# Sports & Expo Center

South Campus • Warren, Michigan • 75,000 sq. ft.



The Sports & Expo Center (SEC) is a one-of-a-kind exhibition and event venue that's been hosting a wide array of sporting competitions, consumer shows, school graduations, economic forums, political rallies, club meetings, community gatherings and educational opportunities for decades. Home to the college's men's and women's intercollegiate teams, the SEC continues to serve both student and community functions on a year-round basis, on weekdays and weekends. Whatever goals

and designs your large-scale event has set, the SEC has the history and proven experience to rise to your occasion and deliver a memorable and rewarding time on campus.

The Sports & Expo Center offers cost-saving advantages over other facilities, including flat-rate pricing, use of your own labor for display setups, no head tax (for each attendee) and selected building services (see page 7).

## Key Features

Contact: 586.498.4198

- Four high-volume, low-speed fans evenly dispersed around the ceiling ensures continuous movement of airflow for optimum room temperatures day or evening hours.
- Newly-installed, super high-efficiency HVAC system changes air in exhibit spaces up to four times per hour for all-season climate control and premium air quality.
- One level of flooring from parking lots to exhibit hall—no steps.
- Spacious entrances, lobbies and registration areas.
- Main event space is 61,000 sq. ft. of unobstructed space.
- Easy-on-the-feet flooring, strong enough for vehicles and heavy displays.
- High ceilings that reach 32'—accommodating large exhibits and hanging signs.
- Two easy-access freight doors for faster load-in and tear-down times.
- Full, professional portable stage with sound and lighting available upon request.
- Portable grandstands for general seating or forming custom room layouts.
- Ceiling-to-floor curtain to subdivide large exhibit space into two smaller sections.
- Various room sets designed with the use of pipe and drape.
- Ceiling-mounted, 60-speaker sound system for announcements and music.
- Full catering service and staffed concessions area for dining convenience.
- Additional direct-entry/exit points through 12 standard double doors.
- Abundant and lit parking, including handicapped and drop-off zones.



# Venue is a landmark destination in Macomb County and the Southeast Michigan region.



The largest space provides a maximum seating capacity of 5,000 (theatre style), or 250 (10'x10') booths.



Registration room offers three roll-up windows for client ticketing services or other show entrance needs like sales brochures, literature bags and badges. (Free with paid rental of SEC.)



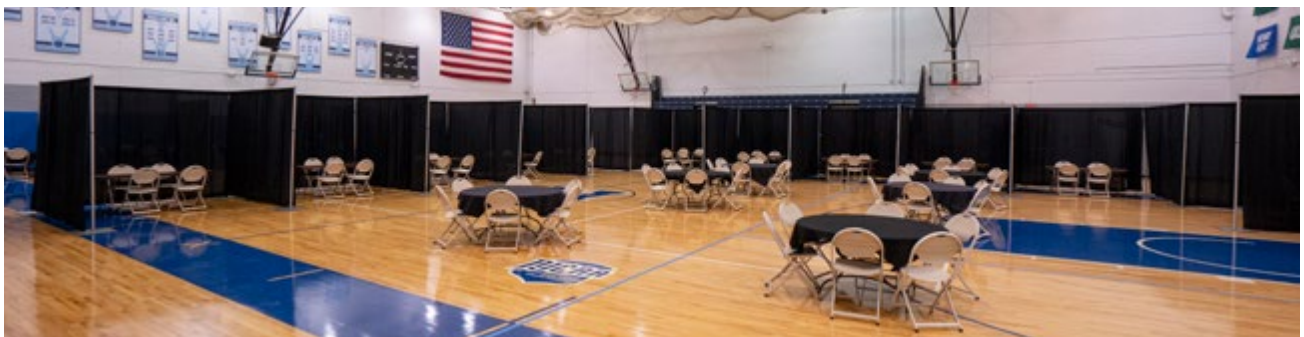
The Macomb Room (30'x30'), with doors that open to main exhibit space and main hallway, can function as an on-site communications area, a visible breakout room and/or a serving area for catering.



Classrooms, including a computer lab with 24 workstations and a mediated presenter podium, add teaching functionality and other instructional presentations to a guest-filled day of learning experiences.



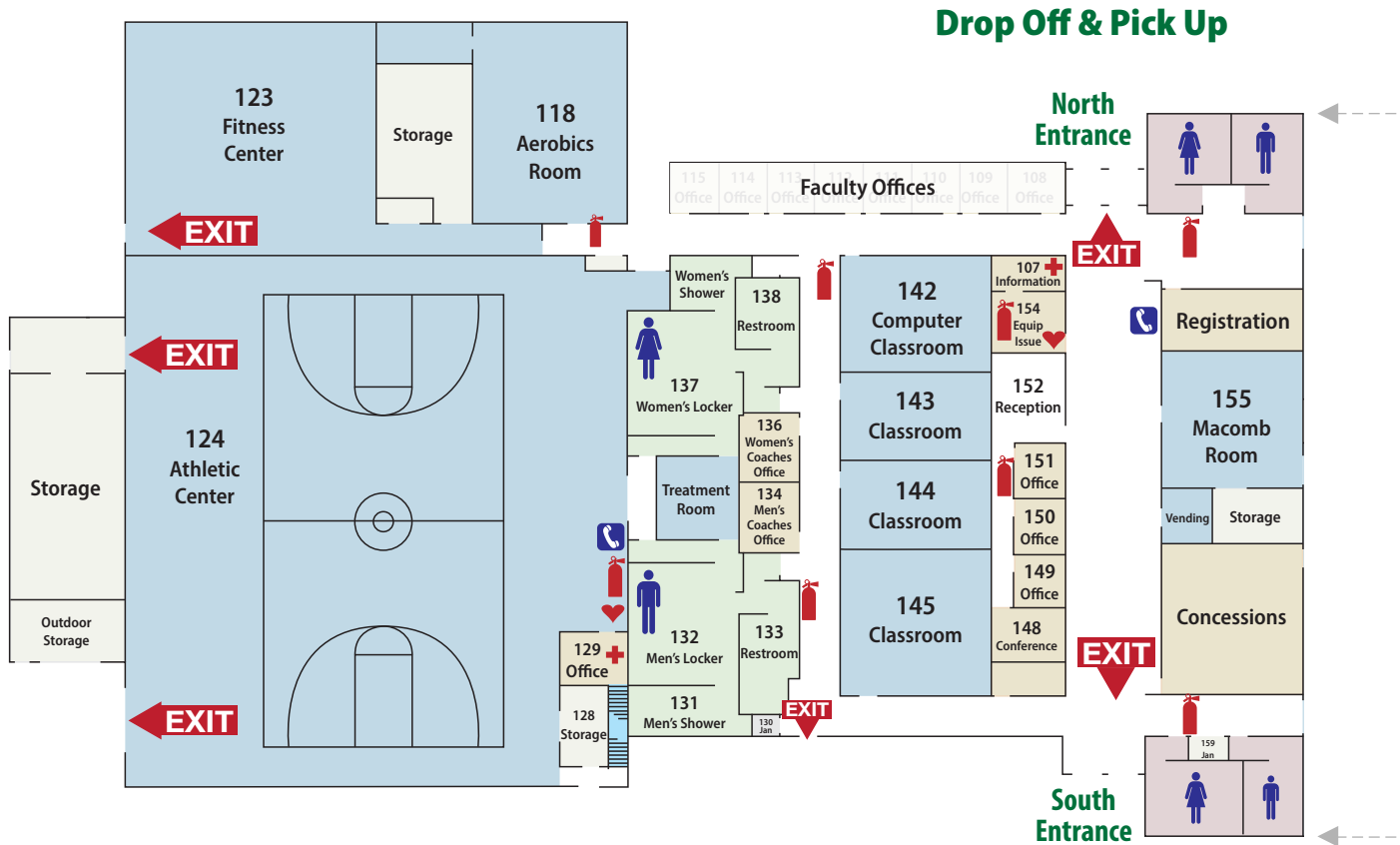
Guest drop-off zone at the main entrance meets a covered walkway in case of inclement weather, and can also be staged as an outdoor exhibit area for special vehicles or event services.



Auxiliary gymnasium with 12,000 sq. ft. is located just down the hall from the exhibit hall and can serve as a valuable staging place or large breakout for main events.

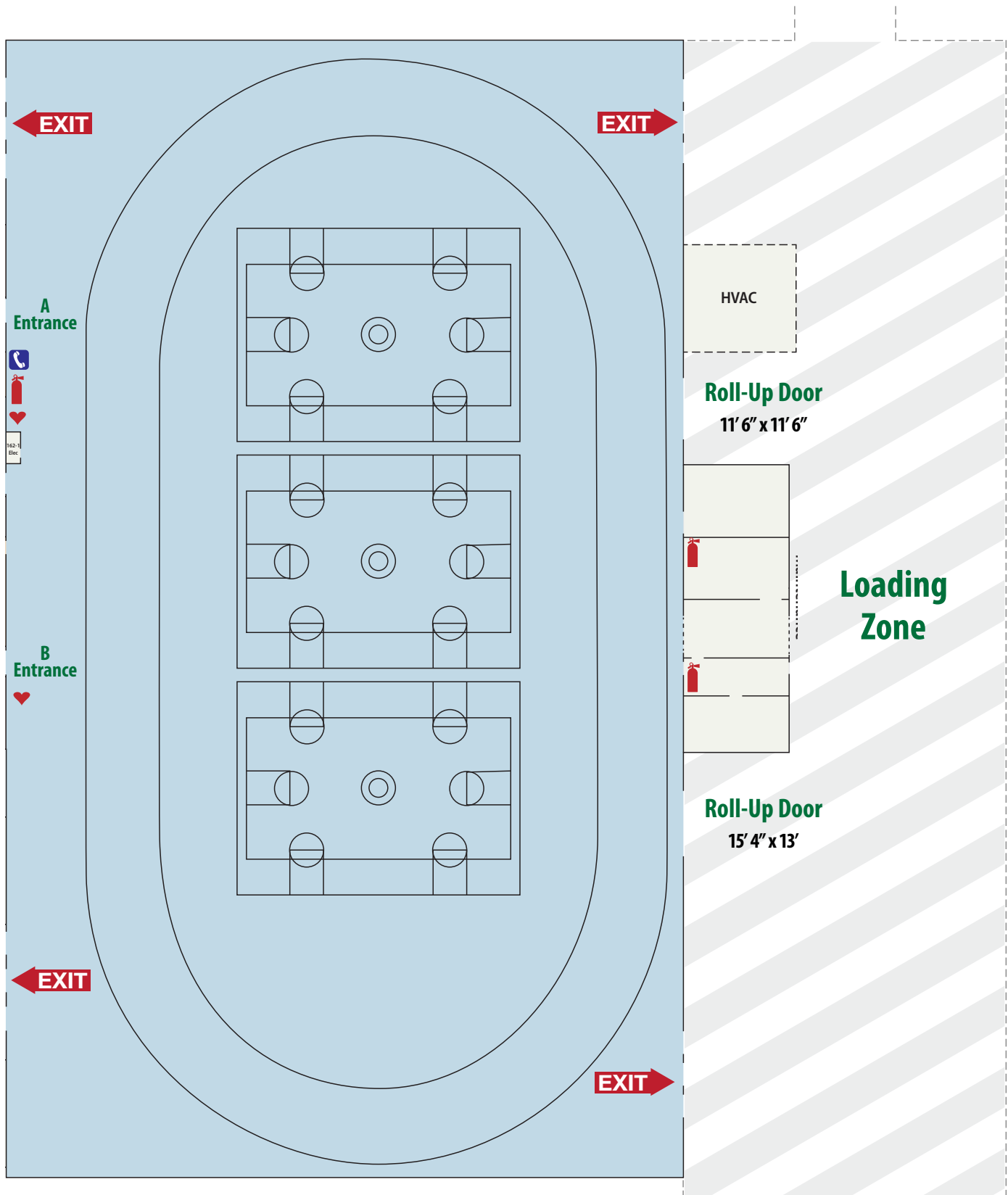
# Sports & Expo Center

South Campus • Warren, Michigan • 75,000 sq. ft.



Sports & Expo Center Room Capacities							
Meeting Rooms	Banquet	Class	Conference	Reception	Theater	Stage	Height
Exposition Area	2,000	–	2,000	5,000	3,500	1	32
Athletic Center	–	100	–	–	500	–	28
Macomb Room	–	35	–	60	50	–	9
Classroom 143	–	30	–	60	50	–	9
Classroom 144	–	30	–	60	50	–	9
Classroom 145	–	40	–	60	50	–	9
Classroom 118	–	30	–	60	50	–	9

# Diverse spaces offer maximum event flexibility and opportunity.



- Courtesy Phone
- Fire Extinguisher
- First Aid Kit/Defibrillator
- Restroom

# Sports & Expo Center

South Campus • Warren, Michigan • 75,000 sq. ft.

