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# MARYGROVE CAMPUS

## Tenant Welcome Package



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*Welcome to the Marygrove Campus!*

There are so many exciting changes happening in and around the campus, and we want **you** to be excited about the building you've chosen to call 'home' for your organization.

Our team is here to ensure you the highest quality of service and the attention you need to make your team love coming to work, every day. We are always looking for ways to make your experience better. In addition, the campus has premier space to host your event or company meeting, from spacious classrooms to our historical Madame Cadillac Building, meeting and gathering rooms and the Liberal Arts theatre.

Please take a moment to review the attached welcome packet and get familiar with how our campus works. There are also forms for you to fill out that will help us be effective in providing you the best service. Please return these forms to us as quickly as possible.

This "Welcome" packet will help to serve as a useful resource for information on campus amenities, services, and building operations offered at Marygrove. We want your transition to be as smooth as possible. Further information is available at our website: [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

You can reach management 24-hours a day, 7-days a week at (313) 446-8060. Call us if there is anything we can do to assist you. We look forward to getting to know your entire team and creating a great experience for you.

Sincerely,

Jim Vetter  
Property Manager

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## CAMPUS CONTACTS

**Jim Vetter**

**Campus Manager**

**[JimVetter@BeanstalkRes.com](mailto:JimVetter@BeanstalkRes.com)**

**Office: (313) 446-8060**

**Cell: (313) 218-3329**

*The office is located in the lower level of the Liberal Arts Building, Room L032. Office hours are Monday through Friday from 9:00 AM – 5:00 PM.*

### **Campus Security/After Hours Emergencies**

**(313) 927-1411**

**Or**

**(313) 446-8060**

**Debra Cutlip**

**Events Scheduling & Rental**

**[DebraCutlip@BeanstalkRes.com](mailto:DebraCutlip@BeanstalkRes.com)**

**Office: (313) 927-1207**

**Cell: (586) 873-8137**

**Krystol Rappuhn**

**Leasing and Brokerage Services**

**[KrystolRappuhn@BeanstalkRes.com](mailto:KrystolRappuhn@BeanstalkRes.com)**

**Office: (313) 446-8060**

**Cell: (313) 319-0743**

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## CAMPUS SERVICES AND OPERATIONS



### **Building Admittance**

We are happy to provide 24-hour security service on campus. Your safety is our top priority.

Tenants and team members will receive an authorized ID and Access Card. Registered visitors will be given a daily access pass. For after-hours tenant access, please schedule with the management office, in advance, for the admission of persons without access passes. For security reasons, our staff cannot provide access or escort to your suite.

Regular Marygrove Campus business hours are:

Monday – Friday	6:00 am – 8:00 pm
Saturday	7:00 am – 7:00 pm
Sunday	9:00 am – 6:00 pm

### **Campus Visitors**

All campus visitors must be registered with Campus Security prior to entering the main gate to the campus. We are utilizing a new software to make visitor management and requests a breeze! To pre-register your guests via our visitor management system, BreezN, please download the instructions from our website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

### **DPS Staff and Student Information**

The School at Marygrove shall be operated in the Liberal Arts building on campus. Marygrove Conservancy, in collaboration with the Detroit Public Schools Community District, have established a series of procedures to ensure the safety of the students and staff onsite. For details on the policies and procedures for students and staff, including drop-off/pick-up areas, parking location, and campus and building access, please download the orientation packet on our website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

### **Emergency Alerts & Campus News**

One Call Now delivers important messages directly to you through your phone, SMS text message, email, or push notification. To receive emergency notifications, information on building issues, campus closings and campus news, please complete the One Call Now form located on our website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

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### **Moving Policy**

Move ins/outs must be scheduled in advance with Management. All moving companies must provide a certificate of insurance prior to any move commencing. Please refer to the Moving Policy document on our website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

### **Freight Elevator**

Use of the freight elevator is available to all tenants and vendors, including weekend and after hours' freight use.

### **Mail Delivery**

Mail is delivered to the Liberal Arts Building (LA 003) Monday thru Thursday. The Mail Office is located in the lower level and open from 10:00 AM – 3:00 PM, Monday through Thursday.



### **Overnight Mail Delivery**

Be sure to drop off all overnight deliveries to the Liberal Arts Mail Room in Room 003 by 2:30 PM, Monday through Thursday!

