

ASU Memorial Union Event and Meeting Services

The Memorial Union (MU) serves as the primary meeting center on the campus of Arizona State University for registered student organizations, campus departments, and groups from the greater community. The MU is an ideal setting for meetings, conferences, and special events due to its central location, 30+ rooms, event amenities, and onsite catering services.

Event and Meeting Services schedules the meeting and event space in the MU, plus designated mall/lawn space on campus. Members of the Event and Meeting Services team are available to help coordinate your event weekdays from 8 a.m. - 5 p.m. The office is on the main level of the MU behind the Information Desk.

In order to make a reservation, the following information must be supplied to Event and Meeting Services staff: preferred date of the event and an alternate date, time and duration of event, expected number of persons in attendance, if food and/or beverage service will be ordered, audio visual and set-up needs (please note, an appointment with a staff member may be required).

MALL AND LAWN RESERVATIONS

Hayden Lawn, Student Services Lawn, and dedicated portions of Cady Mall, Orange Mall, Tyler Mall and Palm Walk are available for use by registered student organizations and campus departments through Event and Meeting Services. Spaces may be used for informational tables or special events. Complete a "Request for Space" form available in the Event and Meeting Services office or visit www.asu.edu/mu/ems.

Business vendors interested in utilizing mall/lawn space should contact Event and Meeting Services at (480) 965-3406 or visit www.asu.edu/mu/events/lawn_mall_space.htm for vendor information and guidelines.

SPARKY'S DEN

Located on the lower level of the Memorial Union, Sparky's Den offers 8 bowling lanes, Cosmic Bowling, 15 billiards tables, and numerous video games. Reserve Sparky's Den for your group to celebrate another successful semester or any occasion.

AUDIO/VIDEO FEES (Category III Clients)

Podium (Freestanding, No Microphone)	\$30
Podium w/Microphone	\$40
Anchor Speaker	\$30
Boombbox.....	\$40
CD Player (w/Amp and Speakers)	\$60
Microphone	\$10
Handheld Wireless Microphone.....	\$25
Wireless Lavalier Microphone	\$30
Mixer	\$25
Data Projector	\$240
Elmo Projector	\$240
DVD/VCR Monitor	\$40
DVD Player	\$40
Overhead Projector	\$20
Slide Projector	\$25
Wireless Slide Projector Remote	\$10
Laser Pointer	\$10
Projection Screen.....	\$20

WHEN TO MAKE RESERVATIONS

Registered student organizations may request event and meeting space at any time throughout the academic year. To accommodate all registered student organizations, each organization is limited to one (1) regularly scheduled meeting room per week. Reservations for regularly scheduled, for credit courses will not be accepted. Campus departments may request event and meeting space throughout the year. Off-campus groups may only request space for the following time periods:

January	First two (2) weeks
March	Spring Break
May	Last two (2) weeks
June	Entire month
July	Entire month
August	First two (2) weeks
December	Last two (2) weeks
Any Weekend	Friday, Saturday, Sunday

In addition, off-campus groups may request space within two (2) weeks of the event at any time. If space is available, Event and Meeting Services will assign room reservations to the group. However, priority is given to on-campus groups for room reservations.

CATERING

The Memorial Union and their catering partner provide a variety of delicious and convenient menu options. From meetings to wedding receptions, the catering staff can assist with all your food service needs. For more information or to request catering services please contact the Memorial Union catering office by phone at (480) 965-6508 or visit the catering sales office located on the main level of the MU behind the Information Desk. Catering information can be found online at www.asu.edu/mu/catering.

ALCOHOL AND SECURITY POLICY

An alcohol permit is required to serve alcoholic beverages at an event on campus, including in the MU. The alcohol permit forms are available through the catering office or on ASU's Department of Public Safety (DPS) web site at www.asu.edu/dps. The alcohol permit form must be completed and submitted to the Director of the Memorial Union at least fourteen (14) calendar days prior to scheduled event for approval. Please contact DPS at (480) 965-3456 with any questions.

RATES AND FEES

All registered student organizations and Arizona State university departments are exempt from meeting room charges except when there is a registration fee, conference fee, admission charge, or donation requested at the door. The following categories indicate the fee structure when applicable:

CATEGORY I: Registered student organization event when a fee, admission charge or donation is part of the event.

CATEGORY II: University related event with University participation when a fee, admission charge or donation is part of the event.

