

## Memorial Union Meeting Room Policies

1. Academic Departments may book space two (2) years in advance; off campus clients may book one (1) year in advance (limited to times of academic breaks, any Friday, Saturday, Sunday or within 8 weeks of the requested date); and student organizations (upon registering with the Student Organization Resource Center) for the following academic year. Reservations for regularly scheduled, credited courses will not be accepted.
2. Off campus groups that are affiliated with an on-campus department or student organization may utilize the MU when school is in session by obtaining co-sponsorship. By co-sponsoring the event the department or organization assumes responsibility for any financial obligations from the event. A letter is required from the department head or organization president and advisor stating how the event furthers the mission of the organization and/or Arizona State University. At least one member of the department or organization must be in attendance at the event.
3. 3<sup>rd</sup> party clients not co-sponsored by an ASU entity will be required to supply a certificate of insurance and endorsement with the coverage amounts specified by ASU insurance department. 3<sup>rd</sup> party clients conducting a luncheon or dinner catered by the MU's contracted in house caterer may be excluded from this requirement.
4. A non-refundable deposit of 50% of the total rental is due 30 days in advance for ASU affiliated groups and 60 days in advance for off campus groups.
5. The MU does not accept reservations from any organization with outstanding payments due to ASU.
6. Clients holding large events or events that require a large, detailed or unusual set will be required to meet with a member of the MU staff a minimum of 2 weeks prior to the event to ensure clients are aware of all policies for use of space. At least one person that will be responsible for and at the event will need to attend. There will be a labor charge for a MU staff member to check clients in and out of assigned space to ensure the success of the event and the safety of the space.
7. Clients will be allowed to hold two (2) dates for the same event while in the planning process. Depending on the size of the room(s) and the demand for space clients will be asked to release one date within the six (6) month period preceding the event.
8. Clients requesting a room for a rain back up prior to their event will be charged the room rental for the appropriate category, whether or not the room is used. Rooms held as back up, cancelled 30 days prior will not be assessed a fee. Rooms requested day of the event as alternative rain locations will be assessed the appropriate labor charge to set the room.
9. Room charges will be added to all reservations for conferences, cultural performances, tournaments, fundraisers and all events where a fee could potentially be charged to guests and or recruiters/exhibitors. The room charges may be waived upon receipt of a program prior to the event date showing that there is no registration fee, ticket charge, required donation, or other payment to attend the event. Room charges also apply to all events where 50% or more of attendees are not affiliated with Arizona State University, another institution of higher education or a P-12 educational institution. Clients must pre-sell tickets; ticket sales are not allowed at the door. The MU reserves the right to verify attendee affiliation by requesting copies of registration list, guest list or by checking guest identification to ensure adherence to this policy.
10. The Alumni lounge may be reserved for events with 50 or more participants. Clients with reservations in Alumni whose count drops below 50 or clients wishing to reserve Alumni for events with an estimated attendance of less than 50 people will be charged the room rental rate for the applicable client category.

11. 30 days notice is required for cancellation of reservations for the Arizona Ballroom, Ventana Ballroom, Turquoise Ballroom or Alumni lounge. Cancellations received after that time and no shows will be subject to a fee equal to 50% of the reservation rate.
12. Two (2) weeks notice is required for cancellation of reservations in the following rooms, Cochise, Gold, Pima, Mohave, La Paz and Union Stage and any individual section of the Ventana Ballroom. Cancellations received after that time and no shows will be subject to a \$40.00 late cancellation fee. No shows to rooms that have had requested equipment set in the room will be assessed an additional \$20 fee.
13. Clients with reservations for 3 or more rooms on the same date that cancel less than two weeks out will be assessed a fee equal to 50% of the reservation rate.
14. Two full working days notice is required for cancellation of reservations, excluding those covered by other policies. Cancellations received after that time and no shows will be subject to a \$20 late cancellation fee. No shows to rooms that have had requested equipment set in the room will be assessed an additional \$20 fee.
15. The MU reserves the right to change location and/or cancel an event or meeting when necessary. Every effort will be made to notify the client in advance and to accommodate the client in an alternate location.
16. All requests for rooms, equipment and/or set-up made with less than two (2) full working days will be charged a \$20.00 fee per request.
17. Any major change or cancellation to a series reservation will be assessed a \$25 fee.
18. Clients will be asked to limit their series meetings to one (1) room per week, up to four (4) hours, including any set-up time. Groups that run over their allotted time more than once per semester will be assessed the room charge for the appropriate category.
19. Series reservations will be permitted Friday through Sunday, 5pm to 10 pm only, for the Alumni Lounge and Pima Auditorium.
20. Requests for changes to the regular set in Apache, Navajo, Pinal, Santa Cruz and Yuma will incur a \$25 fee.
21. The Gold Room and Union Stage must use the existing furniture in the room.
22. The MU will charge an excessive set up fee when the needs for any space exceed a standard set or include unusual demands.
23. Meeting rooms on the second floor of the MU are not designed to host events that need space for physical activities.
24. Room charges may be applied to reservations for spaces that are larger than attendance requires.
25. If damage occurs in a room and/or there is a loss of equipment, the responsible group/party will be assessed a fee reflective of the cost for replacement/repair.
26. Any group leaving an excessive amount of garbage will be assessed a minimum fee of \$50 for clean up.