### **Vending Machines**

Vending machines are currently located in the Liberal Arts Building Mail Room and the Student Lounge on the first floor. Watch for additional vending machine locations in the coming weeks.

### **Maintenance Requests**



Please direct all maintenance requests to the Management Office via our work order management system, Landport. Landport makes entering and tracking work orders a breeze by providing tenant access from any computer, tablet or smartphone. Tenants are also able to track the status of work orders every step of the way, from the moment one has been entered, to the moment maintenance submits a ticket of completion. To receive your login information for Landport, please complete the Tenant Information form found on our website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

### ***How do I use Landport?***

Please refer to the Landport instructions located on our website at: [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

***We are so excited for you to utilize Landport- our fast and easy work order system!***

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# CAMPUS SECURITY AND ACCESS

## Campus Security



On the Marygrove Campus, safety is very important. We are fortunate to have a peaceful, beautiful, and friendly campus — and we take every precaution to keep it that way. The Campus Security Office, located in Room 003 on the lower level of the Liberal Arts Building, handles all safety and security issues, from crime/injury/accident reporting to lost and found and parking vehicle stickers.

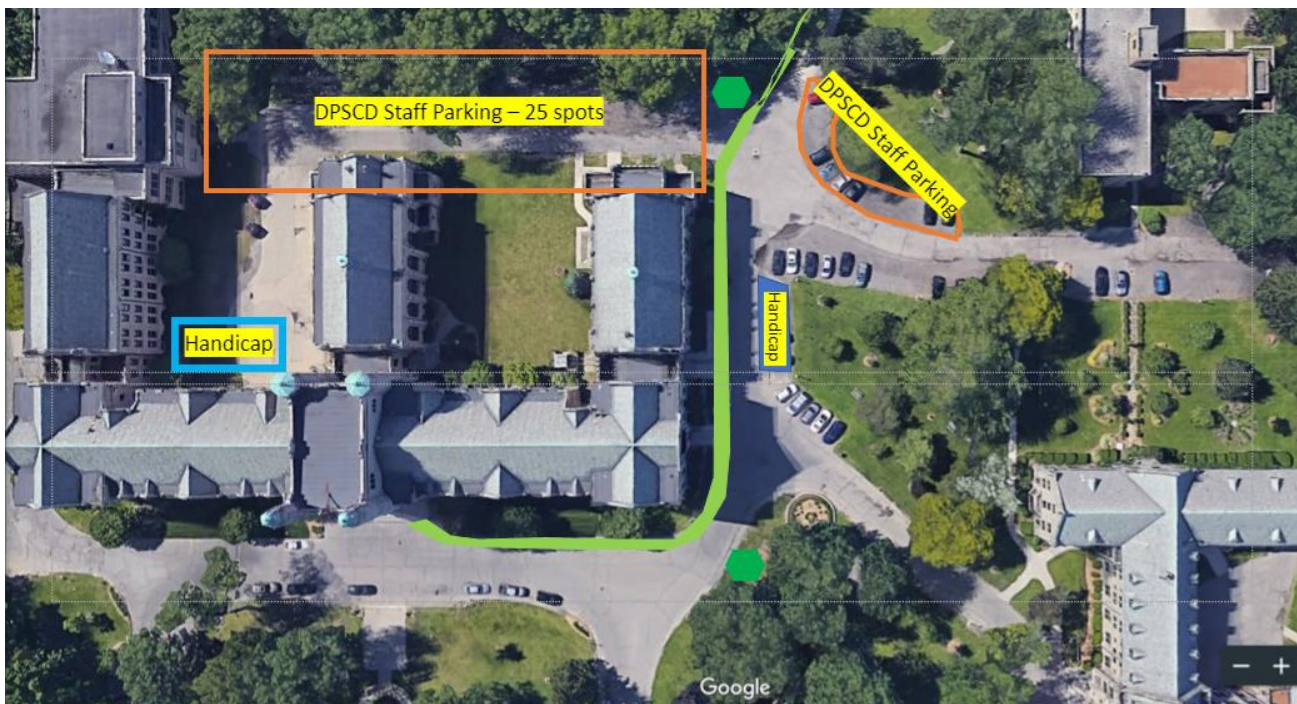
Campus safety and other matters are discussed weekly among the security and management teams. In addition, the Property Manager attends regular meetings with staff to update the campus community on safety issues.

