

Please complete and return this form to the EMS office, located on the main level of the Memorial Union behind the information desk, a minimum of 2 weeks prior to your event. Requests for space must be submitted by a registered student organization or university department. **Please read terms and conditions regarding use of space.**

Section I: Event Name _____ Estimated Attendance _____

Sponsoring Organization: _____ Date(s) of Event: _____

Set Up Time: _____ am pm Start Time: _____ am pm End Time: _____ am pm Teardown: _____ am pm

Requested Spaces: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

The spaces requiring reservation are identified on the MU mall map and the Dome at Vista Del Sol. Sponsors are allowed to reserve space(s) in ten-day blocks, one space per day. An additional restriction of once per month, per space, per sponsor applies to the areas in the map noted as Space 6 Hayden Lawn and Space 3 north of the MU Please see confirmation for equipment use details.

Section II: Organization Representative (primary contact)

Name: _____ E-mail: _____

Phone: _____ Fax: _____

Sponsored non-ASU Organization: Name: _____ Phone: _____

Section III: Type of Event (check all that apply)

Information/Recruitment Table Information Fair Band* DJ* Speaker Display

Fundraiser Special Event* Commercial Sales or Solicitation* Raffle*

Other* _____ Giveaway * _____ Overnight event * _____

Section IV: Pre-Event Planning

Many of the items below have restrictions or require special permission. You will be notified if action needs to be taken on certain items. The "Yes" items above and below marked with an asterisk (*) that include a sponsored non-ASU organization will require proof of insurance, including required endorsements, except that events involving expressive activities may be exempted from the insurance requirement (see # 20 in attached Terms and Conditions).

Please respond to the following questions: Yes or No Details required for all Yeses

	Yes or No	Details required for all Yeses
<input type="checkbox"/> Is the event open to the public?		
<input type="checkbox"/> Will admission/participation fee be charged?		
<input type="checkbox"/> Will any items be given away and/or sold?		
<input type="checkbox"/> * Will non-university organizations be contracted for services or have a presence at your event?		
<input type="checkbox"/> Equipment needs: <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Portable Stage (Space 6 and 30 only) <input type="checkbox"/> Large Sound System (Space 3, 6 and 30 only) Tables and chairs are at PE West 110 weekdays for pick up 9:30 to 10:30 am and return 1:30 to 2:30 pm, evenings and weekends by request for a fee (see terms and conditions). The sound system is available for pick up at the MU information desk during regular building hours. Equipment is not available for use at the Vista dome.		

<input type="checkbox"/>	Will food or beverages be served and/or sold?		
<input type="checkbox"/> *	Will Open Flame be in use?		
<input type="checkbox"/> *	Will an Electric Generator be in use?		
<input type="checkbox"/>	Will Barricades or Fencing be in use?		
<input type="checkbox"/>	Will there be any Temporary Structures?		
<input type="checkbox"/> *	Does event include physical activity (rock wall, slip n slide, etc)?		
<input type="checkbox"/>	Will a vehicle be needed to load in and out, parking is not permitted?		
<input type="checkbox"/> *	Will animals be present at the event?		
	Any other activity not listed above		
<input type="checkbox"/>	Will staging, lighting or amplified sound be used?		

Section V: Event Description (Please provide a detailed description of the event/activity your are planning)

I hereby confirm that I have read the terms and conditions for use of space and agree to abide by the rules as set out in the USI and MU policy for use of outdoor space. Failure to comply may result in termination of my event and may prevent my organization's future use of outdoor space on the MU campus.

Organization: _____

Signature: _____

Date: _____

<p>For Office Use Only: (updated 8-11)</p> <p>Date Submitted: _____</p> <p>Documents needed: _____</p> <p>_____</p> <p>_____</p>