CATEGORY III: Non-university related event. Room/equipment charges apply to the category under all conditions.

ON THE SECOND FLOOR:.....OCCUPANCY CATEGORY I CATEGORY II..... CATEGORY III

Alumni Lounge (Room 202)	100	\$100	\$200	\$400
Apache (Room 221)	22	\$40	\$80	\$160
Arizona Ballroom (Room 207).....	400 - 575	\$215	\$425	\$850
Chrysocolla (Room 206).....	30	\$35	\$70	\$140
Cochise (Room 212).....	80.....	\$50	\$100	\$200
Cochise East (Room 212E)	\$25	\$50	\$100
Cochise West (Room 212W)	\$25	\$50	\$100
Coconino (Room 224)	30.....	\$40	\$80	\$160
Copper (Room 204)	14.....	\$35	\$70	\$140
Gila (Room 214)	12.....	\$35	\$70	\$140
Gold (Room 203)	80.....	\$50	\$100	\$200
Gold North (Room 203N).....	40.....	\$30	\$60	\$120
Gold South (Room 203S)	40.....	\$25	\$50	\$100
Graham (Room 216).....	14.....	\$35	\$70	\$140
Havasupai (Room 208D)	22.....	\$35	\$70	\$140
Hohokam (Room 208B).....	12.....	\$35	\$70	\$140
Hopi (Room 208C)	16.....	\$35	\$70	\$140
Kaibab (Room 208E)	24.....	\$35	\$70	\$140
La Paz (Room 223).....	48.....	\$45	\$90	\$180
La Paz East (Room 223E)	24.....	\$25	\$50	\$100
La Paz West (Room 223W)	24.....	\$25	\$50	\$100
Maricopa Cafe (Room 201)	180.....	\$55	\$110	\$220
Mohave (Room 222).....	42.....	\$45	\$90	\$180
Navajo (Room 219)	30.....	\$40	\$80	\$160
Pima (Room 218)	168.....	\$75	\$150	\$300
Pinal (Room 215)	30.....	\$40	\$80	\$160
Plata (Room 206A)	6	\$25	\$50	\$100
Rincon (Room 225).....	18.....	\$45	\$90	\$180
Santa Cruz (Room 213)	22.....	\$40	\$80	\$160
Starlight Terrace (Room 201A)	100.....	\$35	\$70	\$140
Turquoise (Room 208F).....	100.....	\$55	\$110	\$220
Ventana Ballroom (Room 226).....	300 - 450	\$200	\$400	\$800
Ventana Ballroom A (Room 226A)	150.....	\$65	\$125	\$250
Ventana Ballroom B (Room 226B)	100.....	\$65	\$125	\$250
Ventana Ballroom C (Room 226C).....	200.....	\$75	\$150	\$300
Yavapai (Room 209).....	30.....	\$40	\$80	\$160
Yuma (Room 211).....	42.....	\$40	\$80	\$160

ON THE LOWER LEVEL:

Diablo's Den (Room 078).....	6	\$30	\$60	\$120
Fiesta (Room 080)	60.....	\$45	\$90	\$180
Union Stage (Room 085)	130.....	\$55	\$110	\$220
Sparky's Den (Bowling, Billiards and Arcade)	200	Prices Vary, please call for detailed information		

ADDITIONAL FEES:

Flipchart w/ Pens	\$15	Lectern	\$15	Speaker Phone	\$35
Additional Pads of Paper	\$15	Piano.....	\$60	Phone Line.....	\$100
Dry Erase Board w/ Markers	\$15	Piano Tuning.....	\$75	Easel	N/C
Chalkboard	\$10	Empty Media Cart	\$10	Sign Stanchions	N/C
Risers Per Section	\$10	Single Line Phone	\$20	Flags (US, AZ, ASU)	N/C