## Facility Services



Prior-day(s) access to exhibit areas ensures client familiarity with building and resources to maximize show potential ahead of scheduled event days.



Forklift service operated by Macomb personnel (weekly shift) receives heavy-lift objects and truck deliveries for faster on-site deliveries.



Directional ground signs, with event name inserted, guide guests arriving on campus to closest parking lots next to facility's main entrances.



Facility labor (electrical, drayage, building attendants, college police and cleaning crew) is supplied to help keep events on budget. Fees apply.



High-speed, hardline access to internet offers heavy-data users continuous uninterrupted service (fee applied). Free public Wi-Fi for attending guests.



Two rear-projecting (15'x 9') display screens amplify on-stage presentations in clear format throughout the entire viewing space.

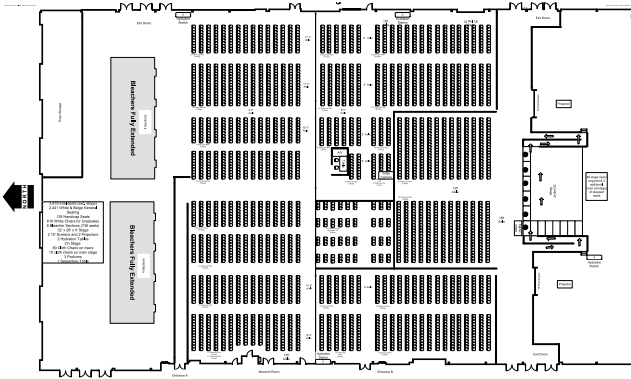


Technological service is monitored by facility staff during event times. (Standard in-house A/V and other supporting equipment are free of charge.)

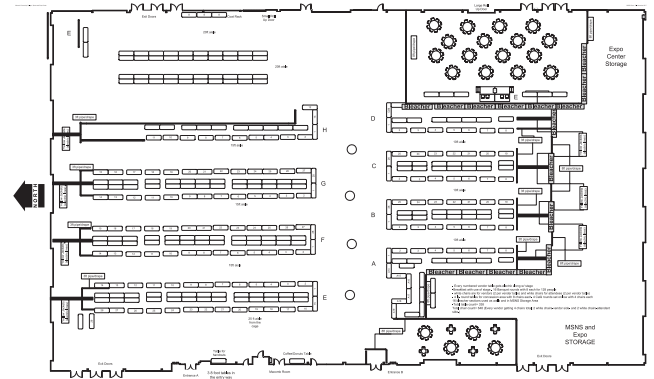


# Designed-to-scale floor drawings affirm room specifications in exact placement.

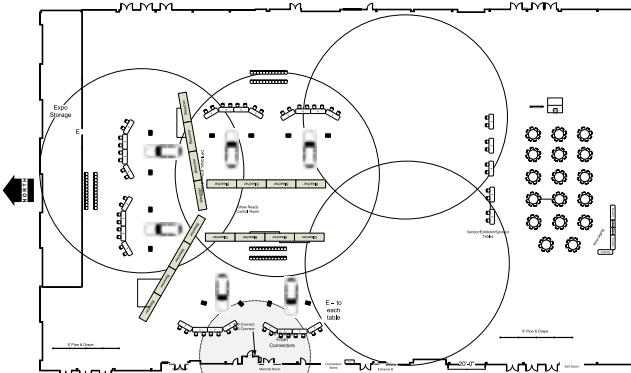
## Chairs/Stage



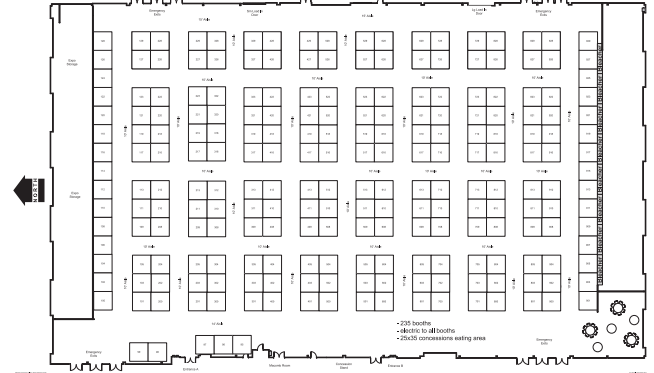
## Tables/Rooms



## Exhibits/Technology



## Booths/Aisles



## Need power? The Sports & Expo Center has it!

There are up to 210 portable standard electrical outlets on 20 amp circuits that can be distributed across the Expo floor, conveniently drawn from each wall to minimize electrical lines on the floor. This is sufficient power to run normal computing and lighting in each of the exhibit spaces. However, if your needs require greater amperage, the facility can make 208 3-phase or single-phase with 3- or 4-wire hookups. Also, custom power supply can be arranged for commercial demonstrations, heat applications and elaborate A/V systems. Ask the facility manager should you need a quote.

# John Lewis Conference Center

South Campus • Warren, Michigan • 25,000 sq. ft.

Newly  
Renovated!



Further testament to the college's continual commitment to education, enrichment and economic development is the fully renovated John Lewis Conference Center, strategically located in the heart of its South Campus. Each of the facility's upgraded meeting rooms are infused with the latest professional sound, lighting and audio-visual technology that provide the immersive learning experience needed by today's in-person presenters and attendees. This is enhanced by brighter rooms,

open spaces and new comfortable surroundings that create a welcoming environment from front doors to guest seats. As always, the center is staffed by industry-trained meeting and support personnel for the best in customer service, including corporate food management. So, whether your meeting is for just a few hours or extended over several days, the new John Lewis Conference Center places you at the center of attention and delivers on all levels for a positive and lasting impact.

## Key Features

Contact: 586.498.4198

- Twelve mediated, multi-functional conference rooms from 250 to 5,400 square feet.
- Spacious lobbies on two levels for guest relaxation, personal work or event registration.
- Built-in raised stage with theatre-style lighting for professional presentations.
- Presenter podium in each meeting space equipped with computer and full A/V features.
- Divider walls in some meeting rooms to expand space and seating capacities.
- New Market Twenty 4 Seven food station, located in the main lobby, sells hot/cold beverages, sandwiches, salads, snacks and sweets. Always open.
- "Go anywhere" wireless microphones for a variety of speaking styles and functions.
- Guest elevator at front entrance for fastest route to conference rooms from main entrance.
- Freight elevator for movement of large or heavy materials direct to conference center level.
- Large, circular driveway in front of facility for easy drop-off of guests or special event vehicles.
- Bookstore on street level for purchase of convenient office items (during business hours).
- Complete catering kitchen located within the facility for most types of food service delivery.



## Integrated spaces accommodate a full spectrum of meeting requirements.



The Macomb Room (K-301) is the largest single gathering space in the John Lewis Conference Center. With its raised stage, advanced audiovisual technology and superb lighting, the room often serves as a main meeting destination with breakout rooms surrounding it.



The Lake Superior Room (K311–K313) is representative of one other identical meeting room in the same area. This room, like the other, is dividable into two equal halves to accommodate multiple groups.



The Lake Erie Room (K324), the second largest meeting space, comfortably provides space for various kinds of seating, resource tables and in-room dining service.



The Lake Huron Room (K316) is designed with fixed tiered seating that allows for quick use by attending guests and is ideal for film viewings, smaller presentations, and lectures.



The TEAMS Room (K320) is set for immediate conferencing with its Microsoft software-linked interactive camera and multi-stationed microphones positioned strategically around the room.



Designed for executive-style meetings, the Monarch Room (K341) is a comfortable all-day use space with two large displays, presenter's podium, long counters for in-room meal service and storage cabinets for keeping large amounts of meeting materials organized.

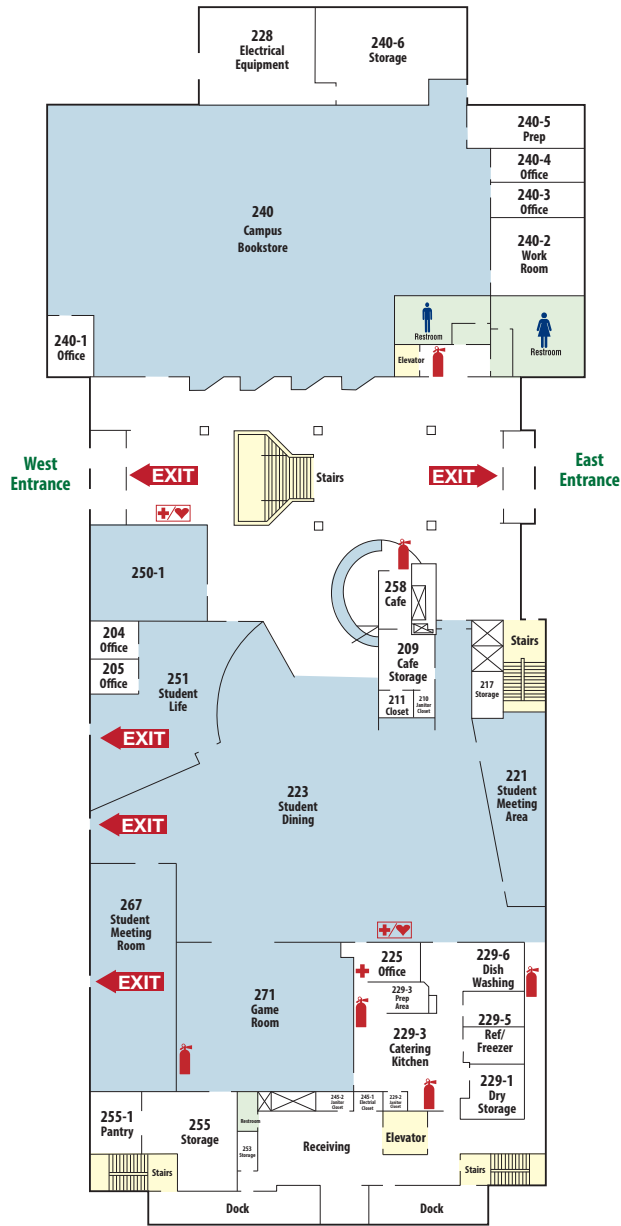


The Upper Lobby connects all conference level meeting rooms and is often a prime staging area for event registration, small exhibits and buffet serving tables.

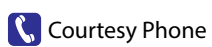
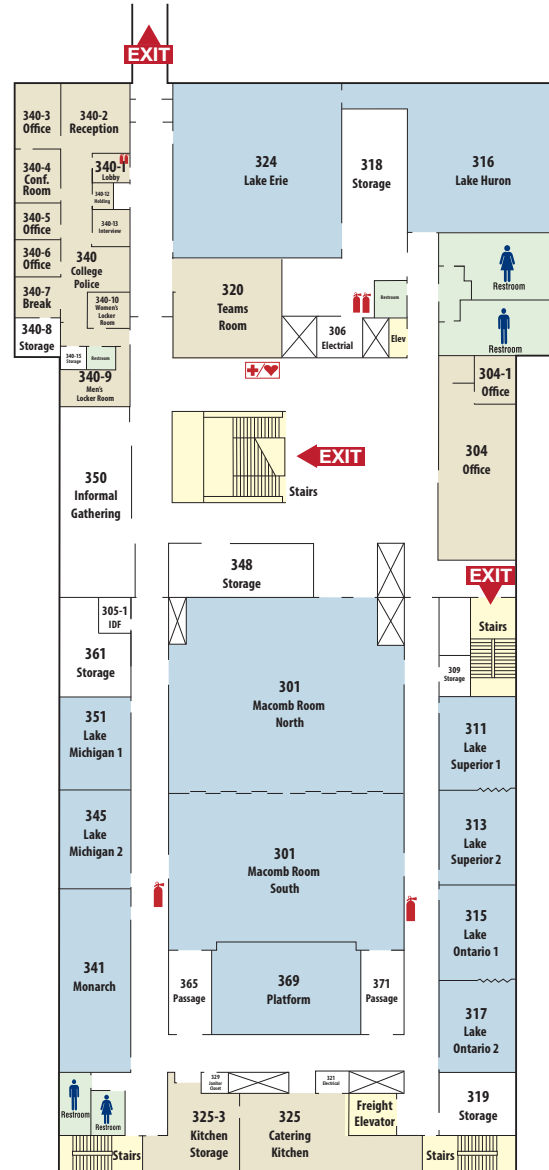
# John Lewis Conference Center

South Campus • Warren, Michigan • 25,000 sq. ft.

