

ASU Memorial Union/Student Pavilion Outdoor Event Space Terms and Conditions of Use

1. Use of Space: Space may be reserved by a Registered Student Organization (RSO) or Campus Department on a first come, first served basis, for one reservation per day, with a limit of 3 times per week. Tabling reservations are limited to 10 days per reservation. Reservations for Student Services Lawn are limited to once per month. Tabling requests must be submitted 2 full working days in advance. Special events and any event that includes a Non-University Organization should be submitted at least 2 weeks in advance as most will require extra approvals, insurance and/or fees. Mall spaces are available for reservation up to the last day of regularly scheduled classes. No reservations will be accepted during final exams. (additional days per week may be granted for special events at the discretion of Event & Meeting Services)

2. Space Definitions: Spaces 1-26 are designated as Registered Student Organization (RSO) or campus department spaces. Spaces A-H are special event spaces for RSOs and departments and can include sponsored Non-University Organizations. Spaces 1-5, 22-26 and A-H may be reserved in multiples for the same day. Student Services Lawn is designated for RSOs and departments for special events, with amplification hours available. The MU North Stage can be reserved for ASU student performances including music and dance with amplification hours available. The common thoroughfare near the stage is a fire apparatus access road and a means of ingress and egress to the MU and Hayden Library, therefore these areas must at all times remain free of all obstructions including stationary crowds to allow the free flow of pedestrians and fire apparatus. Accordingly, this area shall have a minimum 20' unobstructed clearance at all times including but not limited to tables, chairs, equipment and stationary gatherings.

3. Space Limitations: Registered Student Organizations and Campus Departments are limited to one multi-day event reservation per semester with a maximum of two consecutive days, at the discretion of Event Services

within the applicable Student Union & Center location. Approval is required for overnight activities or use of space, and may be limited to official university activities or special authorized activities.

4. Overnight Requests: Groups requesting overnight reservations must submit a [Special Event Registration](#) Form as part of their request process. Temporary Structures, including tents, canopies, or similar outdoor structures may be used during operating hours, but must be taken down and removed daily, unless approved for overnight use. Temporary outdoor structures used overnight must be completely open on all sides (no side walls) to provide maximum ventilation and to protect public health and safety of occupants.

Organizations and Departments must submit a work order to ASU Grounds to notify them of the event and to be placed on the 'No water list' for the date(s) of the event if applicable.

5. Clean Up: Organizations are 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. To help ASU reach sustainability goals, organizations are required to remove all packaging and trash from campus at the conclusion of the event.

6. Event Registration Form: A [Special Event Registration](#) Form is required for any event/activity that has one or more of the following: attendance of 100 people or more, high profile speakers or attendees, non ASU affiliated audience, security presence, open flame, cooking, electrical needs or generator, barricades, fencing, large displays, temporary structures, inflatables, large or multiple canopies, tents, water features, or animals. Please reference the [Fire Safety Guidelines](#) for additional information on fire safety stipulations.

7. Tents and temporary structures: Tents and temporary structures are allowed on a case by case basis. All requesters planning to erect a tent or

temporary structure must comply with all university rules and standards and should submit through the [Special Event Registry](#) for ASU Fire Marshal approval. Arizona State University (ASU) reserves the right to inspect any temporary structure including permit-exempted structures. Any structure found to pose a risk to health or safety, placed without a permit, or installed with a questionable structural assembly will be denied occupancy and removed.

8. Lawn Events: Organizations are responsible for notifying the ASU Grounds Department at 480-965-3633 or <https://cfo.asu.edu/fdm-grounds-services> to be placed on the no water list of the event is in the evening or on a weekend or if set-up will be first thing in the morning.

9. Food: Food must be purchased through one of the University contracted food providers: Aramark, Atlasta or Sodexo Sports and Leisure or a [Food Exception request form](#) must be submitted 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 may take place if approved by the MU contracted food provider and other policies listed within these Terms and Conditions (see #13).
- 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. https://eoss.asu.edu/mu/plan_event/food

10. Equipment: The Memorial Union & Student Pavilion has a limited number of tables and chairs, and sound systems available for use in spaces that it

reserves. The tables and chairs can be picked up from and returned to the Student Pavilion weekdays between 9 am to 5 pm. Arrangements may be made for use evenings and weekends during Student Pavilion building hours for a fee. The sound system is a self-serve unit that can be picked up at the Student Pavilion information desk during building hours with a prior reservation. Additional equipment and off-hours service may be requested by contacting ASU Moving and Event Services at 480-965-1833 <https://cfo.asu.edu/moving-event-services> or an off-campus rental company.

