



POLICY AND PROCEDURE
ARIZONA STATE UNIVERSITY

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EFFECTIVE	12/1/1984
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MANUAL Creating
Administrative Manuals

SECTION
Format Standards

SUBJECT Visibility of
Organization in Policies and Procedures



POLICY AND PROCEDURE
ARIZONA STATE UNIVERSITY

NUMBER	STA 502-02
PAGE	1 of 6
EFFECTIVE	1/5/1971
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MANUAL Student Affairs

SECTION Memorial Union

SUBJECT Reserving and Using Memorial Union Facilities

PURPOSE To specify the guidelines for the reservation and use of Memorial Union facilities

SOURCE Memorial Union

POLICY

RESERVATIONS

AVAILABILITY OF FACILITIES

Memorial Union (MU) facilities are available:

1. for MU programs
2. to university departments and colleges
3. to the ASU Alumni Association
4. to officially registered campus organizations
5. to allied and educational groups, if university-sponsored and
6. to groups other than those listed above, if the requested dates are not in conflict with the university calendar.

MAKING RESERVATIONS

Requests for rooms should be made well in advance of the event. Room reservation contracts must be signed and returned to the MU Reservation Office by the following deadlines prior to the event:

<u>Group size</u>	<u>Confirmation deadline</u>
Up to 20 people	2 working days
21 to 100 people	5 working days
101 or more people	10 working days

Requests for rooms may be submitted by:

- a. Room Request Form
- b. FAX (965-5834)
- c. PROFS note (ISTRHW or ICSAY)
- d. visit or call to the Reservations Office (MU 182, 965-3406)

For a schedule of MU facility charges, see STA 502-02A, Memorial Union Facility Charges, p. 6.

All reservations are accepted on a first-come, first-served basis, according to requested date, except for the following:

CAM 402-02B

Sample Lists with
Appropriate Indentation of Numbers and of Text