## Level 200 (Main)



## Level 300 (Upstairs)



Courtesy Phone



Fire Extinguisher



First Aid Kit/Defibrillator



Restroom



## Maximum seating capacities show best fit for attending guests.

Room	Dimensions	Conference U	Conference Square	Classroom (2 per table)	Theater	Banquet (8 per table)
Macomb Room (K301)	60' x 90' 5,400 sq. ft.	Upon Request	Upon Request	300	550	320
Macomb Room South (K301)	60' x 40' 2,400 sq. ft.	Upon Request	Upon Request	150	250	150
Macomb Room North (K301)	60' x 50' 3,000 sq. ft.	Upon Request	Upon Request	150	250	150
Lake Superior (K311/K313)	19' x 48' 912 sq. ft.	22	24	40	70	48
Lake Superior 1 (K311)	19' x 23' 437 sq. ft.	10	12	20	30	24
Lake Superior 2 (K313)	19' x 25' 475 sq. ft.	10	12	20	30	24
Lake Ontario (K315/K317)	19' x 48' 912 sq. ft.	22	24	40	70	48
Lake Ontario 1 (K315)	19' x 23' 437 sq. ft.	10	12	20	30	24
Lake Ontario 2 (K317)	19' x 25' 475 sq. ft.	10	12	20	30	24
Lake Huron (K316)	38' x 38' 1,444 sq. ft.	Classroom set for 75 maximum				
TEAMS Room (K320)	27' x 24' 648 sq. ft.	16	20	n/a	n/a	20
Lake Erie (K324)	45' x 43' 1,935 sq. ft.	Upon Request	Upon Request	90	155	112
Monarch Room (K341)	19' x 48' 912 sq. ft.	22	24	n/a	n/a	n/a
Lake Michigan 1 (K351)	19' x 23' 437 sq. ft.	10	12	20	30	24
Lake Michigan 2 (K345)	19' x 25' 475 sq. ft.	10	12	20	30	24

# John Lewis Conference Center

South Campus • Warren, Michigan • 25,000 sq. ft.

## Facility Services



Full event management services: pre-planning designs, event monitoring, and event setup and teardown.



Use of standard in-house A/V equipment, including laptops and technical support personnel.



Video conferencing to other conference rooms as well as off-site locations for live simulcasts.



Lobby screens for welcoming/directing guests and displaying event times and locations.



Pipe and drape in larger rooms or lobbies for creating specialized spaces or paths.



Café dining room with comfortable, contemporary seating and tables for small social gatherings available for conference center guests.



Table coverings and skirting for in-room use, lobby guest registration and greeting areas.

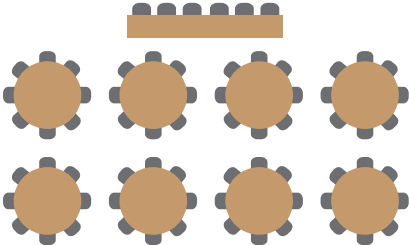


A freight elevator for large displays or objects. Dimensions: 8' x 12' x 8'. Maximum load capacity of 10,000 lbs.

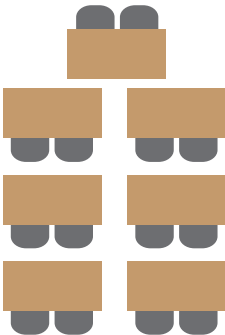


Different style meeting rooms ensure presentations are custom fit to audience dynamics.

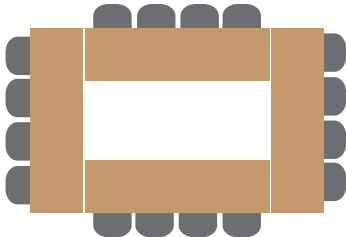
Banquet Style



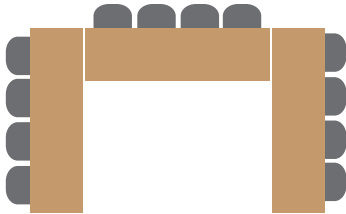
Classroom Style\*



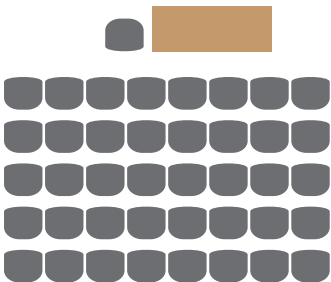
Conference Square



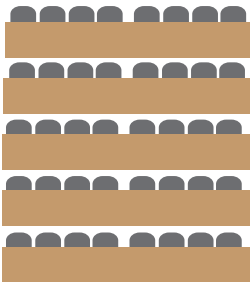
Conference U



Theater Style



Fixed Seating

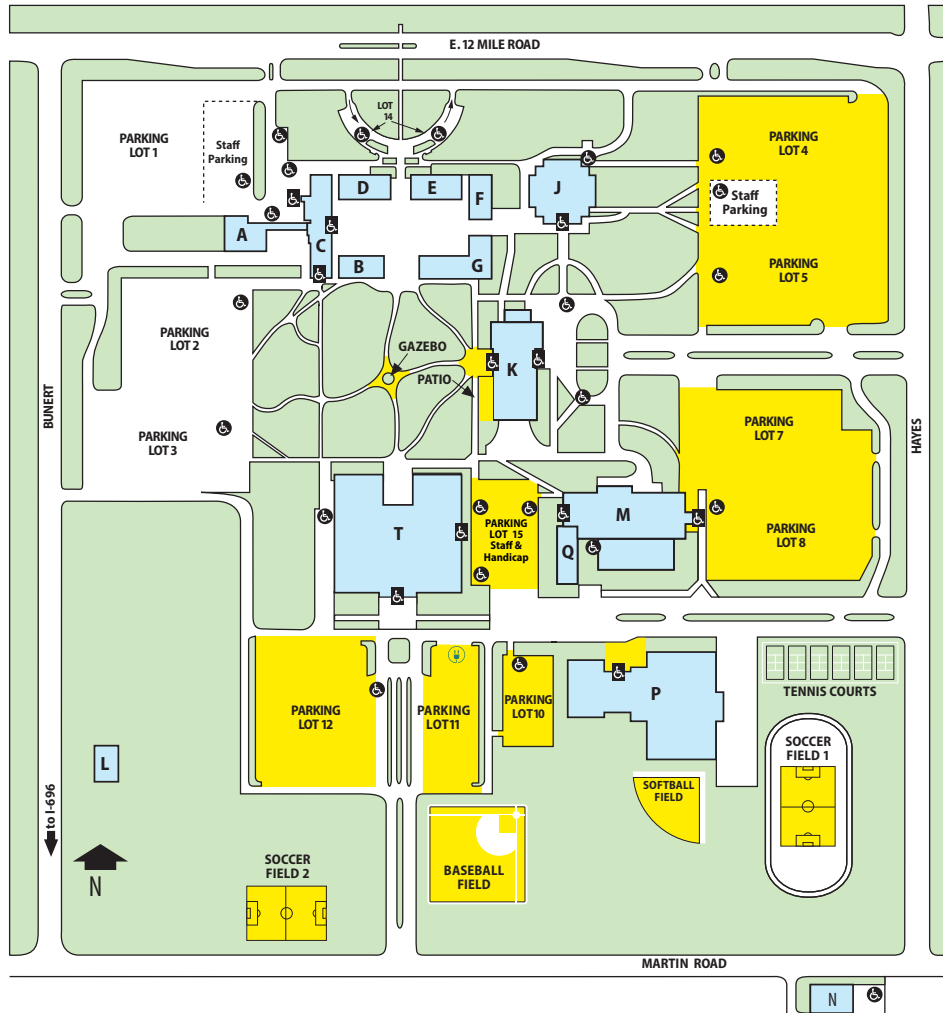


\*Classroom style: see page 10 for each room's capacities and dimensions.

# Outdoor Spaces

South Campus • Warren, Michigan • 1,225,000+ sq. ft.

Many of the surrounding spaces to meeting venues allow for different types of uses—business, social or recreational—which can be rented alone or as an add-on to an already reserved indoor event.



Parking Capacity/Lot Size				
Location	Parking Spaces	Handicap Spaces	Dimensions	Square Feet
Lots 4/5	1,000	21	597' x 510'	355,400
Lots 7/8	782	19	616' x 417'	256,800
Lot 10	110	18	161' x 254'	40,800
Lot 11	223	2	170' x 454'	77,100
Lot 12	478	10	454' x 363'	164,800
Lot 15	478	10	454' x 363'	164,800

Adjacent Building Spaces		
Location	Dimensions	Square Feet
P Building North Entrance	122' x 80'	9,760
K Building West Entrance	80' x 90'	7,200
Soccer Field 1	220' x 354'	77,880
Soccer Field 2	205' x 330'	67,650
Gazebo	27' x 27'	729
Patio	100' x 50'	5,000



# Surrounding spaces expand the possibilities of facility rentals.



The large parking lots surrounding the event venues transform into outdoor “exhibit” areas that can stage large-scale activities involving people and equipment. For creative event planners, the lots can be used either as a stand-alone space, or in conjunction with a building rental. Full or partial lots are available.



The Gazebo and its surrounding sidewalks is an easy, walk-on part of the rental properties with some of South Campus’ best vistas.



The Patio is a complimentary extension of the John Lewis Conference Center, with umbrella covered tables and immediate access to services.



The college’s tennis courts, ball diamonds and soccer fields surround the Sports & Expo Center with abundant spectator room and parking.



Smaller parking lots offer reduced-scale, controlled event atmospheres for standing crowds or competitive sports with ample room for judging.



Vehicle racing or other course-designed circuits can be set up in the main parking lots for entertainment or testing purposes.



Wide approaches to event facilities serve as a unique place to spotlight indoor events or play a role in the scheduled list of attendee activities.

## Outdoor Uses

- Special vehicle testing
- Sports car racing
- Athletic competitions
- Political rallies
- Expanded event spaces
- Alternate dining locations

# Professional Development Center

University Center at Center Campus • Clinton Twp., Michigan • 22,000 sq. ft.



For two decades, the University Center at Macomb Community College has been at the forefront of innovative learning experiences with the advent of its unique partnership program with Michigan's top four-year colleges and universities. Its strategic location on campus and in the region has provided the means for many area students and Detroit-based companies and organizations alike to conveniently connect and develop both personal and professional skills at conferences, seminars

and elegant gatherings. These and many other collegiate and community activities all take place within its Professional Development Center (PDC), where event organizers can choose from a variety of impactful spaces for setting the proper tone and environment from a vast array of rooms and leisure surroundings.

**For a free quote, contact the staff directly at the number below.**

## Key Features

- Meeting and learning spaces, all available on one floor.
- Fully mediated audiovisual and projection equipment built into each meeting room.
- Pre-function and relaxation areas dispersed throughout the building for guest comfort.

**Contact: 586.263.6461**

- Conveniently located free parking and drop-off zones at two main entrances.
- On-site catering station for serving hot/cold meals at banquets or small food orders.



# Technology powered spaces accelerate learning in campus complex.

## Equipment Profile



### Assembly Hall

Fully mediated audiovisual station with desktop computer, speakers, Blu-Ray, doc cam, laptop hook-ups (VGA & HDMI), microphones, drop-down projector and two side television screens (w/split screen option).



### Board Rooms 156 and 161

Fully mediated audiovisual station with 65" digital screen, laptop hook-ups (VGA & HDMI), sound, individual power connections and video conferencing ability from each seat.



### Executive Board Room 109

Fully mediated audiovisual station with desktop computer, laptop hook-ups (VGA & HDMI), 84" screen, sound, conference phone and private adjoining catering station.



### Lecture Hall A

Fully mediated audiovisual station with desktop computer, speakers, Blu-Ray, doc cam, laptop hook-ups (VGA & HDMI), wireless microphones, sound, with rear projection screen. Spans two floors, individual file-up desks and elevator accessibility.



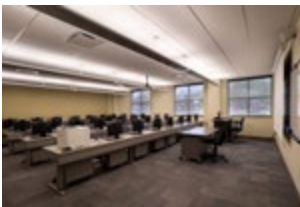
### Lecture Hall B

Fully mediated audiovisual station with desktop computer, speakers, Blu-Ray, doc cam, laptop hook-ups (VGA & HDMI), wireless microphones, drop-down projector, two (side) projection screens (w/split screen option). Tiered classroom with electrical outlets at each seat.



### Classrooms 104, 106, 108, 110, 112

Fully mediated audiovisual station with desktop computer, speakers, Blu-Ray, doc cam, laptop hook-ups (VGA & HDMI), data projector, sound and whiteboards.