ASU MU Outdoor Event Space Terms and Conditions of Use

1. **Accountability:** Registered student organizations, campus departments and non-ASU organizations are responsible for the actions and behaviors of their officers, members and employees.
2. **Assumption of Risk, Waiver and Release of Liability forms :**
For participation type events/activities, an Assumption of Risk, Waiver and Release of Liability form may be required to provide participants with a better understanding of the risks associated with participating and the associated responsibilities. The Environmental Health and Safety/Risk Management Department may require a participant waiver for a particular event/ activity.
3. **Authorization:** An event is not considered authorized/ approved until all affected departments have approved the event and any required payments have been made and/or arranged.
4. **Use of Space:** Space may be reserved by a registered student organization or campus department on a first come first serve basis, one space per day, 10 days at one time. Space 3 and 6 may be reserved once per month per organization. The last day to schedule mall space is the last day of regularly scheduled classes each semester.
5. **Space Definitions:** Spaces 1, 2, 4, and 8 to 31 are designated registered student organizations and campus department spaces. Spaces 3, 6, 29 30, and the Vista Dome are designated for special events. Spaces 36 to 40 are designated for non-ASU organization sales/solicitation.
6. **Clean Up:** The sponsoring organization is responsible for cleanup of the space they have reserved. Sponsors of activities that include distribution of booklets, leaflets, handouts or literature must police the area for discarded materials. If materials are not cleaned up, the organization will be charged for cleanup costs.
7. **Disruptions:** Activities may not substantially interfere with academic or administration activities or previously scheduled events. Activities may not disrupt free flow on sidewalks or streets. The sponsoring organization is responsible for ensuring that the activity (including the audience) stays within the appropriate area.
8. **Special Event Permits:** Any event/activity involving one or more of the following: open flame, electric generator, barricades or fencing, temporary structures, enclosed tents, or animals will need to submit a request for a special event permit to Environmental Health and Safety. No staking is permitted on any of the lawn spaces. http://uabf.asu.edu/ehs_special_events
9. **Overnight Events:** If the request is for an overnight event, notify the Grounds Department at 480-965-3633 to get on the no-water list and notify the Department of Public Safety of your presence on campus overnight at 480-965-7897.
10. **Food:** Food must be purchased through one of the University contracted food providers: Aramark, Atlasta or Sodexo Collegiate or a food waiver request must be submitted to MU Administration 14 days in advance of the event. Homemade foods are prohibited. Sales or giveaways of non perishable food products by a registered student organization or campus department are not limited in number. Sales of non-perishable food products by a non ASU organization or campus department may take place if approved by the MU contracted food provider and other policies in #14 below are met. Sales or giveaways of perishable food products or food prepared on site by members of a registered student organization or campus department are limited to once per month. Sales or giveaways of perishable food products or food

prepared on site by a non ASU organization are prohibited unless the non ASU organization is participating in an event at the request of the ASU event sponsor.
<http://www.asu.edu/mu/docs/FoodWaiverReq.pdf>

11. **Equipment:** The Memorial Union has tables, chairs, a stage and a sound system available for use in spaces that it reserves. The tables and chairs can be picked up weekdays in PE West 110 from 9:30 to 10:30 am and returned 1:30 to 2:30 pm. Arrangements can be made for use evenings and weekends during MU building hours for a \$20 fee for self pick up, \$60 for delivery. The sound system is a self serve unit that can be picked up at the MU information desk during MU building hours. The MU equipment is not available for use at the Vista Dome. Additional equipment may be requested by contacting ASU Moving and Event Services at 480-965-1833; University Classroom Support at 480-965-3342; or an off-campus rental company.
12. **Vehicles:** The Memorial Union does not reserve any space where a vehicle can park as part of an event. Load in and load out to space 3 must take place on Orange mall west of the fountain or by the back dock of Hayden library. Load in to Hayden lawn can be accessed from the north off of University and Forest. Paid visitor parking is available in the Apache Blvd parking structure. A permit must be requested through Event and Meeting services a minimum of two full working days prior and a fee will apply if access to drive on a pedestrian mall is needed. Hours of availability are restricted. Additional parking info can be found at http://uabf.asu.edu/parking_transportation
13. **Amplification:** Amplification is allowed in Spaces 3, 6, and 30. Sound must face south in Space 6 and east in Space 30. Hours during which amplification may occur are:
Tuesday and Wednesday 11:30 am to 1:00 pm not to exceed 85 decibels at 30 feet;
Monday, Thursday and Friday 11:30 am to 1:00 pm, Monday to Friday 5:00 pm to MU closing time, Saturday 8:00 am to MU closing time, not to exceed 70 decibels at 30 feet.
Bands with full drum kits and electric instruments are only allowed on Tuesday and Wednesday, and are limited to one of the three amplified spaces per day.
Amplification at the Vista dome is permitted 7 days a week from 8 am to 10 pm.
14. **Sales/Solicitation:** Registered student organizations and campus departments may conduct sales for their own fundraising purposes. If a non-ASU entity wishes to sell or solicit on campus they must be sponsored by a student organization or campus department, submit a sales agreement, http://www.asu.edu/mu/events/sales_solicitation.htm pay the appropriate fees as listed in #19, and if selling provide a Tempe sales tax license (to obtain a license, call 480-350-2955 for information); and, an Arizona revenue license (call 602-542-4576 for information, or visit the State's office at 1600 W. Monroe in Phoenix or on the web at www.aztaxes.com). A student organization or campus department may sponsor a non-ASU entity for a maximum of 10 days per semester.
<http://www.asu.edu/aad/manuals/usi/usi802-02.html>
15. **Credit Cards:** Associated Students of Arizona State University Undergraduate Student Government passed a resolution (SB 63, 2003) encouraging the Student Organization Resource Center not to approve credit card vendors. ASU groups are encouraged to keep this in mind when partnering with a non-university organization.