11. Vehicles: All of the locations reserved by the Memorial Union and Student Pavilion are in the walk only zone where vehicles are prohibited. Items must be hand-carted in from a designated loading zone or parking structure. Paid visitor parking is available in the Apache Blvd parking structure. Additional parking info can be found at <https://cfo.asu.edu/pts>

12. Amplification: Amplification is allowed on the MU North Stage and Student Services (SSV) Lawn. Sound must face south on the North Stage and east on SSV Lawn. Hours during which amplification may occur are: Monday To Friday 11:30 am to 1:00 pm, Monday to Friday 5:00 pm to 10 pm and Saturday 8:00 am to 10 pm. Amplification is prohibited on Sundays. Amplification must stay at or below 75 decibels measured at 30 feet from the source of sound. Bands must make accommodations to stay under the decibel level such as using drum brushes and acoustic instruments; bands are not permitted to connect to the MU/STPV portable systems.

13. Sales/Promotion: Registered Student Organizations and campus departments may conduct sales for club or departmental fundraising purposes only and not for personal gain. If a non-ASU organization wishes to sell or promote on campus they must be sponsored by a Registered Student Organization submit a sales/promotion agreement, https://eoss.asu.edu/mu/plan_event/sales 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 <https://azdor.gov/transaction-privilege-tax-tpt>. A student organization may sponsor a non-ASU organization for a maximum of 5 days per semester.

Campus Departments may only sponsor Non-ASU Organizations (NUO's) as part of a special event hosted by the department. To help ASU reach sustainability goals NUO's are required to remove all packaging and trash from campus at the conclusion of the event.

14. Credit Cards: Associated Students of Arizona State University Undergraduate Student Government passed a resolution (SB 63, 2003) encouraging the Student Organization and Leadership office not to approve credit card vendors. RSO's and Campus Departments are encouraged to keep this in mind when partnering with a Non-University Organization.

15. Prohibited Sales/Promotion

- 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 ABOR Student Code of Conduct or ASU policy
- Sales/promotion of any product or service that creates a conflict with any existing university contract or relationship.

17. Trademark: Arizona State University, Sun Devils, Sparky, the pitchfork, the seal, the sunburst and other facsimile thereof are LICENSED trademarks which require permission for use. Submit your sales product design for approval to ASU Trademark Licensing: <https://cfo.asu.edu/trademark-and-licensing>

18. Raffles: No one may conduct a raffle or any other form of amusement gambling without meeting certain guidelines as determined by the Arizona Attorney General's office. <https://ogc.asu.edu/gambling-raffles>

19. Fees: Fees are required from all Non-ASU Organizations as follows:
Sales/promotion: \$200 per semester registration fee/\$100 per semester for non-profits, payable to the Memorial Union, plus a premium fee of \$350 per day during the start of each semester (\$175 payable to the MU and \$175 payable to the sponsoring organization) OR the registration fee plus a minimum daily fee of \$125 payable to the sponsoring organization during the remaining non-premium weeks of the semester. Available spaces are for small footprint activation and can include self-provided equipment of one 6' table and/or a 10x10 canopy.

Special Events: \$200 per day payable to the Memorial Union and a daily fee negotiated by and made payable to the sponsoring organization (minimum value of \$200). These events may include amplification, displays, inflatables and/or other activities that have a larger footprint or require special set-up.

Campus Tour/Turnkey Promotion Fee: \$300 payable to the Memorial Union plus a fee made payable to and negotiated by the sponsoring organization. These events typically require a larger footprint and travel to campuses across the United States.

Space Fee: \$300 space fee applies to all ASU affiliated groups hosting events in MU/STPV monitored space 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-University Organization (NUO). The NUO at its expense will procure and maintain, during the term, a policy of commercial general liability insurance in an amount of not less than \$1 million single limit, against claims for bodily injury, death and property damage occurring in connection with the NUO's use of the space. This insurance must name the Arizona Board of Regents, Arizona State University and the State of Arizona as additional insureds. NUO must provide ASU with a certificate evidencing this coverage no later than 10 days prior to the use of space.

21. Prohibited Conduct/Disruptive events: 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.

For information on scheduling outdoor campus activities, see:

[SSM 802-01: Scheduling Outdoor Campus Activities Areas](#)

ASU is a tobacco free campus and weapons, explosives and fireworks are prohibited. Event may be terminated for conduct in violation of USI 802:01 <http://www.asu.edu/aad/manuals/ssm/ssm802-01.html> or for violation of any ASU policy or city, state, federal law.

22. Accountability: Registered Student Organizations, Campus Departments and Non-ASU Organizations (NUO's) are responsible for the actions and behaviors of their officers, members and employees.

Assumption of Risk, Waiver and Release of Liability form: 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.

23. 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.

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