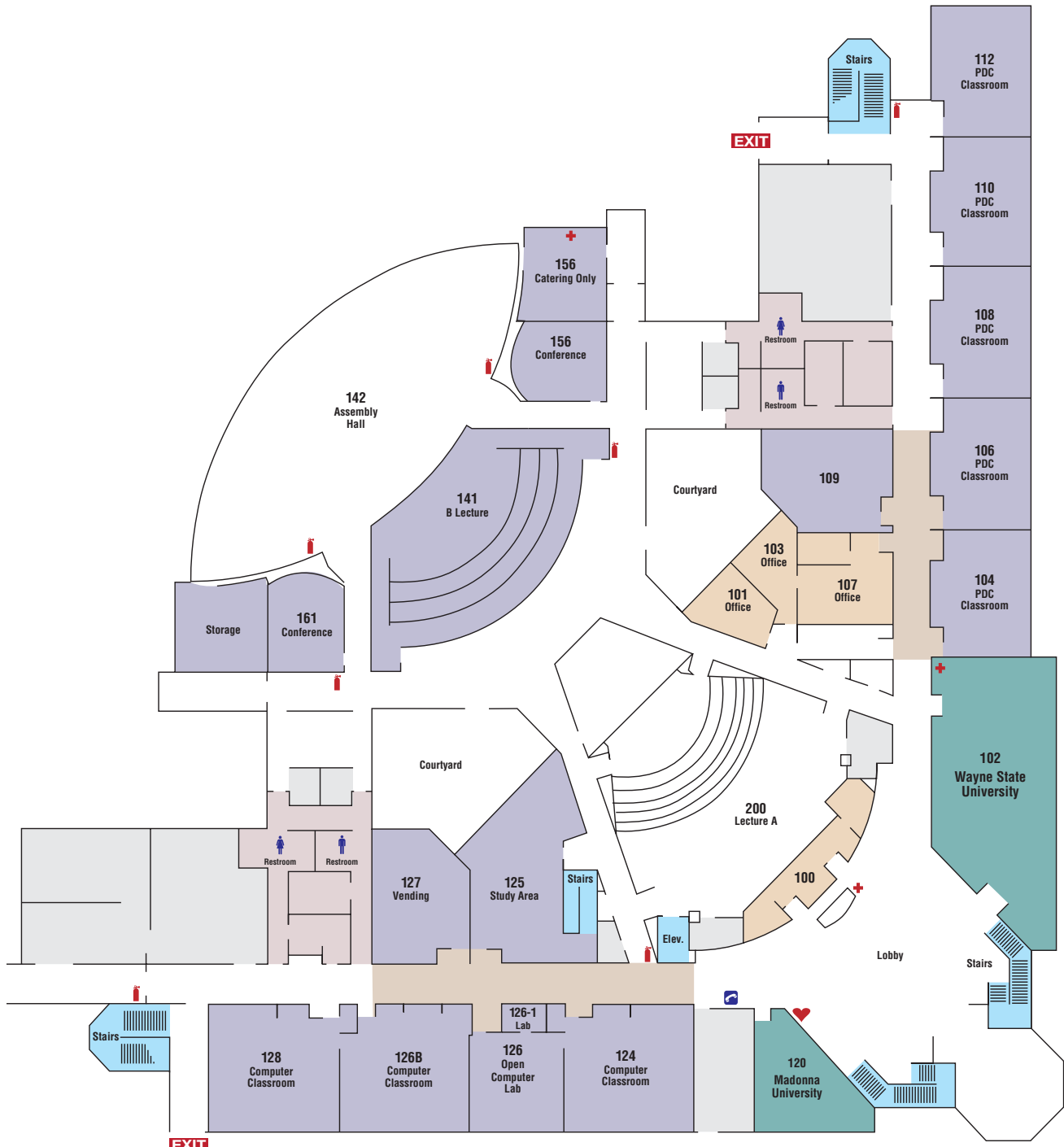
### Computer Labs 124, 126B, 128

Fully mediated audiovisual station with desktop computer, speakers, Blu-Ray, doc cam, laptop hook-ups (VGA only), data projector, sound, whiteboard and printers. Microsoft-equipped individual hybrid computer stations, that drop away for classroom use.



# Professional Development Center

University Center at Center Campus • Clinton Twp., Michigan • 22,000 sq. ft.

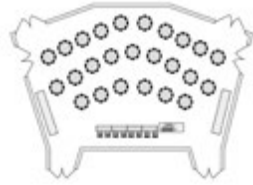


North Entrance

- Courtesy Phone
- Fire Extinguisher
- First Aid Kit/Defibrillator
- Restroom

# Pre-set rooms put dynamic meeting plans into action.

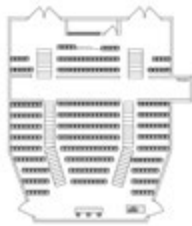
Assembly Hall Maximum



Assembly Hall Minimum



Lecture Hall A



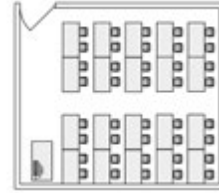
Lecture Hall B



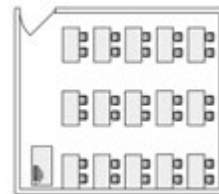
Computer Labs



Classroom 104



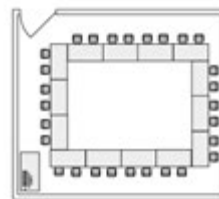
Classrooms 106-110



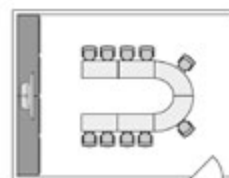
Executive Board Room 109



Classroom 112



Conference Rooms 156 & 161



# Professional Development Center

University Center at Center Campus • Clinton Twp., Michigan • 22,000 sq. ft.

## Facility Services



Audiovisual technician provides coverage before and during events throughout facility.



Installation of licensed software offered on PC workstations in computer labs for training.



Catering kitchen, located inside Assembly Hall, enables serving staff to quickly dispatch food and beverages to guests, and refresh meal services.



Conference phone service with full room amplification available upon request.



Placement of client event signs around campus by college maintenance personnel.



Electronic display in main lobby details event way-finding, daily schedules and weather.

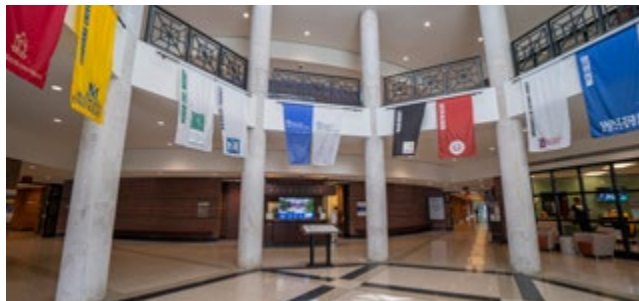


## Multiple meeting & relaxation spaces give unlimited choices for diverse event planning.

Room	Capacity (max)	Dimensions	Ceiling Height
Assembly Hall	200	125' x 50'	15'
Lecture Hall A	270	60' x 65'	24'
Lecture Hall B	90	85' x 38'	12'
Conference Room 156	12	20' x 22'	9'
Conference Room 161	12	20' x 22'	9'
Executive Board Room 109	18	24' x 32'	9'
Classroom 104	40	24' x 34'	10'

Room	Capacity (max)	Dimensions	Ceiling Height
Classroom 106	30	24' x 34'	10'
Classroom 108	30	24' x 34'	10'
Classroom 110	30	24' x 34'	10'
Classroom 112	30	24' x 34'	10'
Computer Lab 124	30	28' x 35'	10'
Computer Lab 126B	30	28' x 35'	10'
Computer Lab 128	30	28' x 35'	10'

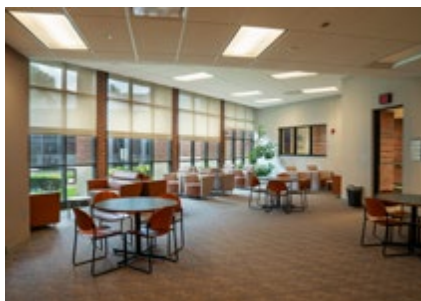
## Extra resource areas offer rest and plenty of room to work.



The PDC's atrium lobby is a main focal point for guests entering the facility and serves as a gateway to all points inside.



The pre-function area, near to all the meeting rooms, provides an excellent registration area for attendees.



A comfortable and well-lit lounge for private or small group relaxation is conveniently located near the atrium lobby.



Two courtyards, along the main interior concourse, are pleasant outdoor gathering spaces during meeting breaks.



Message centers are equipped with public phones, computer terminals, drinking fountains and restrooms.

# Macomb Center for the Performing Arts

Center Campus • Clinton Township, Michigan • 32,600 sq. ft.



From its humble beginnings as Macomb's Theatre At The Barn, Macomb Center for the Performing Arts has been a staple of the cultural community. Built in 1985, and renovated circa 2008, it has played host to local arts organizations, internationally renowned performers, and some of America's favorite singers and storytellers. With floor-to-ceiling windows, and dramatic sky views, the lobby sets the perfect mood for any cultural or corporate event. Comfortable bench

seating and available concessions will enhance your guests' experience. When you are ready to welcome your guests to the auditorium, relax in the knowledge that there is truly, not a bad seat in the house. Macomb Center's two-level seating offers an intimate setting, with no obstructed views. Let Macomb Center set the stage for a breathtaking event your audience is sure to remember for years to come.

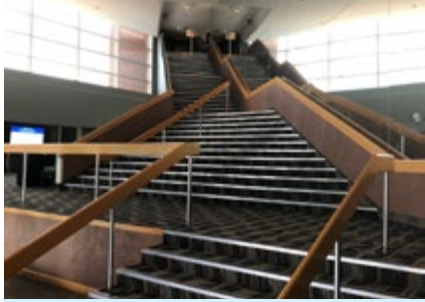
## Key Features

- Two primary and adjacent rental spaces: Main Stage, with two-level auditorium seating for 1,270; and the Multifunction Room, presenting an intimate setting for 100–250 guests.
- Load-in facilities for two 48' semi-truck trailers, with freight delivery at stage level.
- Full-size orchestra pit (36' x 11'), which can also serve as premier seating for up to 36 persons.
- Box Office services, including ticket printing, credit card processing and group sales.
- Complete staging and production capabilities, as well as in-house event design.

Contact: 586.286.2141

- Rehearsal and dressing rooms, Green Room for performers/presenters to relax, laundry, and other client-focused areas.
- Free event planning and consultation services, and front-of-house support.
- Spacious lobby, art gallery, concessions and exterior patio for guest relaxation and conversation.
- Easy, indoor access to our next-door partner event facility The Albert L. Lorenzo Cultural Center.
- On-site professional catering service with licensed state of Michigan wine/beer and spirits sales.
- Free, ample and lighted parking lots along with patron drop-off zone at main entrance.

# Theater venue sets the stage for VIP events and performances.



Grand staircase draws patrons to upper gallery and expands capacity by 123 seats while retaining the charm of an intimate setting.



Full-size professional stage with sprung floor and hydraulic lift accommodates a full range of theatrical productions.



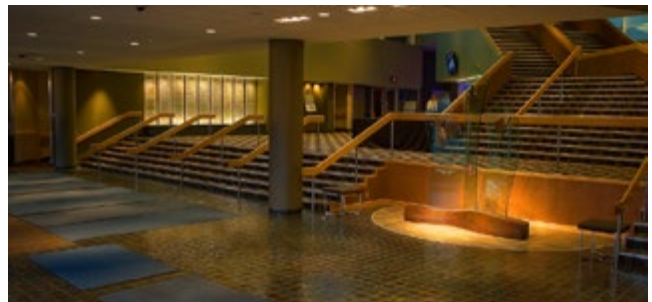
Multifunction Room is outfitted with sprung dance floor, ballet bars and mirrors and full A/V mediation.



Exceptional acoustics, designed without the need for additional sound reinforcements, artfully propel sound, voice and music forward.



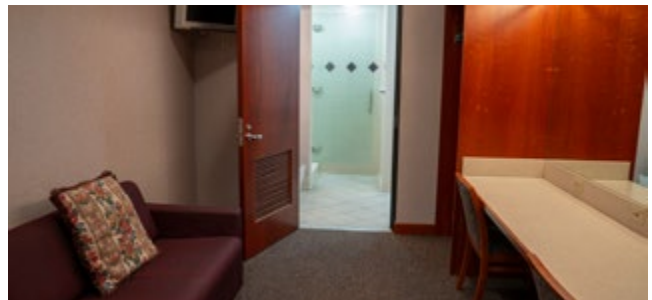
Box Office accepts VISA, Mastercard and Discover credit cards and gladly assists with any promotional ticketing plans involving use of the main theatre and its seating.



Spacious lobbies and beautiful views surround the main-level seating areas of the theater.



Green Room is a fully functioning kitchen and rest area for crews, talent or special guests before, during or after events.