### Have an Emergency?

24 Hour Emergency Line: (313) 927-1411 or (313) 446-8060

## Vehicle Parking Hang Tags

All staff and tenant vehicles must be registered with Campus Security. The success of the parking hang tag program relies on the combined efforts of staff, tenants and onsite security. The different colors of the parking hang tags indicate the approved areas for parking. A map detailing current campus parking is provided below. Vehicle proof of registration must be provided when registering your vehicle. Registered vehicle owners will be issued a parking hang tag to be displayed from your vehicles rear view mirror. Please visit the campus security office for your parking tag. For further instruction on how to obtain a parking hang tag, proper hang tag usage, and instructions for a lost or stolen hang tag, please visit the campus website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).



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### **ID Cards**

For safety, convenience, and to access Marygrove's wealth of resources, all campus tenants are required to have a picture ID card. You can obtain your card at the Campus Security Office. ID cards must be renewed annually by simply visiting the Campus Security Office.

### **Building Passes**



The Brivo System is utilized to grant tenant and vendor access to buildings. The Brivo System provides an added level of security – Guards can monitor building access on the campus at all times. Access cards are available and utilized on campus. See the authorized person within your organization to fill out an access card request form. For authorized persons within an organization, you may request access cards via the campus website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove).

### **Reporting of Incidents**

Campus Security and Management respond to all complaints made by tenants and visitors on campus conducting business or using the facilities. If an incident has occurred, please contact security at (313)927-1411 or Management at (313)446-8060.

### **Signage**



Signage may be installed at your suite entry door, within your suite, or on individual floor directory boards. Please see your lease for specific terms or contact the management office. All signage visible in common areas must be done professionally and preapproved by the landlord, in writing. Taped up signage is not permitted in public areas.

### **Fire Evacuation and Emergency Procedures**



Campus Fire Evacuation and Emergency Procedures can be found on the campus website at [www.BeanstalkRES.com/Marygrove](http://www.BeanstalkRES.com/Marygrove). These documents explain procedures and responsibilities of each tenant during an emergency. Tenants are advised to conduct their own in-house procedures with the designated fire wardens for their organization. We recommend that this be done prior to the scheduled Building Fire Drill to ensure that all of your employees are familiar with procedures, should there be an actual emergency. Your team will be notified of future fire drills with sufficient time to plan accordingly.

Call us at (313) 446-8060 for any assistance. We look forward to getting to know your entire team and working with you to ensure things run smoothly and safely.

# MARYGROVE CAMPUS EVENT SPACES

## MARYGROVE WEDDING PACKAGE

### Event Rooms Included:

Main Dining Room  
Alumnae Hall  
Denk Chapman Hall

Keenan Courtyard  
Madame Cadillac Foyer  
President's Dining Room



Marygrove is pleased to offer this premier wedding package featuring our most desired event spaces.

Rich in history, The Marygrove Campus evokes a classic ambience and serenity that will enhance your special day and create memories for years to come.

### Package Costs:

- Event space rental \$2,250
- Security \$420  
(2 guards, estimated 7 hour event)
- Housekeeping \$200
- President's Dining Room \$200

- Event insurance is required
- Liquor license required if serving alcohol
- COI insurance required for each vendor
- Alumni and Non-Profit pricing available
- Security and Janitorial Fees will be applied to all reservations

### CONTACT US

By Telephone:

**313.446.8060**

By Email:

Event Space Leasing: [DebraCutlip@BeanstalkRes.com](mailto:DebraCutlip@BeanstalkRes.com)

Office Space Leasing: [KrystolRappuhn@BeanstalkRes.com](mailto:KrystolRappuhn@BeanstalkRes.com)

Schedule a Site Visit:

**Marygrove Campus Events**

8425 W. McNichols Road Detroit, MI 48221

## MAIN DINING HALL

Madame Cadillac

### ROOM DIMENSIONS

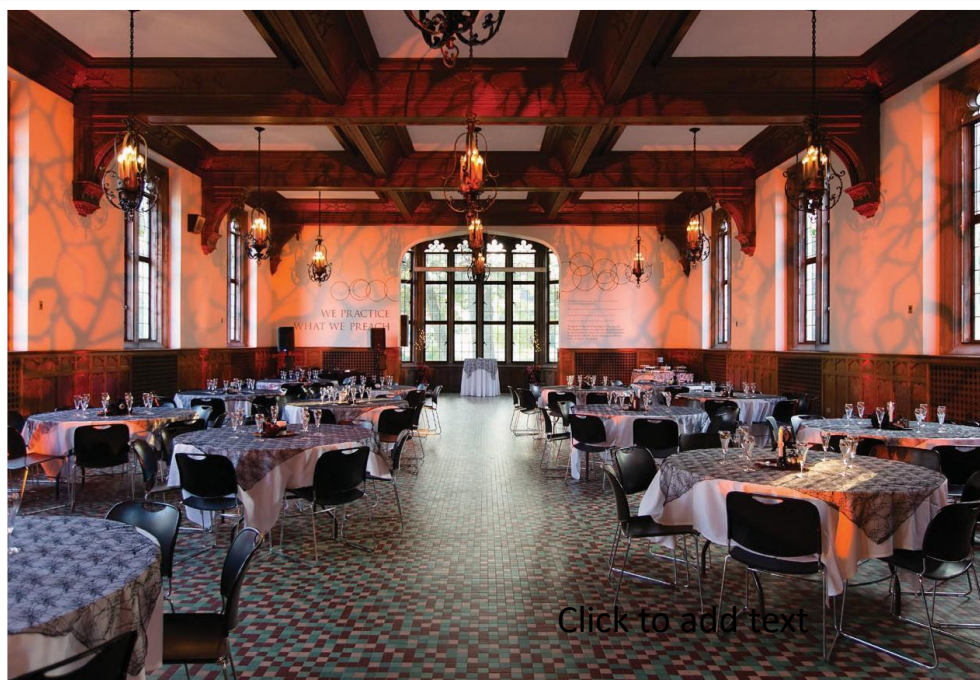
2,835 sq ft  
(16 ft x 30 ft)

### RENTAL RATE

\$600 Mon-Fri  
\$850 Sat-Sun

### GUEST CAPACITY

150-175



### THE RIGHT FIT FOR A VARIETY OF EVENTS

A great venue for large meetings, presentations or corporate events, as well as receptions, family gatherings and parties, especially those requiring both full dining table/chairs set up and AV presentation needs at the same time.

Amazing windows surround this 350 square foot room, creating a bright formal dining area with large meeting/conference amenities.

### THE DETAILS:

- Podium with microphone
- Large motorized screen; lowers from ceiling
- Two large speakers, mounted
- Stationary mounted sound board
- Security guard requirements based on party size/guest count
- Audio/Visual use included in room fee
- Easy access to kitchen for caterer
- Vendor catering recommendations upon request
- Event insurance is required
- Liquor license required if serving alcohol
- COI insurance required for each vendor
- Alumni and Non-Profit pricing available
- Security and Janitorial Fees will be applied to all reservations

### CONTACT US

By Telephone:

**313.446.8060**

By Email:

Event Space Leasing: [DebraCutlip@BeanstalkRes.com](mailto:DebraCutlip@BeanstalkRes.com)

Office Space Leasing: [KrystalRappuhn@BeanstalkRes.com](mailto:KrystalRappuhn@BeanstalkRes.com)

Schedule a Site Visit:

**Marygrove Campus Rentals**

8425 W. McNichols Road Detroit, MI

## ALUMNAE HALL Madame Cadillac

ROOM DIMENSIONS  
**4,602 sq ft**

RENTAL RATE PER EVENT  
**\$1,000 Mon-Fri**  
**\$1,500 Sat-Sun**

GUEST CAPACITY  
**200 - 400**



### MARYGROVE'S PREMIER EVENT SPACE

A great, blank canvas to create and host a wide variety of events including: theater-style conference seating, table rounds for receptions and plenty of room for vendor displays. Put on your creativity hat or work with an event planner to build this room to it's fullest potential!

### CONTACT US!

By Telephone:  
**313.446.8060**

By Email:  
Event Space Leasing: [DebraCutlip@BeanstalkRes.com](mailto:DebraCutlip@BeanstalkRes.com)  
Office Space Leasing: [KrystalRappuhn@BeanstalkRes.com](mailto:KrystalRappuhn@BeanstalkRes.com)

### THE DETAILS:

- Audio Visual included with room fee:
- Podium with microphone
- Microphone & stand
- Large motorized screen; lowers from ceiling
- Four large speakers, mounted
- Fireplace
- Vendor recommendations upon request
- Additional fees for janitorial, set-up, and security
- Information regarding security requirements is based on party size

- Event insurance is required
- Liquor license required if serving alcohol
- COI insurance required for each vendor
- Alumni and Non-Profit pricing available
- Security and Janitorial Fees will be applied to all reservations