27. MU building hours may be extended to accommodate events at a fee of \$100 per hour with a minimum of 10 days notice.
28. Groups requesting storage of materials prior to an event will be charged a fee of \$4/box each day that they are stored within the MU. Groups storing enough materials may be charged a fee to reserve a meeting room for storage purposes. The MU cannot accept drop and go shipments, delivery companies must deliver to the reserved room. The MU does not facilitate outgoing shipments. Clients hosting events with a large volume of shipments may be required to work with an off campus expo company.
29. Clients holding a career fair, trade show, organization fair or any similar event will be charged a \$40 fee for MU staff to oversee set up and tear down.
30. Signs may only be placed in areas pre-approved by the MU staff and must be placed on sign stanchions or hung. Labor charge of \$25 will be assessed for hanging banners or signs.
31. The use of glitter and confetti is prohibited in the MU. Lit candles and incense are only allowed for ceremonial purposes and clients must obtain a fire permit from the ASU office of Environmental Health and Safety, (480)-965-1823, prior to the event. Decorations may be placed on sign holders or tables. Taping decorations to walls is prohibited.
32. Clients needing to unload items at the loading dock may check out a dock pass for a 40 minute load in and load out. Arrangements for visitor parking in campus structures or lots must be made with Parking and Transit Services, (480)965-6406. The MU does not have any control of the parking availability or charges.
33. The MU has an in house catering service. No other off site companies may cater in the building.
34. Due to the high demand for space, requests for rehearsal times and client set-up are limited to 4 hours at a time convenient to the operation of the MU. Requests for additional time will be reserved if available for a fee equal to 50% of the appropriate category room charge.
35. Literature displays and sales may take place inside meeting rooms only for the duration of the event.
36. The MU is designated a public venue, as such, all movies shown must have copyright approval.
37. Clients requesting a telephone will be charged \$100 to activate the line and \$25 for phone use and/or set up.
38. Clients requiring labor/tech services will be billed \$20 per labor hour.
39. To effectively manage the sound quality in the meeting rooms microphone use is limited to 1 handheld mic in rooms with a capacity of 60 or more. Arizona, Alumni, Turquoise and Pima have potential for a podium mic, one handheld wireless mic, one wireless lavalier and 3 wired mics. Ventana has a few more wireless options but is still limited to a total of 6 mics. Clients requiring a more elaborate set-up or technical support should consult with another ASU department or hire an outside company to support their event.
40. Laptops, CD players and MP3 players may be used in conjunction with MU sound equipment. No other client provided equipment may be connected to the MU sound systems.
41. Clients wishing to reserve space for a band may book Union Stage, Arizona or Ventana. Bands must provide their own equipment and be able to stay below the acceptable sound level as determined by the Building Manager (roughly 70 decibels or below). Clients should be very

specific about the limitations of the venue when booking a band as failure to stay within sound limits could result in termination of the event. The MU will not provide any equipment to supplement the client's equipment, ( i.e., mics, mixers, CD players, etc.)

42. Pima may be booked for events which can utilize the existing sound system and 6 mic set-up. Vocal performances, unplugged bands and guest speakers are types of events suitable for this venue. Electronic instruments and percussion can not be accommodated.
43. DJ's may be used in the larger rooms but must provide their own equipment or use one of the acceptable plug-ins (as listed in # 42) above to use our sound system. They will also need to work with the building manager to maintain an appropriate sound level for the venue.
44. Student organizations interested in a special event/dance in the MU should contact the Student Organization Resource Center (SORC) or visit the SORC web site for guidelines and procedures.

Updated 9/11