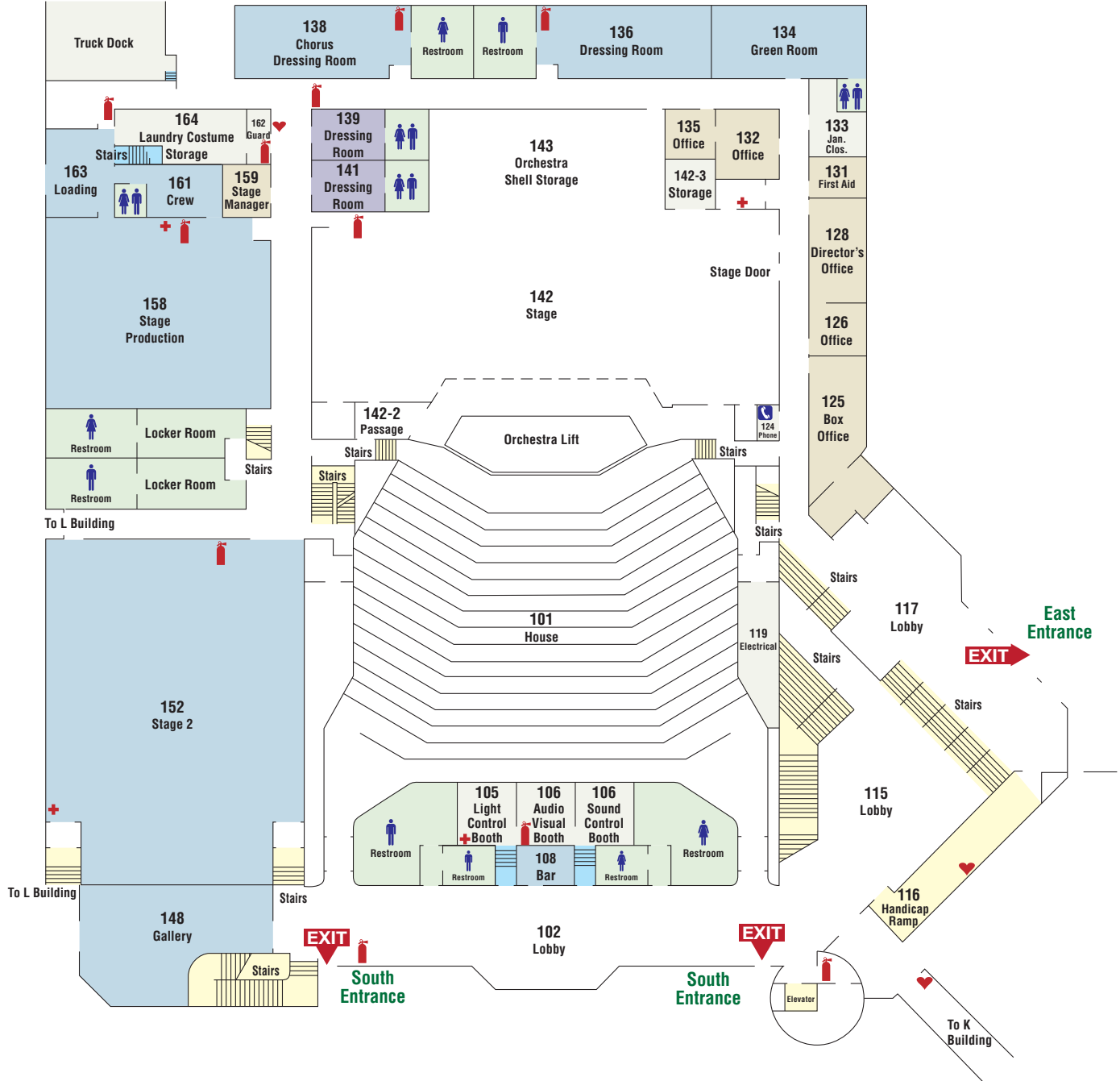


Six dressing rooms (two large, two small, two star) prepare performers and other talent with full show facilities, lighted mirrors and private lounge areas.



# Macomb Center for the Performing Arts

Center Campus • Clinton Township, Michigan • 32,600 sq. ft.



Courtesy Phone

Fire Extinguisher

First Aid Kit/Defibrillator

Restroom



# Macomb Center for the Performing Arts

Center Campus • Clinton Township, Michigan • 32,600 sq. ft.

## Facility Services



Box Office provides 24/7 online ticketing, walk-up window service, patron data, group sales discounting and ticket replacement service.



Technical labor consists of highly trained, professional stagehands with years of extensive design experience and special effects equipment. Refer to current Tech Pack for pricing.



Patron and volunteer services ensure safety, security and positive guest relation experiences from the facility's front doors to ticketed seats.



Cleaning Services for the entire facility are coordinated with on-campus custodial crews and the college's plant operations staff. Additional fees may apply.



Paging/monitoring system via intercom or closed circuit television, and backstage alerts, communicate to guests or performers important house messaging and stage calls.



Assistive Listening Devices for hearing enhancement are available in the main lobby to guests by simply presenting personal identification.



Assistance with merchandise items using MCPA sales staff can be arranged on the contract addendum payable to MCPA with an additional 5% of the commissioned gross sales.



Piano tunings of the three in-house Steinway grand pianos is performed by local certified technicians or contracted to client-specified sources.



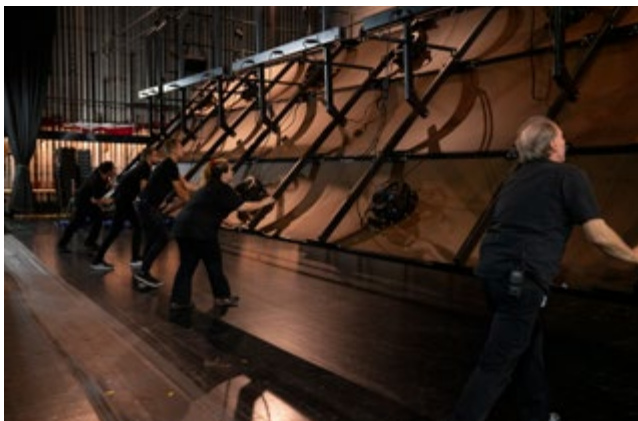
## Comprehensive technical guide answers questions about facility logistics and services.



### Tech Pack for Facility and Stage Operations



- General Information
- Management
- Building Map
- Carpentry
- Lighting
- Sound
- Wardrobe/Dressing Rooms



### Basic Facility Rental Rates

All events are priced out based on the actual labor fees, audio and technical requirements, and the event hours used. Other in-house specialty service fees may apply to execute your event. Rates, however, do not include the additional fees listed for the Box Office, which is mandatory for all rental events using the Macomb Center Box Office for ticketing. Box Office fees are applied for each ticket printed, credit card fees and Box Office personnel.

# Albert L. Lorenzo Cultural Center

Center Campus • Clinton Township, Michigan • 22,000 sq. ft.



The Albert L. Lorenzo Cultural Center is home to Discovery Hall, an exquisite 8,500-square-foot atrium, purposely designed to deliver elegance, style and impact to every event. It hosts an ever-changing display of cultural and educational exhibits. The hall's 28-foot ceiling height, along with superb suspended lighting, creates an ideal focal point to capture your guests' attention and completes the full hospitality experience of

an invigorating conference and event facility. Along with its major event partner, the Macomb Center for the Performing Arts, the two buildings form the Cultural Affairs Complex at the college that provides meeting planners a whole host of event and dining strategies, ranging from simple business meetings to full-scale conferences, complete with professional staging, multimedia equipment and gourmet food service.

## Key Features

Contact: 586.445.7348

- Up to four integrated event spaces with contemporary lighting and room furnishings.
- Presentation-focused technology built into each event space, capable of interconnecting.
- Professional catering kitchen and staff positioned in-house, just steps away from main hall.
- Highly skilled event management staff trained in the latest use of technology and performing arts logistical operations.
- Abundant and free parking, close to both the facility and adjoining public roads, along with an extended 300-foot circular driveway at main entrances for easy drop-off and pick-up service.
- Destination gathering spot for thousands of culturally seeking patrons and civic-minded citizens.
- Strategically located on one of the county's most influential crossroads of business and entertainment.



## Exhibit-style rooms present events in expressive detail.



Discovery Hall's nearly 10,000 square feet of exposition space is the centerpiece of the Albert L. Lorenzo Cultural Center. With its high ceiling and wide connecting areas, it is uniquely designed to comfortably host special banqueting occasions, strolling receptions and large multifaceted presentations.



Community Hall (Room K130) serves as the main presentation space and is also dividable into three individual rooms, each fully mediated with A/V and sound dampening walls separating them.



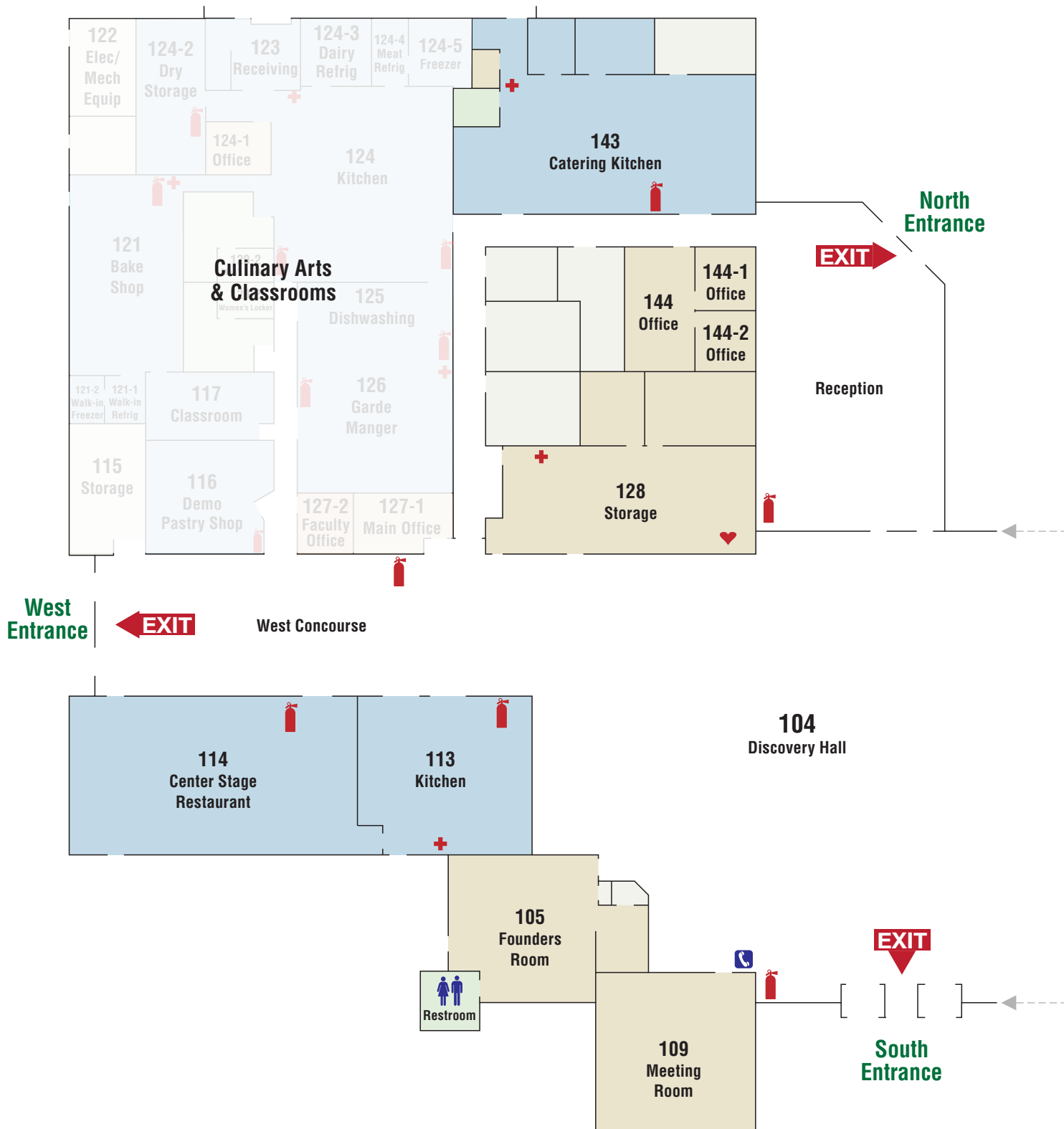
The second largest meeting room (K109) is perfectly designed for small to medium-sized lectures, accommodating 50 guests with its classroom-style movable tables and chairs.



The Delia Rendon-Martin Lobby's 2,000 square-foot entrance enables event planners to comfortably receive and check in large groups of guests in a covered space prior to entering an event.

