

**OUTDOOR EVENT AND SALES REQUEST**

Event and Meeting Services, Memorial Union

Phone: 480.965.3406 Fax: 480.965.5834

E-mail: [MUReservations@asu.edu](mailto:MUReservations@asu.edu)URL: [www.asu.edu/mu](http://www.asu.edu/mu)Office Use Only  
Date and Time Submitted

Please complete and return all necessary forms to Event and Meeting Services located on the main level of the Memorial Union (behind the Information Desk) at least one week prior to your event. Special events should be submitted at least two weeks in advance. Thank you!

Organization Name		
Organization Representative		E-mail Address
Daytime Phone #	Fax #	Date(s) of Event (max of 10 dates)
Time Period of Event		Event Name
Describe Event		
<b>EQUIPMENT:</b> Standard set-up is one table and one chairs for student groups and campus departments. Vendors will be required to bring their own equipment.		
<ul style="list-style-type: none"> <li>Do you plan to use the table and chairs? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> <b>Special events only:</b> The following items may be available <ul style="list-style-type: none"> <li>Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No      Large sound system: <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> Present ASU ID to Information Desk on the day of the event to pick up the sound system. The stage and sound system are available for use in spots 3A, 6 and 30 only. Stage set-up must be confirmed and extra tables and chairs may be reserved by contacting Facilities Management at 480.965.1833. Stage and sound system must be set at the north end of Hayden Lawn facing south.		
<b>AMPLIFICATION:</b>		
<ul style="list-style-type: none"> <li>Will there be any type of amplification at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> For what purpose? _____		
Amplification is allowed in zone 3A, 6 and 30, on Tuesday and Wednesday 11:30 am to 1 pm, 85 decibels at 30 feet, (Bands with full drum kits and/or electric instruments are limited to these days/times one per day), on Monday, Thursday and Friday 11:30 am to 1 pm, on Monday to Friday 5 pm to 10pm and on Saturday 8 am to 10 pm , 70 decibels at 30 feet. Amplification is not allowed on Sunday. Amplification in zones 3 and 6 must face south, in zone 30 speakers must face east.		
<b>FOOD/BEVERAGE:</b>		
<ul style="list-style-type: none"> <li>Will there be any food or beverage at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul> Any food present at your event must have prior approval or be purchased from Aramark, Atlasta or Sodexo Collegiate. A <b>Food Waiver Request</b> must be submitted to the ASU Catering Office, MU 182, a minimum of 14 days prior to event date. If approved, the form must be displayed during your event. Applications are available from the ASU Catering Office or on the web, <a href="http://www.asu.edu/mu">www.asu.edu/mu</a> .		
<b>THIRD PARTY PARTICIPATION/SALES</b>		
<ul style="list-style-type: none"> <li>Will there be sales at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? _____</li> <li>Will there be a third party/vendor present at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No Name/Purpose _____</li> </ul> Student groups may conduct sales for their own fundraising purpose. If you are sponsoring a third party/vendor they must be approved through the Memorial Union Event and Meeting Services Office by providing applicable forms, fees and insurance. See MU third party guidelines for requirements. Arizona State University, Sun Devils, Sparky, the seal, and other facsimiles thereof are LICENSED trademarks. Permission to use trademarks is required. Submit your sales product design for approval to ASU Trademark Licensing ( <a href="http://www.asu.edu/purchasing/trademarks">www.asu.edu/purchasing/trademarks</a> ), Ritter Building, or call 480.965.5499 for more information. Your request will not be approved without an approval attached to this form. Groups wishing to hold raffles must submit an application to the Attorney Generals Office. <a href="http://www.asu.edu/studentaffairs/mu/clubs/docs/SORCmanual.pdf">http://www.asu.edu/studentaffairs/mu/clubs/docs/SORCmanual.pdf</a>		
<b>PARKING:</b>		
The only zones vehicles (bus or smaller) are allowed are 32 and 41. A permit must be obtained to park or load in/out from Parking and Transit Services ( <a href="http://www.asu.edu/dps/pts">www.asu.edu/dps/pts</a> ), Tower Room #107, phone 480.965.6209. You may unload prior to 7:00 am and depart after 4 pm. Paid visitor parking is available in Parking Structure #1. Individuals not following this policy will be denied further reservations.		
<b>ZONE MAP:</b>		
The Zone Map is located on the back of this form. Please list your top three zone preferences, 1 zone per group per day, 10 days at one time. Zones assigned on the basis of availability. Zones 3 and 6 are only available once per month per student organization. All zones are subject to a no show penalty.		
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>

<b>Signature – Organization President or Representative</b>	<b>Date</b>
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Student Organization Resource Center (SORC) is a great resource for event planning. Contact SORC by phone at 480.965.2255, stop by their office located on the 3<sup>rd</sup> floor of the Memorial Union in the Sun Devil Involvement Center, or visit their web site at [www.asu.edu/clubs](http://www.asu.edu/clubs).