Schedule a Site Visit:  
**Marygrove Campus Rentals**  
8425 W. McNichols Road  
Detroit, MI 48221

# DENK CHAPMAN HALL

## Madame Cadillac

### ROOM DIMENSIONS

1,659 sq ft

### RENTAL RATE

\$ 500 Mon-Fri  
\$ 750 Sat-Sun

### GUEST CAPACITY

50 - 80



### ALWAYS A FAVORITE!

A perfect venue for smaller meetings, conferences, recitals or a more intimate gathering. Includes fireplace, piano and private foyer entrance which is ideal for food & beverage displays, easel displays, welcome tables & gifts, etc.

### CONTACT US

By Telephone:  
**313.446.8060**

By Email:

Event Space Leasing: [DebraCutlip@BeanstalkRes.com](mailto:DebraCutlip@BeanstalkRes.com)  
Office Space Leasing: [KrystalRappuhn@BeanstalkRes.com](mailto:KrystalRappuhn@BeanstalkRes.com)

### THE DETAILS:

- Audio Visual included with room fee
- Podium with microphone & stand
- Portable screen for presentations
- Fireplace
- Piano
- Catering recommendations upon request
- Additional fees for janitorial, room set-up, and security.
- Information on security requirements based on party size

- Event insurance is required
- Liquor license required if serving alcohol
- COI insurance required for each vendor
- Alumni and Non-Profit pricing available
- Security and Janitorial Fees will be applied to all reservations

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## KEENAN COURTYARD

Madame Cadillac

ROOM DIMENSIONS

12,648 sq ft

RENTAL RATE

\$ 500 Mon-Fri  
\$ 750 Sat-Sun

GUEST CAPACITY

75 - 100



### TAKING YOUR EVENT OUTDOORS...

Step outside the Madame Cadillac building to enjoy Keenan Courtyard. Beautifully landscaped and featuring a fountain, this relaxing area is a terrific option for wedding ceremonies, bridal/baby showers, or just a summer barbeque. Consider Keenan Courtyard for your next outdoor event.

### CONTACT US!

By Telephone:  
**313.446.8060**

By Email:  
*Event Space Leasing:* [DebraCurtlip@BeanstalkRes.com](mailto:DebraCurtlip@BeanstalkRes.com)  
*Office Space Leasing:* [KrystalRappuhn@BeanstalkRes.com](mailto:KrystalRappuhn@BeanstalkRes.com)

### THE DETAILS:

- Available for rent Spring, Summer and Fall
- Includes use of outdoor furniture: 16-60" round tables with 4 chairs
- Benches for additional seating throughout courtyard
- Features a fountain in the center of the courtyard
- Convenient side gate entrance/exit for easy access to parking lot
- Indoor event room held in case of inclement weather

- Event insurance is required
- Liquor license required if serving alcohol
- COI insurance required for each vendor
- Alumni and Non-Profit pricing available
- Security and Janitorial fees will be applied to all reservations