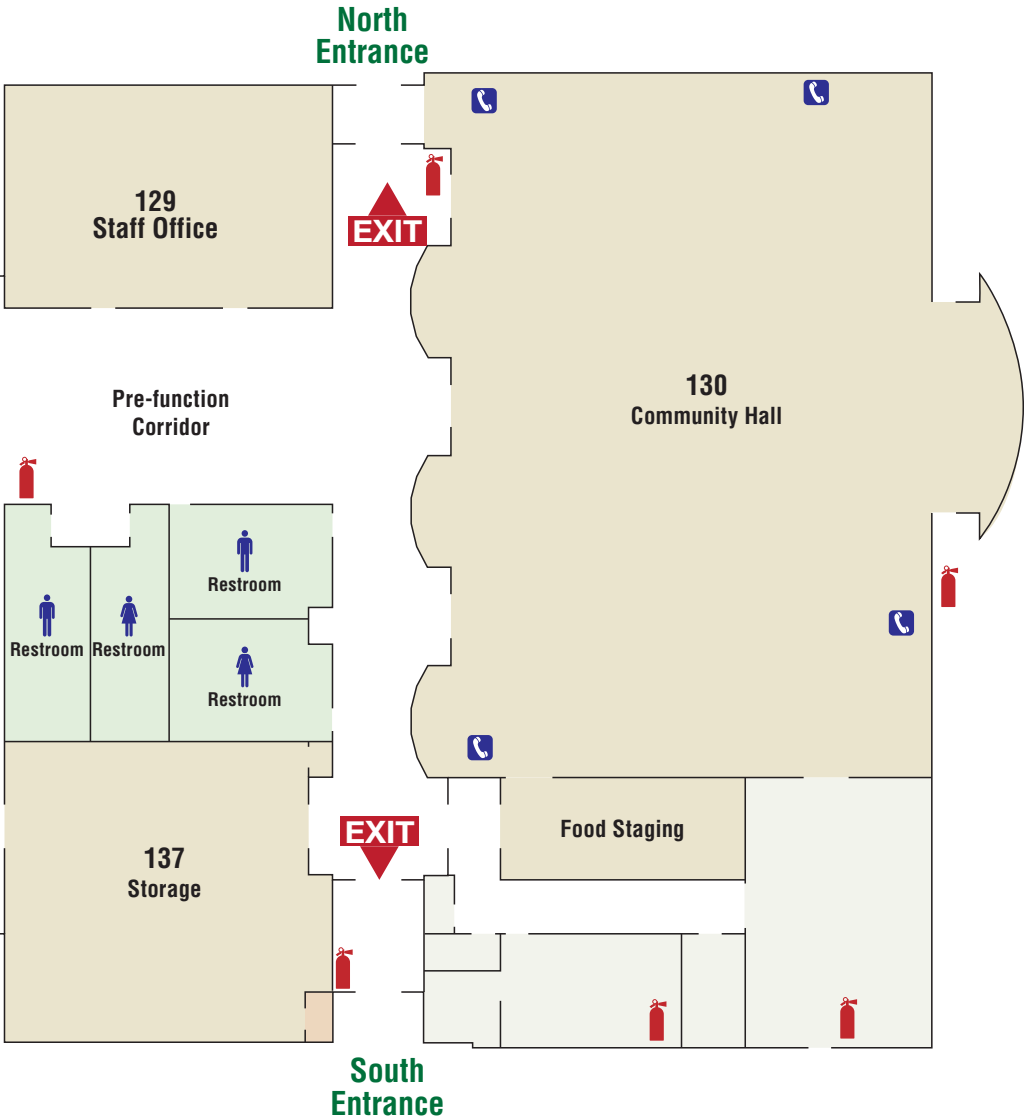
# Albert L. Lorenzo Cultural Center

Center Campus • Clinton Township, Michigan • 22,000 sq. ft.





# Spacious floorplan opens up event possibilities to new heights.



- Courtesy Phone
- Fire Extinguisher
- First Aid Kit/Defibrillator
- Restroom

# Albert L. Lorenzo Cultural Center

Center Campus • Clinton Township, Michigan • 22,000 sq. ft.

## Facility Services



In-house technical staff sets up and monitors client audio/visual programs and works with event presenters on individual sound amplification and space requirements.



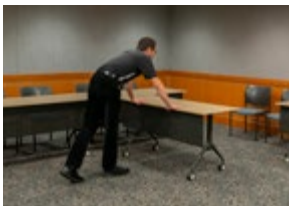
Optional pricing for half-day or full-day event rental packages is available, inclusive of meeting spaces and food/beverages or snacks.



Fully licensed Michigan Liquor Control Commission facility with cash or host bar services for distribution of wine, beer and spirits.



Facility and catering staffs work together to create a wide variety of plated or buffet-friendly selections for both social and corporate settings.



Building attendants configure select rooms for conference U, conference square, or classroom formats per client arrangements.



## Mix-and-match room sets complement successful event programs with comfort and style.

Room	Banquet	Theater	Stand-Up Reception	Conference U	Conference Square	Classroom
Discovery Hall	300	500	800	Upon Request	Upon Request	Upon Request
K130	24	450	350	Upon Request	Upon Request	Upon Request
K130-A	60	100	80	Upon Request	Upon Request	Upon Request
K130-B	60	100	80	Upon Request	Upon Request	Upon Request
K130-C	80	100	80	Upon Request	Upon Request	Upon Request
K109	N/A	50	N/A	Upon Request	Upon Request	Upon Request

Room	Dimensions	Net Square Feet
Discovery Hall	83' x 113' and 83' x 90'	8,500
K130 All	90' x 90'	8,490
K130-A	30' x 90'	2,700
K130-B	30' x 90' (stage area=13' x 30')	2,700 (stage area=390)
K130-C	30' x 90'	2,700
K109	29' x 29'	841
Main Entrance	32' x 50'	1,600



Note: Additional buffet and catering arrangements can affect room capacities.

## Top ten frequently asked questions about facilities, food and policies.



- 1. How do I check availability?** Call our Reservations number at 586.498.4198 (reservations@macomb.edu), or visit [www.macomb.edu/eventservices](http://www.macomb.edu/eventservices) for our convenient online web application. If you have already worked with us, feel free to contact the facility manager directly.
- 2. How do I secure my dates and spaces?** A facility license agreement (FLA) will be drawn up for your review and signature. It should be returned at your earliest convenience along with a 50% deposit. Space is rented on a first-come, first-served basis and the college will not ask to bump your event due to changes in its student programming.
- 3. Do you have catering services on site?** Yes. Macomb Community College employs a full, professional catering staff and offers an extensive menu selection for breakfast, lunch, dinner and meeting breaks, served in either buffet or sit-down/plated styles. Service is available in all event facilities. All food is served fresh and adheres to health code restrictions by law. Outside food and beverages are not permitted.
- 4. May I bring my own A/V equipment?** Yes. But, each facility has its own adequate supply of A/V equipment, already prepped for immediate use. However, many clients prefer to use their own laptops, which is acceptable in any of the facilities.
- 5. Do you have other facility equipment for rent?** Yes. Some of our facilities have their own pipe and drape, and stanchions, while all have various amounts of tables, chairs and linens.
- 6. What are your Wi-Fi capabilities?** The entire campus is Wi-Fi accessible and free. Passwords for the public service are not required. For heavier individual use, hardline hook-ups are also available for a nominal charge.
- 7. Are there ATMs in your facilities?** No, but we do support portable ATMs should you wish to bring one to your event. Additionally, several ATM machines can be found in nearby convenience and grocery stores.
- 8. Are your facilities handicapped accessible?** Yes. We are fully integrated for handicap accessibility, from our parking lots to meeting spaces. Most travel paths occur on ground level. Use of handicapped spaces requires the placement of a state-issued sticker or license. Violators will be ticketed. All college parking, handicapped or otherwise, is free.
- 9. How safe are your campuses?** Very safe. The college's police department makes routine patrols throughout the entire campus 24 hours a day, 7 days a week, 365 days a year. Certified police officers, most of whom have served many years on area police forces, have complete authority to apprehend and arrest anyone involved in illegal acts on college grounds.
- 10. Where can I find area lodging for my guests/attendees?** There are numerous national chain hotels and motels in the area, many of which are already familiar with our facilities and events. See the enclosed map for a comprehensive listing in the surrounding communities. Or contact our industry partners at the Detroit Metro Convention & Visitors Bureau for further assistance. They can be reached at 800-Detroit (800.338.7648), or online at [www.visitdetroit.com](http://www.visitdetroit.com).



# Macomb Community College Police

All Campuses • Warren and Clinton Township, Michigan



## Key Services

Contact: 586.445.7135

- Macomb Community College Police are on duty 24 hours a day, 365 days a year.
- Campus buildings and property are monitored by College Police through patrols, digital video cameras and electronic alarms.
- Building access is controlled electronically by College Police dispatchers.
- Sworn officers include a chief, lieutenants, sergeants, uniformed and armed police officers, and public safety officers, most of whom have served in various city police departments.
- Certified police officers have complete authority to apprehend and arrest anyone involved in illegal acts on campus.
- College Police work closely with local, state and federal police agencies and have direct radio communications with surrounding police departments.
- Emergency call buttons and phones (designated by blue lights) are located adjacent to parking areas on all campuses. (911 calls from college phones are directed to the College Police.)
- College Police issue alerts through the combined efforts of the Macomb Emergency Messaging system using campus phones, text messaging and email.
- Visitors to the college for any events can text **MCCvisitor** to **67283** for a temporary 3-day access to college text message alerts.
- College Police enforce all local municipal laws and ordinances pertaining to pedestrian walkways and moving vehicles, including speed, parking lots and street signs.
- Other police services include: lost and found, handicap parking, accident reporting, escort to vehicle, emergency first aid/CPR/AED and assistance with lockouts, either dead batteries or jump starts.

# Food Services

All Campuses • Warren and Clinton Township, Michigan



Continental Dining Services is a professional food service provider of top-end quality, seasonally-fresh foods to college employees and thousands of their annual guests. Industry trained and certified, the staff throughout the year regularly serves guests a vast array of meals, ranging from simple meeting

breaks, to box lunches, to drop-offs, to buffets, to fully plated china services. Complete catering kitchens are located on both South and Center campuses to ensure high quality service and food no matter where your event is located. Read on about the many other benefits of using Continental's services.

## Key Features

Contact: 248.840.7621

- Professional food service company manages all aspects of catering and food outlets on campus.
- Quality and diverse food selections for every price range, group size and event.
- Styles of food presentation include full service with china plates and glassware, buffets with upscale disposable tableware, and drop-off service for smaller groups.
- Special dietary food accommodations available upon request.
- All-inclusive pricing. No gratuities or service fees added to the final invoice.
- Highly trained catering staff maintains ServSafe® certifications and receives allergen education.
- Delivery of food service can be done in a variety of places, including some outdoor spots.
- Concessions window open (Expo Center only) for fast access to assorted foods and beverages.

# Professional on-site catering offers extensive menu choices and services.

## Exclusive Catering Contract

All campus catering is exclusively provided by Continental Dining Services. All prices and menu items are subject to change without notice based on market conditions.

## Event Facilities

Event facilities are defined as the following:

- John Lewis Student Community Center (SC-K Building)
- Sports & Expo Center (SC-P Building)
- Lorenzo Cultural Center (CC-K Building)
- John R. Dimitry Student Center (CC-P Building)
- Macomb Center for the Performing Arts (CC-M Building)
- University Center/PDC (CC-UC1/CC-PDC)



## Non-Event Facilities

- "Non-event facilities" refers to any campus facility other than the above mentioned. Additionally, not all menu items are available in all facilities.
- Please add \$50 for delivery of any full-service catering to non-event facilities.

## Catering Deadlines

Policy	Deadline	Reason
10 days prior to event date	Catering order and final guaranteed guest count are due	➤ To avoid 20% late fee of your total bill.
Less than 5 days prior	Changes to catering order	➤ Catering reserves the right to substitute meal selections based on availability. 20% added to items changed.
3 days to event date	Cancellation of event	➤ To avoid cancellation fees: 72 hours or less 50% of total bill, 24 hours or less 100% of total bill.

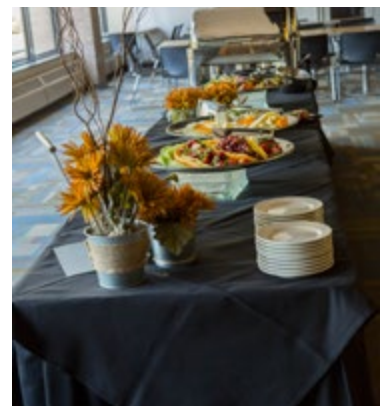
If necessary, final billing will be adjusted and invoiced due to any late changes.

Every effort will be made to accommodate a guest-count increase or menu changes. However, we may not be able to ensure that the same catering items you have selected will be available for the entire group.