Memorial Union Meeting Room Policies

1. 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.
2. Academic Departments may book space two (2) years in advance, off campus clients one (1) year in advance (limited to times of academic break) and student organizations upon registering with the Student Organization Resource Center for the following academic year. Reservations for regularly scheduled, for credit courses will not be accepted.
3. 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.
4. Third 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 the ASU Insurance Department. Third party clients conducting a luncheon or dinner catered by MU Catering may be excluded from this requirement.
5. 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 may be asked to release one date within the six (6) month period preceding the event.
6. Clients requesting a room for a rain back up prior to their event will be charged the room rental for the appropriate category. 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.
7. 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. 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 required to attend the event. Room charges also apply to all events where 50% or more of attendees are not ASU affiliated. Ticket sales are not allowed at the door. Clients must sell all tickets in advance.
8. 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 less than 50 people will be charged the room rental rate for the applicable client category.
9. 30 days notice is required for cancellation of reservations for the Arizona Ballroom, Ventana 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.
10. Two (2) weeks notice is required for cancellation of reservations in the following rooms, Cochise, Gold, Fiesta, Pima, Mohave, Turquoise, La Paz, Union Stage and any individual section of the Ventana Ballroom. Cancellations received after that time and no shows will be subject to a \$25 late cancellation fee. No shows to rooms that have had requested equipment set in the room will be assessed an additional \$15 fee.
11. Two (2) 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 \$10 late cancellation fee. No shows to rooms that have had requested equipment set in the room will be assessed an additional \$15 fee.
12. Clients with reservations for three (3) or more rooms on the same date that cancel less than two (2) weeks out will be assessed a fee equal to 50% of the reservation rate.
13. Any change or cancellation to a series of reservations will be assessed a \$25 fee.
14. 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.
15. A series of reservations will not be accepted for Rincon and are limited to Friday through Sunday, 5 p.m. to 10 p.m., in the Alumni lounge.
16. 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.
17. Any group leaving an excessive amount of garbage will be assessed a minimum fee of \$50 for clean up.
18. All requests for equipment and/or set up made within two (2) full working days of an event will be charged a \$15 fee per request.
19. MU building hours may be extended to accommodate events at a fee of \$100 per hour with a minimum of 10 days notice.
20. Clients requesting that a room be re-keyed will be assessed a \$35 labor fee. If the keys are not returned at the end of the reservation, the client will be charged \$100 to replace the lock set.
21. The MU will charge an excessive set up fee when the needs for any space exceed a standard set or include unusual demands.

22. 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. Decorations may be placed on sign holders or tables, taping decorations to walls is prohibited.
23. 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 control of parking availability or charges.
24. The MU has an in house catering service. No other off site companies may cater in the building.
25. Signs may only be placed in areas pre-approved by MU staff and must be placed on sign stanchions or hung. Labor charge of \$25 will be assessed for hanging banners or signs.
26. Due to the high demand for space, requests for rehearsal time may be limited, denied or assessed a room charge.
27. Room charges may be applied to reservations for spaces that are larger than attendance requires.
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 union. 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.
29. The MU reserves the right to change location and/or cancel an event or meeting when necessary. Every effort will be made to accommodate the client in an alternate location and to notify the client in advance.
30. Literature displays and sales may take place inside meeting rooms only for the duration of the event.
31. The MU is designated a public venue, as such, all movies shown must have copyright approval.
32. The MU will waive rental for the room when a complete meal has been purchased through the MU catering services. This rule pertains only to meals purchased as part of a larger conference or event, paying for additional meeting space in the MU.
33. The MU does not accept reservation from any organization with outstanding payments due to ASU.
34. Clients requesting a telephone will be charged \$100 to activate the line and \$35 if requesting a speaker phone.
35. Clients requiring labor/tech services will be billed \$20/ labor hour.
36. Clients are allowed the use of two (2) flipcharts per reservation. Additional charts are \$15 each.
37. The Gold Room, Union Stage and the Fiesta Room must use existing furniture in room set up.
38. Microphones are available for rooms that seat fifty (50) people or more. Larger rooms will be limited to six (6) microphones total (one of which may be a wireless lavalier or two (2) lavalieres in the ballrooms), to effectively manage sound quality. Clients requiring a more elaborate set-up or technical support should consult with another ASU department or hire an outside vendor to support their event.
39. 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 system.
40. Clients wishing to reserve space for a band may book Union Stage, Arizona or Ventanna. Bands must provide their own equipment and be able to stay below the acceptable sound level as determined by the building management (roughly seventy (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 (microphones, mixers, CD players).
41. Pima may be booked for events which can utilize the existing sound system and six (6) microphone 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.
42. DJs may be used in the larger rooms, but must provide their own equipment or use of the acceptable plug-ins as listed in rule 39 above to use the MU sound system. They will also need to work with building management to maintain appropriate sound level for the venue.