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Detroit, MI 48221

# SACRED HEART CHAPEL

## Liberal Arts Building

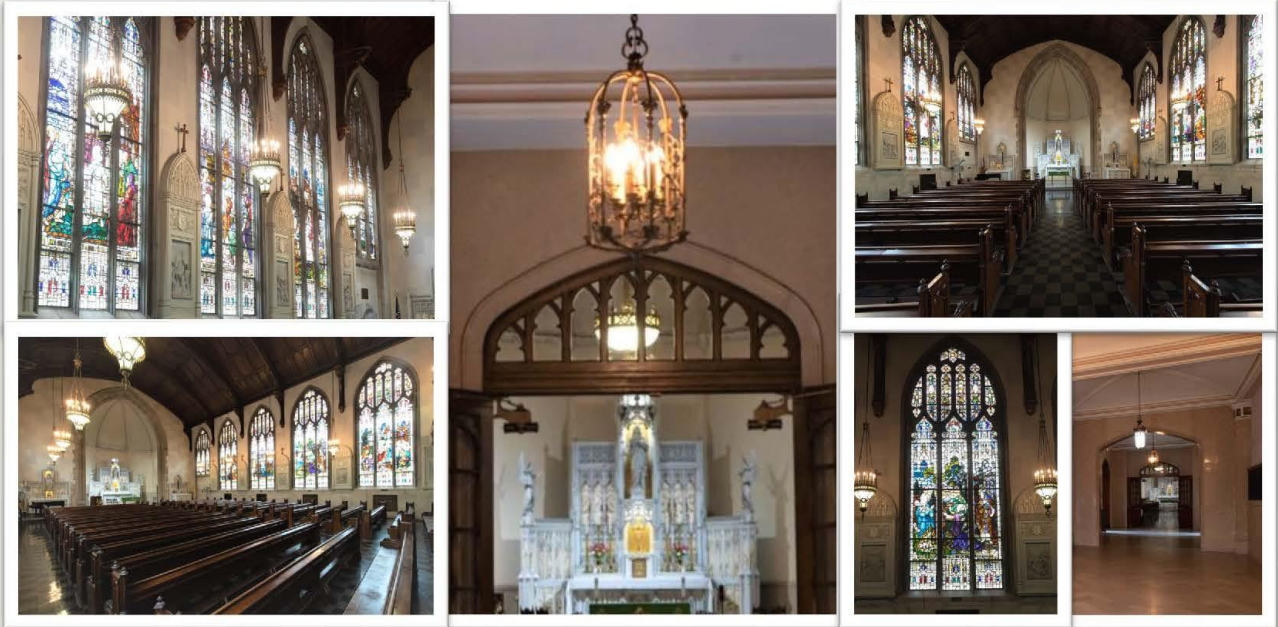
### RENTAL RATES

Catholic Ceremony - Full Mass  
\$1,800 Mon-Fri  
\$2,000 Sat-Sun

Catholic Wedding - Ceremony Only  
\$700 Mon-Fri  
\$850 Sat-Sun

### GUEST CAPACITY

**350 - 400**



## THE DETAILS:

As the past meets the present and leads you to your future...

Sacred Heart Chapel is the foundation that Marygrove College was built upon. Timeless and majestic, Sacred Heart Chapel continues to create lasting memories.

### CONTACT US!

By Telephone:  
**313.446.8060**

By Email:  
Event Space Leasing: [DebraCutlip@BeanstalkRes.com](mailto:DebraCutlip@BeanstalkRes.com)  
Office Space Leasing: [KrystalRappuhn@BeanstalkRes.com](mailto:KrystalRappuhn@BeanstalkRes.com)

- Available for Catholic wedding ceremonies with or without a full Mass
- Bride/Groom welcome to invite their parish priest to officiate the nuptials
- Option to use Chapel's piano or classic organ during service
- Scheduled site visit required for any visiting musicians
- Onsite parking available
- COI insurance required for any vendors providing services
- Alumni and Non-Profit pricing available
- Security and Janitorial fees will be applied to all reservations
- An approved Sacristan is required for all ceremonies at an additional fee

Schedule a Site Visit:  
**Marygrove Campus Rentals**  
8425 W. McNichols Road  
Detroit, MI 48221

## The Theater

### Liberal Arts Building

#### RENTAL RATES:

meetings/individual performances

Mon - Fri \$75/hourly

Sat - Sun \$125/hourly

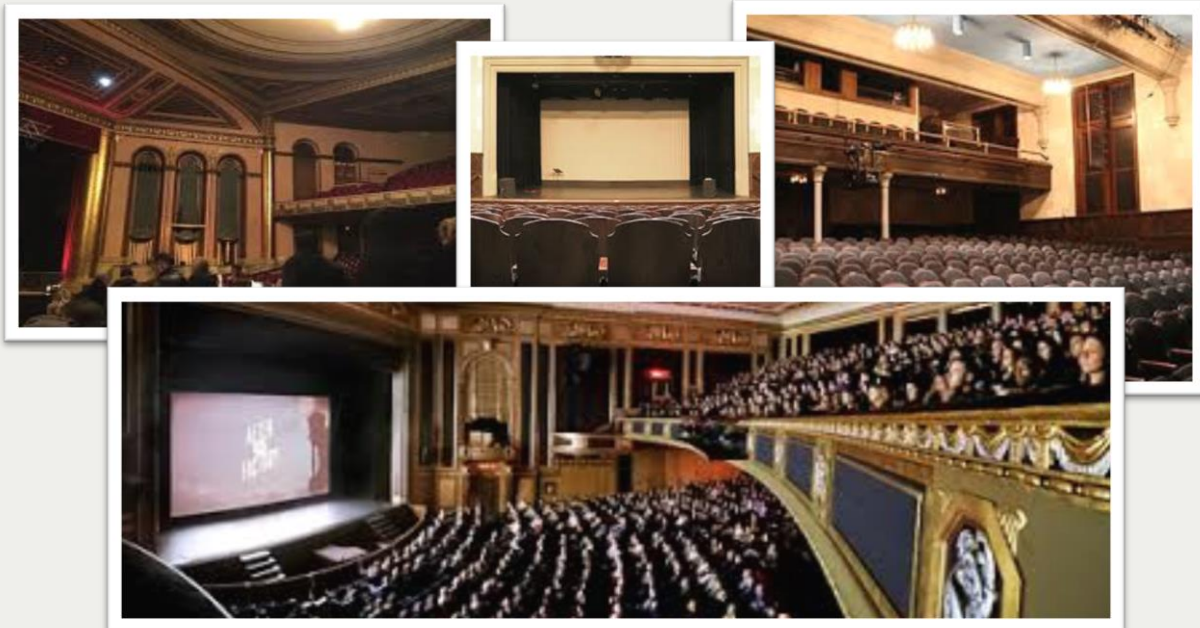
#### RENTAL RATES:

Longer running productions

Call for appointment to discuss

#### SEATING CAPACITY

# 375



### IF THESE WALLS COULD TALK...

An absolute GEM for Marygrove and the surrounding community; the Liberal Arts Theater has been home to decades of dance recitals, stage performances, musical concerts, creative productions and much more. Developing and showcasing talent, the theater remains a very in-demand venue year-round.

### THE DETAILS:

- Available for rent year round
- Fully air conditioned for additional comfort
- Backstage area includes large dressing rooms with stage lighting and floor to ceiling mirrors
- Ticket booth for sales/will call area
- Convenient side entrance/exit for easy access to parking lot
- Balcony level Sound/Lighting booth (clients responsible for providing its own AV team)
- COI insurance required
- Alumni and Non-Profit pricing available
- Security and Janitorial fees will be applied to all reservations

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**Office Space Leasing:** [KrystolRappuhn@BeanstalkRes.com](mailto:KrystolRappuhn@BeanstalkRes.com)

## Chargeable Service Rates For Work Requests

<b>Engineer Labor</b>	
Regular Rate	\$35.00 for each 1/2 Hour
Overtime	\$20.00 Base Charge plus \$45.00 for each 1/2 Hour
Call-In	\$20.00 Base Charge plus \$45.00 for each 1/2 Hour <i>(Minimum 4 Hours)</i>
<b>Porter Labor</b>	
Regular Rate	\$15.00 for each 1/2 Hour
Overtime	\$20.00 Base Charge plus \$17.00 for each 1/2 Hour
Call-In	\$20.00 Base Charge plus \$22.00 for each 1/2 Hour <i>(Minimum 4 Hours)</i>
<b>After-Hours HVAC</b>	
\$110.00 per Hour, with a 4 Hour Minimum <i>(Please allow for a 24-Hour Notice!)</i>	
<b>Lamp Service: Ballast Replacement</b>	
\$10.00 per Half Hour, plus Lamp List Price + Tax <i>(No Charge for Ballasts!)</i>	
<b>Keys &amp; Locks</b>	
New Key	\$10.00 each
Lock Change	\$130.00 per Cylinder More than one request at a time = \$55.00 per Lock <i>(Please allow for a 48-Hour Notice!)</i>
<b>Access Cards &amp; Building Passes</b>	
New Employee Cards	\$10.00 each
Replacement Cards	\$20.00 each
<b>Heating &amp; Cooling</b>	
\$110.00 per Hour, for Extended Hours <i>(EX: Late Weeknights, Saturday Evenings, Sundays, &amp; Holidays)</i> <i>(Minimum of 4 Hours Charged)</i>	
<b>Security</b>	
Regular Rate	\$19.00 per Hour
Overtime	\$25.00 per Hour
<b>Housekeeping Services</b>	
Carpet Cleaning & Deodorizing	\$0.12 per Sq. Ft. <i>(1,000 Sq. Ft. Minimum Charge)</i>
Upholstery Cleaning & Deodorizing	\$15.00 per Chair
Flooring Strip & Wax	\$0.35 per Sq. Ft. <i>(1,000 Sq. Ft. Minimum Charge)</i>
Ceramic Flooring Scrub & Hydro-Force	\$0.41 per Sq. Ft.
<b>**Prices are subject to change at the discretion of the Landlord!</b>	