Reductions in guaranteed guest counts cannot be reimbursed.

Your billing will reflect the actual number of guests served or the final guaranteed count, whichever is greater.

If no final guaranteed count is received 10 days prior to your event, your last estimate we have on file will be considered your final guaranteed count.





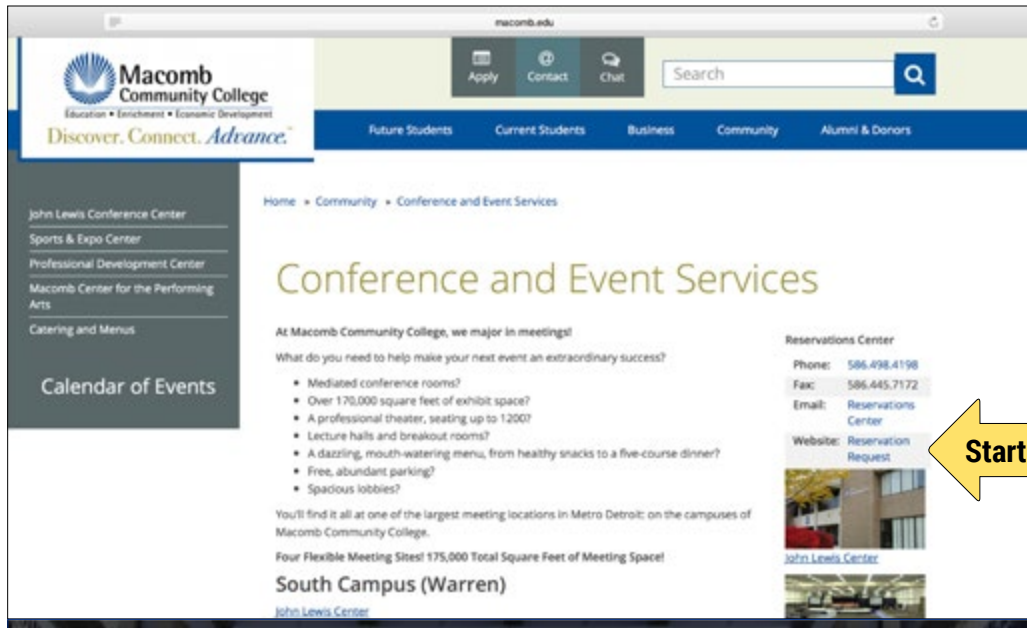
# Making a Reservation

Our process is simple! Speak directly to a representative of the facility of your choice. When you call our Reservations Center, you will be presented with the option of connecting to any and all rental facilities on both campuses. Over the phone you can receive basic pricing information, date availability, and request a tour of the property, as well as learn more about the building's resources and atmosphere to determine if it's the best fit for you. Or, if you prefer, you can fill out an online reservation request with your preliminary event information

and submit. We will call you back at a time that's convenient to you. Either way, event consultations (over the phone or in person) are always free. Our facility managers take your calls and answer everything you want to know, not only about the rental facilities, but also catering, technology, room logistics, billing, parking and the college. It truly is one-stop shopping!

Visit: [www.macomb.edu/EventServices](http://www.macomb.edu/EventServices)

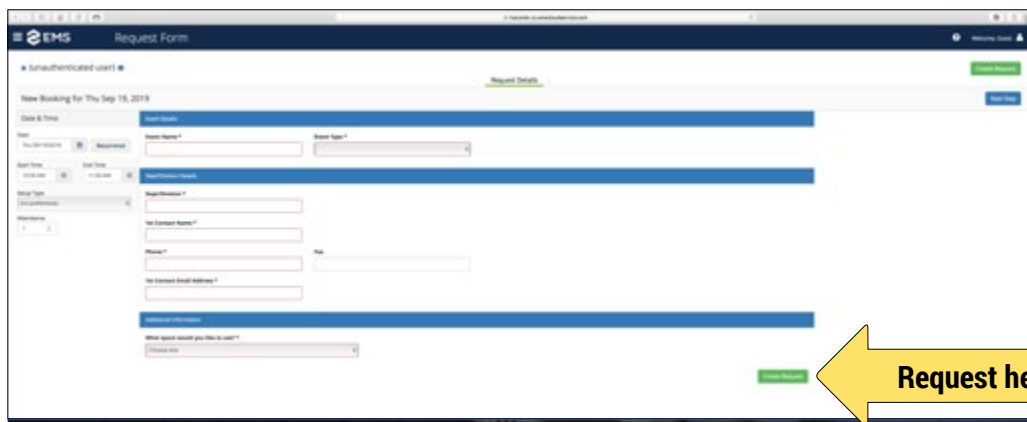
## Step 1



## Step 2



## Step 3



# Making a Payment



The Cashier's office at Macomb Community College receives your facility rental deposits and final invoice payments, which are then applied to your account.

**Be sure to include your reservation ID number with all correspondence;** this is provided by your facility manager at the time they reserve space in our system for your event, which also appears near the top of your invoice. Please make your check payable to Macomb Community College.

At the conclusion of your event, any changes in billing due to modified guest counts for catering or space usage, additional equipment rentals or other services requested, will be reflected in the final invoice. This invoice is promptly sent out by our facility managers via email with payment instructions included. However, if you wish to make a secured payment more quickly, you may call the Cashier's Office directly at 586.445.7999, option #6.

Receipts are provided upon request.

We also gladly accept:



# Community Connections



## A lively community is a happy community

There's a reason "Community" is our middle name. We're here to serve you, offering the types of educational and enrichment programming that adds value to community life, preschooler to retiree.

You don't have to be a student to benefit from having one of the nation's most comprehensive community colleges in your backyard. On our campuses, there are cultural discoveries to be made, Broadway shows to attend and expos to fire up a hobby or home improvement.

### **Professional development and personal enrichment**

If making a career move is on your to-do list, our Workforce and Continuing Education (WCE) division offers many professional development programs, including short-term training that could lead to a new job.

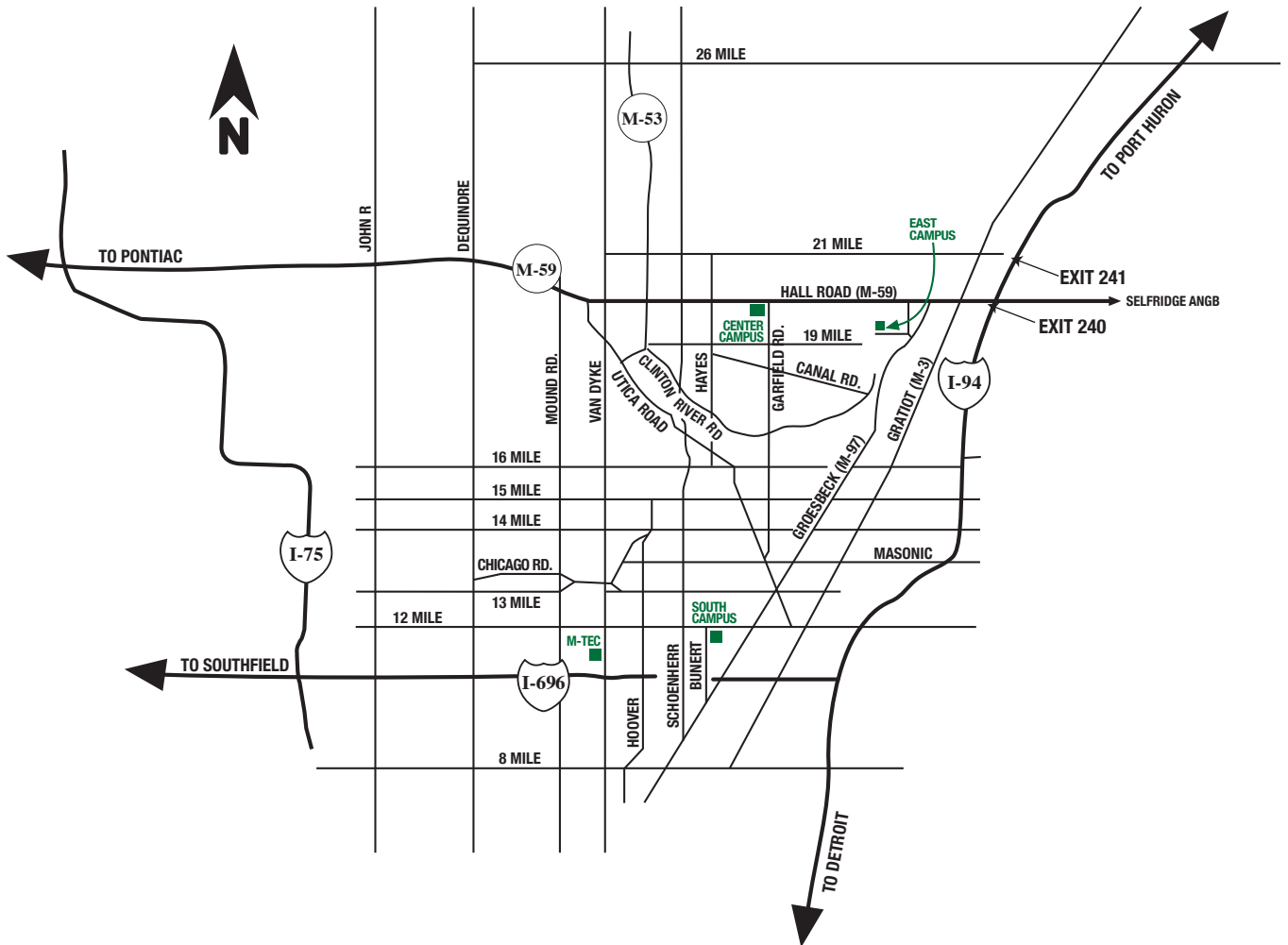
And there's more! A variety of personal enrichment opportunities are offered throughout the year by WCE. From beekeeping to writing a memoir, one is sure to be of value to YOUR life.

- Conference and Event Services
- Center Stage Restaurant
- Cybersecurity Center
- Dental Clinic
- K-12 Programs
- Libraries and Learning Centers
- Lorenzo Cultural Center
- Macomb Center for the Performing Arts
- The Macomers
- Proctoring Services
- Public Service Institute

Visit [www.macomb.edu/community](http://www.macomb.edu/community) to learn more about these services and college-hosted events throughout the year.

# Local Area Map

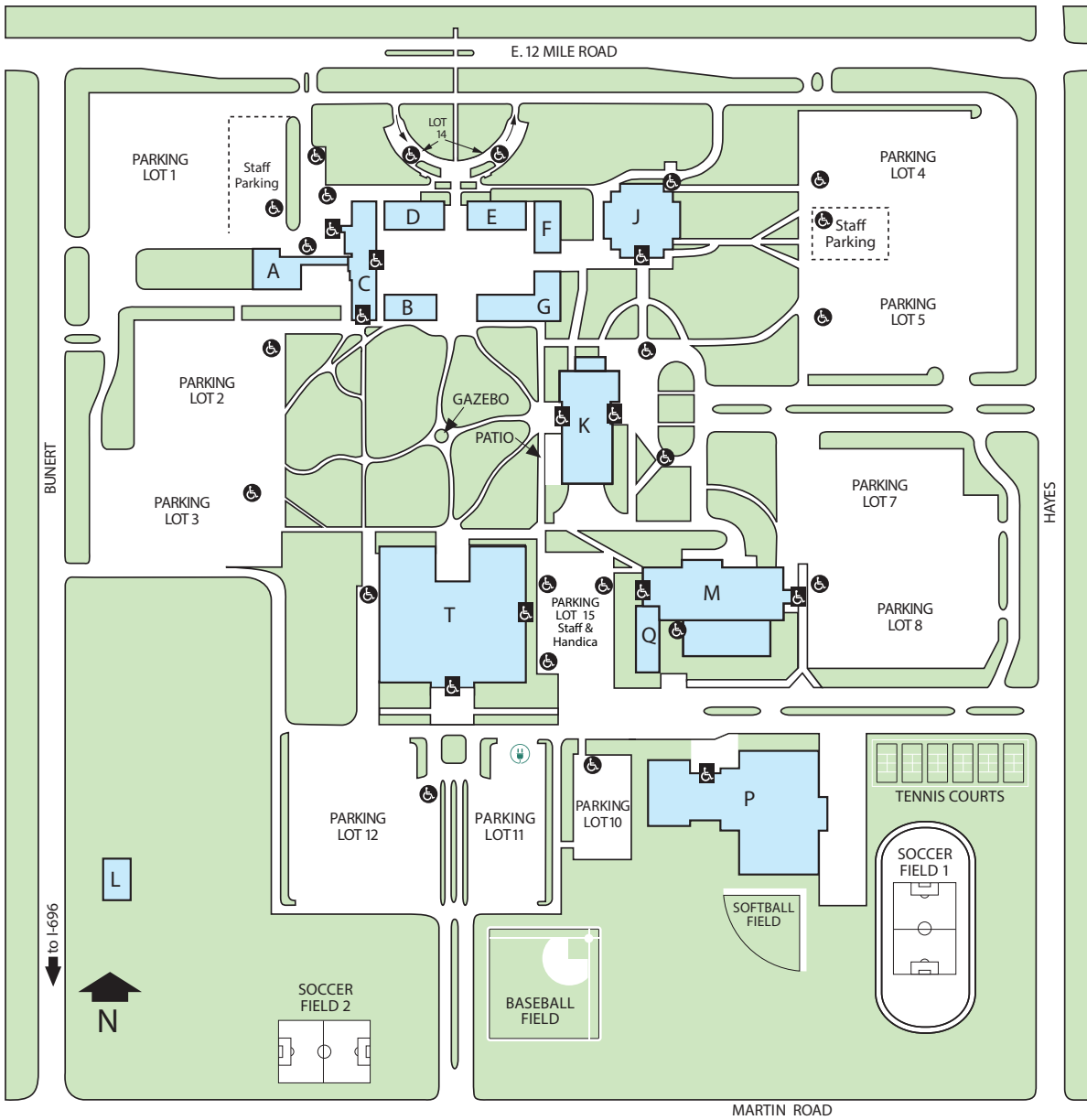
Conveniently located next to Interstates I-94 and I-696, and State Highway M-59, in the heart of Macomb County.