16. Prohibited Sales/Solicitation

- *The offering of unfair, improper and deceptive inducements
- *The use of any manipulative, deceptive or fraudulent device, scheme, or artifice including misleading advertising and sales literature
- *Any oral or written representation that suggests or gives rise to the appearance that ASU sponsors or endorses that organization, its agents or the goods, services and/or commodities being offered.
- *Any activity that is in violation of the ASU code of conduct

17. **Trademark:** Arizona State University, Sun Devils, Sparky, the seal, the sunburst and other facsimiles thereof are LICENSED trademarks which require permission for use. Submit your sales product design for approval to ASU Trademark Licensing: http://uabf.asu.edu/trademark_licensing
18. **Raffles:** No one may conduct a raffle or any other form of amusement gambling without submitting a written Amusement Gambling and Raffle Registration form for approval by the State's Attorney General's office. Arizona Attorney General's Office, 1275 W Washington St, Phoenix, AZ 85007, 602-542-3881.
19. **Fees:** Fees are required from all non-ASU organizations as follows:
- Sales/solicitation in zones 36 -40**
\$100 per semester registration fee/ \$50 per semester for non-profits payable to the Memorial Union plus a premium fee of \$200 per day during fall welcome and the first two weeks of each semester (\$100 payable to the MU and \$100 payable to the sponsoring organization) **OR** the registration fee plus a minimum daily fee of \$75 payable to the sponsoring organization during non premium weeks.
- Special Events**
\$150 per day payable to the MU and a daily fee negotiated by and made payable to the sponsoring organization. These events may include amplification, vehicles, inflatables or other activities that have a larger footprint or require special set up.
- Campus Tour/Turnkey Promotion Fee:**
\$300 for two days, \$150 per day for each additional day payable to the MU plus a fee made payable to and negotiated by the sponsoring organization. These events typically have a larger footprint and travel to campuses across the United States.
- Space Fee**
\$300 space fee applies to all groups hosting events in MU monitored spaces when there is any type of fee to attend the event.
- Fees** do not apply to events whose purpose is to recruit students for employment, community service or participation in programs sponsored by an ASU entity unless the sponsor is receiving payment for hosting the event or the event qualifies as a special event or campus tour.
- Fees** do not apply to events whose purpose is to inform the ASU community of matters of public concern/interest based on the first amendment right to free speech, unless the sponsor is receiving payment for hosting the event.
20. **Insurance:** Proof of insurance is required if an event: (a) fits in a category denoted by an "*" on the Request Form, and (b) involves the participation of a non-ASU organization. The required insurance coverage, liability limits and additional insured endorsement is outlined at http://uabf.asu.edu/insurance_services. Events involving expressive activities shall be exempt from the insurance requirement if the non-ASU organization cooperates with the University Risk Manager or his designee in planning the event and enters into an indemnification agreement.
21. **Indemnification:** Indemnification is required for events that do not carry an "*" on the Request Form and a non-ASU organization is being sponsored. The indemnification form is available at the web address in #20 above. Insurance, as identified in #20 above, may be substituted for the indemnification requirement.
22. **Prohibited Conduct/Disruptive events** Event may be terminated for conduct in violation of USI 802:01 <http://www.asu.edu/aad/manuals/usi/usi802-01.html>