

Memorial Union Meeting Room Policies

Reservations

1. Academic Departments may book space two (2) academic years in advance; student organizations may book for the following academic year once registered with the Student Organization Support Office and 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). 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. 3rd 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. 3rd party clients conducting a luncheon or dinner catered by the MU's contracted in house caterer may be excluded from this requirement.
4. Clients may book a series meeting limited 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.
5. Ballrooms are not available for series reservations and the Alumni Lounge and Pima auditorium are only available for series reservations Friday through Sunday, 5pm to 10 pm.
6. 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 sponsored visit. 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.
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. 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.
9. The MU does not accept reservations from any organization with outstanding payments due to ASU.
10. Student organizations interested in a special event/dance in the MU should contact the Student Organization Support Office (SOS) or visit asu.edu/clubs for guidelines and procedures.

Conditions of Use

11. In order to accommodate as many clients as possible the MU books rooms based on the maximum seating capacity. A room charge will apply to reservations for rooms that are larger than estimated attendance requires. The MU reserves the right to assess a room charge to clients whose estimated attendance does not utilize the room effectively or whose count drops below the requested room size.
12. 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.
13. Meeting rooms on the second floor of the MU are not designed to host events that need space for physical activities.
14. 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.
15. Special events need to register with the University by submitting the Event Registration Form. Additional permits may be required based on the event details submitted on this form.
<https://outreach.asu.edu/events/registration>
16. MU building hours may be extended to accommodate events at a fee of \$150 per hour with a minimum of 2 weeks notice and MU staff approval.
17. Rooms/spaces must be left clean, free of damage and in the set-up reserved. Clients are prohibited from re-arranging the furniture and will be assessed a fee if the set-up is changed. 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.
18. Any group leaving an excessive amount of materials or trash will be assessed a minimum fee of \$50 for clean-up. This includes any pick-up/drop-off catering menu items.
19. Set-ups in the Gold Room and Union Stage must use the existing rectangle tables.
20. Requests for changes to the regular set in Apache, Navajo, Pinal, Santa Cruz and Yuma will incur a \$25 fee.
21. Charges will apply for changes to the room during the event, unusual room set ups, extensive staging and other requests that incur additional labor.
22. The MU is designated a public venue, as such, all movies shown must have copyright approval.

Set-up/Rehearsal/Rain Back-up

23. 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.
24. 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 50-100% of the room charge based on amount of time requested.

Catering

25. The MU has an in house catering service. No other off site companies may cater in the building. All catering must be set up inside the reserved space, food buffets are not permitted in the hallways.
26. An alcohol permit is required to serve alcohol on campus. The forms are available on the ASU Police website, <https://cfo.asu.edu/police-forms> and must be submitted to the Director of the Memorial Union at least 2 weeks prior to the event.

Audio Visual

27. To effectively manage the sound quality in the meeting rooms microphone use is limited to 2 wireless mics in rooms with a capacity of 60 or more. Arizona, Alumni, Turquoise and Pima have potential for up to 6 mics including the one attached to the podium. 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. Microphones are not available for rooms that seat under 60 people.
28. Memorial Union provided audio equipment may only be used in conjunction with devices that have stereo, mono, or RCA outputs. Included in this list are laptops and video players with HDMI outputs. Any additional connections or audio needs must be provided by the client or a 3rd party and would not be authorized to connect to the MU audio systems. Audio equipment being supplied by the client or 3rd party must stay at or below the acceptable sound level as determined by the Building Manager (roughly 70 decibels or below)

Loading/Shipping/Storage/Parking

29. 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 more than a few items will be required to reserve a room if available and pay the appropriate room charge. 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 ASU Mail Services or an off campus expo company.
30. Clients needing to unload items at the loading dock may check out a dock pass at the MU information desk for a 30 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.

Decorations/Signage/Displays

31. Signage and décor must be free standing or placed on tabletops. Items are not permitted to be taped or attached to any walls, windows, doors etc. of the room/building. Post-it style, self-adhesive note pad paper may be used on the blank walls inside the meeting rooms. Limited signage may be placed in areas pre-approved by MU staff and must stand on its own or be placed on an approved sign holder.
32. The use of glitter, confetti and lit candles are prohibited in the MU.
33. Displays, sales, exhibits, vendor information and other activity may take place inside meeting rooms only, for the duration of the event.

Late Requests/Cancellations

34. 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 percentage fee of the applicable category room charge as follows: 15 to 30 days-50%, 8 to 14 days-75%, 0 to 7 days 100%.
35. Two 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.
36. 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.
37. 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 applicable category room charge.
38. All requests for rooms, equipment and/or set-up made with less than three (3) full working days will be charged a \$30.00 fee per request.
39. Any major change or cancellation to a series reservation will be assessed a \$25 fee.

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