# South Campus Map

14500 East 12 Mile Road • Warren, Michigan 48088-3896



**LEGEND—MAIN BUILDINGS**

- A** Boiler House
- B** Science Classrooms
- C** Classrooms
- D** Administration
- E** Classrooms
- F** Classrooms
- G** Classrooms, Admissions  
Career Services, Cashier,  
Counseling, Financial Aid
- J** Library (The Max Thompson  
Learning Media Center)
- K** John Lewis Student Community  
Center, College Police,  
Bookstore
- L** Bunert Center
- M** Transportation and Energy  
Technology
- N** College Park Annex
  - Institutional Research
  - Marketing
  - Publications & Graphics
- P** Sports & Expo Center
- Q** Boiler House
- Robert E. Turner Advance &  
Technology Center**
- R** Graphics / Technology
- S** The Walter E. Bradley Auditorium
- T** Mechanical Technology

**Disabled Parking**

Location	Spaces	Location	Spaces
Lot 1A Staff	3	C-Bldg	19
Lot 2	7	J-Bldg	1
Lot 3	4	K-Bldg	11
Lot 4	11	T-Bldg	2
Lot 4 Staff	7	N-Bldg	6
Lot 5	7		
Lot 8	14		
Lot 10	18		
Lot 12	8		
Lot 14	9		
Lot 15 Staff	8		



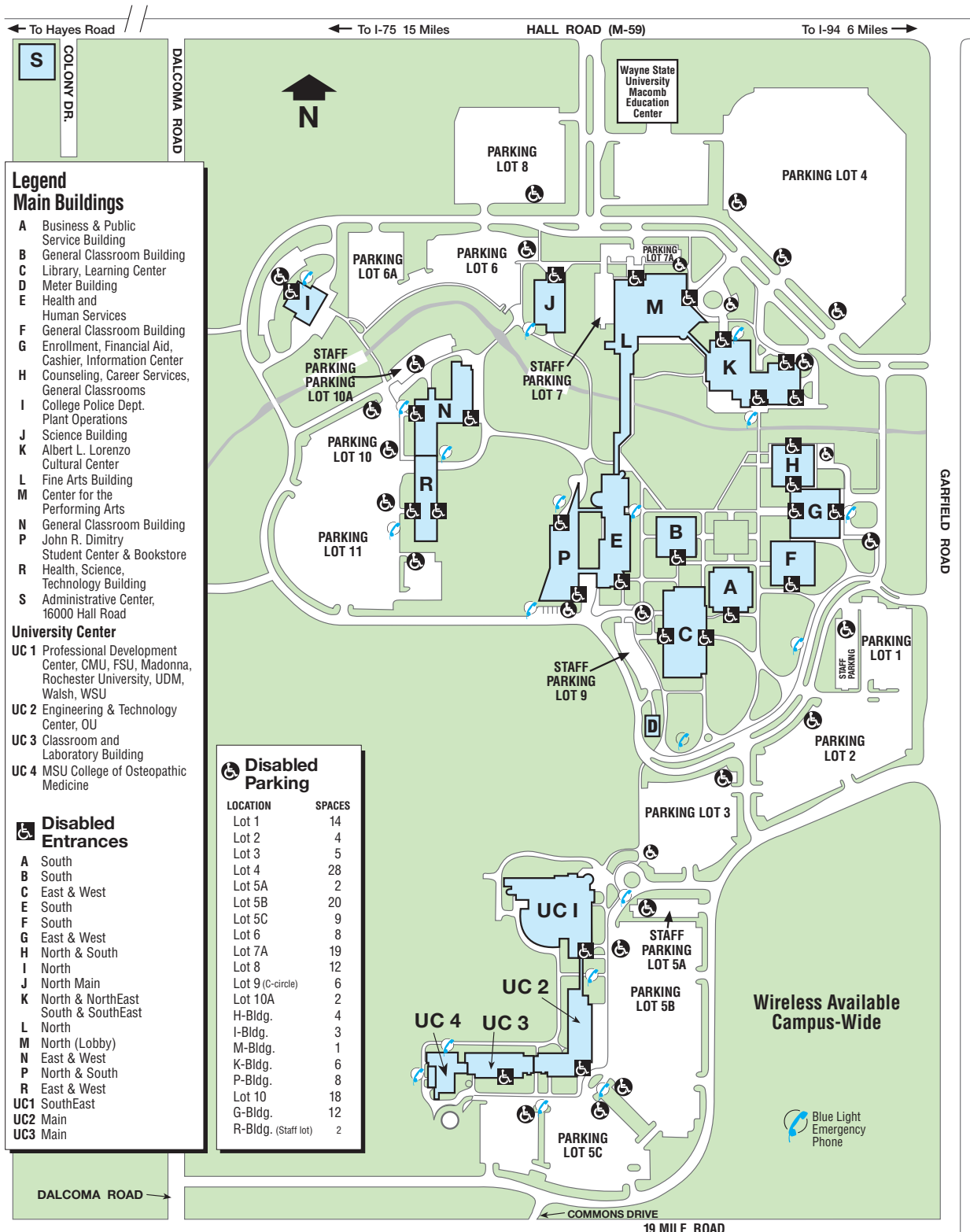
**Disabled Entrances**

- C** East, West & South
- J** Main
- K** East & West
- M** East & West
- R** East Middle
- P** North
- M-TEC** Main

**Wireless Available  
Campus-Wide**

# Center Campus Map

44575 Garfield Road • Clinton Township, Michigan 48038-1139



# Partnerships



**The Macomb Regional APEX Accelerator** is a not-for-profit organization funded by the Department of Defense (DoD), the Michigan Economic Development Corporation (MEDC) and local funding partners. The APEX Accelerator supports our national security by ensuring a broad base of capable suppliers for the defense industry and other agencies, thereby increasing competition, which supports better products and services at lower costs.

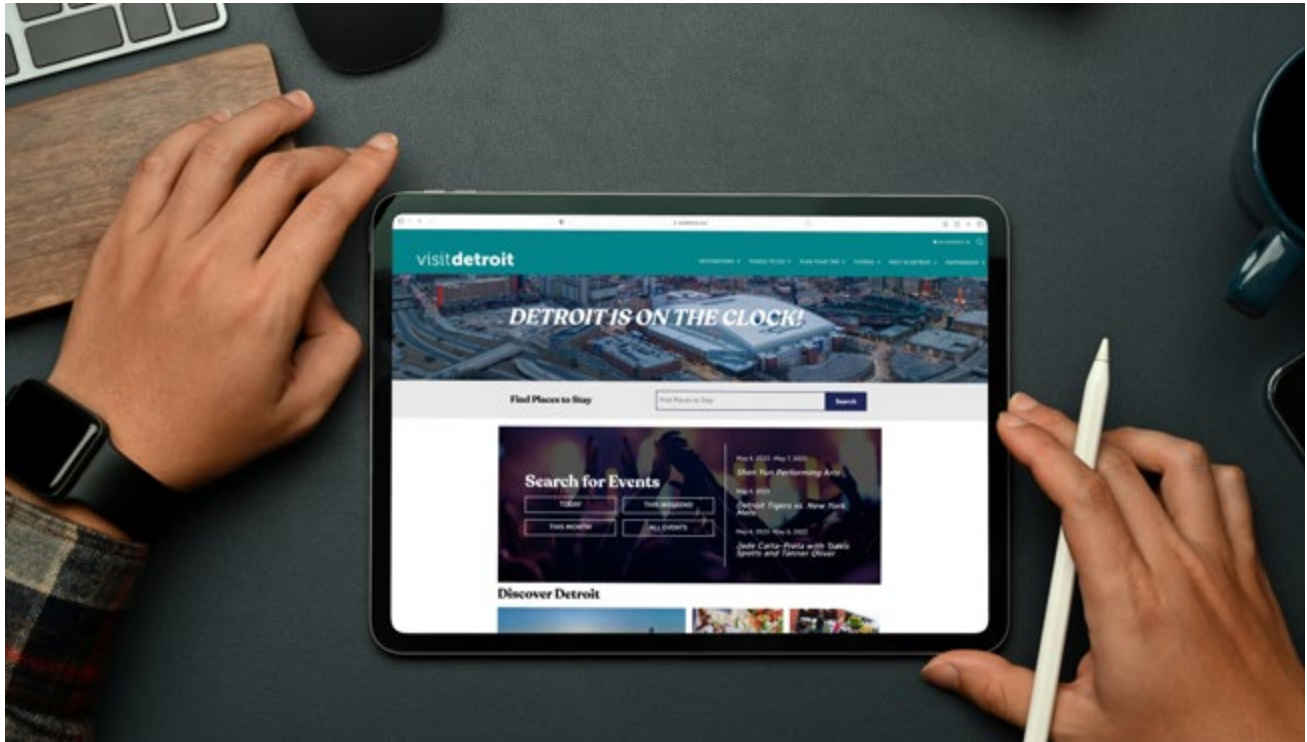


## Facilities work closely with college administration and community leadership.

- Direct contact with local, county, state and federal governments is coordinated through the college's Office of the President to ensure front-line communication.
- Event information is posted on the college's website event calendar and shared with the Information Center, keeping the community informed.
- Connections can be made through the Office of the Provost with faculty and Macomb College programs when select curriculums match up with client events hosted in a campus facility.
- Multiple college departments have longstanding relationships with county agencies for a wide variety of services including crisis counseling, substance abuse, protective housing and health.
- The college's contracted food service provider works continuously to improve menu options that are unique, fresh, healthy and responsive to our guests' dietary and nutritional needs.
- Membership in the Detroit Metro Convention and Visitors Bureau (DMCVB) can give college-hosted events added exposure on both a regional and national level.
- Arrangements with other Macomb Community College-based facilities may be made should an event or other logistical situation warrant a change in location.
- The college's University Center partners with some of Michigan's finest colleges and universities by offering dozens of degree programs and special jointly operated events.



# Local Convention and Visitors Bureau



Macomb Community College partners with the largest and most comprehensive convention and visitor's bureau in the region: The Detroit Metro Convention & Visitors Bureau (DMCVB), under the easy to remember banner of VisitDetroit.com. The DMCVB offers complete meeting and convention services as well as personal assistance to every size group and/or event brought to one of the four southeast Michigan destination areas, including Macomb County.

Certified meeting professionals at the DMCVB work with clients in arranging hotel and transportation services, trip planning and pre-planned itineraries. Beyond the actual meetings and events, the bureau staff and their resources connect visitors to the area's year-round best shopping, dining and entertainment choices. So, whether it's just searching for the best hotel accommodations or leveraging the entire benefits of the bureau and its strategic partners, start your event planning at **VisitDetroit.com**.

## visitdetroit





## Mission Statement

Transform lives and communities through the power of education, enrichment and economic development.



Conference &  
Event Services

MACOMB COMMUNITY COLLEGE

*Discover. Connect. Advance.*<sup>SM</sup>

### MACOMB COMMUNITY COLLEGE BOARD OF TRUSTEES

Katherine Lorenzo, Chairperson | Frank Cusumano, Vice Chairperson  
Kristi Dean, Secretary | Roseanne DiMaria, Treasurer  
Joan Flynn, Trustee | Shelley Vitale, Trustee | Vincent Viviano, Trustee  
James O. Sawyer IV, Ed.D., College President