

RESERVING SPACE ON CAMPUS



Sun Devil Suggestions

Meetings and Small Events

The Memorial Union: The MU is an ideal setting for meetings and small special events due to its central location, 30+ meeting rooms, and catering services. Registered student organizations can reserve a room in the MU by calling Event and Meeting Services at 965-3406 or by email at: mureservations@asu.edu

Event and Meeting Services is located on the main floor of the MU in room 182. Registered student organizations are permitted to reserve two (2) meeting rooms per week. Registered student organization officers and Advisors are permitted to reserve rooms on behalf of your student organization.

Academic classrooms: It may be more convenient for your organization to meet or plan an event in a classroom facility. Classroom space works well for lectures, debates, and meeting space for larger student organizations. To reserve space in a classroom or academic hall, contact Academic Planning at 965-7070 or pick up a Facility Request at the Academic Facilities office in the Facilities Management building, room BI03. Please note that food is not allowed in academic facilities, and that you must leave the room clean and orderly when finished.

Large events

Below is a list of other locations you might consider for larger events.

Location	Department	Contact
Hayden Lawn	Event and Meeting Services	965-3406
Lyceum Theatre	ASU Theatre Department	965-5359
Business College Patio	Business Dean's Office	965-5516
Alumni Lawn	Alumni Association	965-2586
Student Services Lawn	Event and Meeting Services	965-3406
Alpha Drive Play Fields	Greek Life	965-4005

For a complete list of meeting spaces for large events, refer to your *Student Organization Policy Manual and Resource Guide*.

Resources

To learn about meeting spaces for your student organization, check out the *Student Organization Resource Guide and Policy Manual*.

Be sure to reference the Event and Meeting Services web site:

www.asu.edu/mu/event.htm

And check out these other *Best Practices* that will help you when planning an event:

- *Event Planning*
- *Conference Planning*
- *Hayden Lawn Events*
- *Event Planning and Residential Life*
- *Reserving Mall Space*

And remember...

When reserving space anywhere on campus, you will need the following information: (1) The date of the event, and a list of back up dates, (2) the time of the event and whether you will need early access, (3) number of persons in attendance, (4) set up and audio/visual equipment needs, and (5) Food/beverage needs. Be sure to make reservation requests as far in advance as possible. Late charges will be assessed for any changes, additions or cancellations to the reservation made less than two working days before the event.