

# 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, 20+ meeting rooms, event amenities and onsite catering service.

Event and Meeting Services (EMS) schedules the meeting and event space in the MU plus designated mall/lawn space on campus. Reservations may be placed by e-mail at [mureservations@asu.edu](mailto:mureservations@asu.edu), by phone 480-965-3406 or in person weekdays from 8 am to 5:30 pm Monday to Thursday and 8 am to 5 pm on Friday. 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 the EMS staff: preferred date of the event and an alternate date, time and duration of the event, expected number of persons in attendance, if food and/or beverage will be ordered, audio visual and set up needs. A meeting with a staff member may be required for complex events.

## Mall and Lawn Reservations

Student Services Lawn, dedicated portions of Cady, Orange and Tyler Malls, and Vista Dome are available for use by registered student organizations and campus departments through EMS. Spaces may be used for informational tables or special events. Complete an Outdoor Event Request form in the EMS office or on our website. [https://eoss.asu.edu/mu/plan\\_event](https://eoss.asu.edu/mu/plan_event)

Business vendors interested in utilizing mall/lawn space should visit the website and review the sales/promotion checklist [https://eoss.asu.edu/mu/plan\\_event](https://eoss.asu.edu/mu/plan_event)

## Sparky's Den

Located on the lower level of the MU, Sparky's Den offers Billiards and Table Tennis and is available for group reservations by calling 480-965-3642.

## When to Make Reservations

Registered student organizations may request an event/meeting space once registered for the current and following academic year. To accommodate all registered student organizations, each organization is limited to one regularly scheduled meeting room per week. Campus departments may request event and meeting space 2 academic years out beginning on July 1st. Reservations for regularly scheduled for credit courses will not be accepted. Off-campus groups may only request space for the following time periods: Spring Break (March), entire month of May, June and July, first 2 weeks of August, last 2 weeks of December and weekends Friday to Sunday. Off campus groups may also request space within 8 weeks of the event if space is available.

## 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 MU Catering office by phone at 480-965-6508, e-mail [asucatering@gmail.com](mailto:asucatering@gmail.com) or visit the catering sales office located on the main level of the MU by the information desk. More info found online at [https://eoss.asu.edu/mu/plan\\_event/food](https://eoss.asu.edu/mu/plan_event/food)

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, required donation or any other type of fee required from those participating in the event or if 50% or more of the attendees are not affiliated with ASU, another institution of higher education or a P-12 educational institution sponsored visit. The following categories indicate the fee structure where applicable:

**Category I** Registered Student Organization collecting a fee to participate

**Category II** University Department sponsored event collecting a fee to participate

**Category III** Non-university related event. Room and equipment charges apply.

Room	Room Name	Occupancy	CAT I	CAT II	CAT III
L1-33	Hohokam	16	\$75	\$160	\$375
L1-35	Maricopa	16	\$75	\$160	\$375
L1-45	Havasupai	14	\$75	\$160	\$375
L1-47	Kaibab	14	\$75	\$160	\$375
85	Union Stage	100-140	\$80	\$175	\$625
202	Alumni Lounge	100	\$185	\$400	\$1,500
206	Copper	12	\$65	\$140	\$375
207	Gold	70	\$100	\$200	\$750
208	Chrysocola	12	\$65	\$140	\$375
210	Plata	12	\$65	\$140	\$375
220	Turquoise	180-248	\$260	\$575	\$2,000
221	Arizona Ballroom	400-575	\$375	\$800	\$2,500
223	Yavapai	12	\$65	\$140	\$375
224	Gila	32	\$75	\$160	\$375
225	Yuma	30	\$75	\$160	\$375
226	Graham	32	\$75	\$160	\$375
227	Pinal	24	\$75	\$160	\$375
228	Cochise	80-100	\$100	\$200	\$750
229	Santa Cruz	25	\$75	\$160	\$375
230	Pima	152	\$140	\$325	\$1,000
236	Mohave	66	\$100	\$200	\$750
238	Apache	24	\$75	\$160	\$375
240	Navajo	30	\$75	\$160	\$375
241	Ventana Ballroom	360-550	\$375	\$800	\$2,500
241A	Ventana A	100-150	\$125	\$270	\$835
241B	Ventana B	120-150	\$125	\$270	\$835
241C	Ventana C	100-150	\$125	\$270	\$835
241AB	Ventana AB	220-300	\$250	\$540	\$1,670
241BC	Ventana BC	220-300	\$250	\$540	\$1,670
242	La Paz		\$100	\$200	\$750
246	Coconino	42	\$75	\$160	\$375
248	Rincon	20	\$75	\$160	\$375

Additional Fees Equipment	CAT I	CAT II	CAT III
Flip Chart with Pens	\$25	\$25	\$50
Additional Flip Chart Pads	\$25	\$25	\$35
30" Cocktail Round Tables	\$15	\$15	\$30
Banner Hanging	\$25	\$25	N/A
Podium/Mic			\$50
Microphone			\$40
Data Projector			\$250
Flag			\$15