



# 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

Hayden Lawn, 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 1<sup>st</sup>. 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 Name and #	Occupancy	CAT I	CAT II	CAT III
Alumni # 202	100	\$ 175.00	\$ 350.00	\$ 1,200.00
Apache # 238	24	\$ 70.00	\$ 140.00	\$ 300.00
Arizona Ballroom # 221	400-575	\$ 350.00	\$ 700.00	\$ 2,000.00
Chrysocolla # 208	12	\$ 60.00	\$ 120.00	\$ 300.00
Cochise # 228	80-100	\$ 90.00	\$ 180.00	\$ 600.00
Coconino # 246	42	\$ 70.00	\$ 140.00	\$ 300.00
Copper # 206	12	\$ 60.00	\$ 120.00	\$ 300.00
Gila # 224	32	\$ 70.00	\$ 140.00	\$ 300.00
Gold # 207	70	\$ 90.00	\$ 180.00	\$ 600.00
Graham # 226	32	\$ 70.00	\$ 140.00	\$ 300.00
La Paz # 242	48-60	\$ 90.00	\$ 180.00	\$ 600.00
La Paz West # 242 A	24	\$ 45.00	\$ 90.00	\$ 300.00
La Paz East # 242 B	24	\$ 45.00	\$ 90.00	\$ 300.00
Mohave # 236	66	\$ 90.00	\$ 180.00	\$ 600.00
Navajo # 240	30	\$ 70.00	\$ 140.00	\$ 300.00
Pima Auditorium # 230	152	\$ 130.00	\$ 260.00	\$ 800.00
Pinal # 227	24	\$ 70.00	\$ 140.00	\$ 300.00
Plata # 210	12	\$ 60.00	\$ 120.00	\$ 300.00
Rincon # 248	20	\$ 70.00	\$ 140.00	\$ 300.00
Santa Cruz # 229	25	\$ 70.00	\$ 140.00	\$ 300.00
Turquoise Ballroom # 220	180-248	\$ 250.00	\$ 500.00	\$ 1,600.00
Union Stage # 085	100-140	\$ 75.00	\$ 150.00	\$ 500.00
Ventana Ballroom # 241	360-550	\$ 350.00	\$ 700.00	\$ 2,000.00
Ventana A # 241 A	100-150	\$ 120.00	\$ 240.00	\$ 700.00
Ventana B # 241 B	120-150	\$ 120.00	\$ 240.00	\$ 700.00
Ventana C # 241 C	100-150	\$ 120.00	\$ 240.00	\$ 700.00
Yavapai # 223	12	\$ 60.00	\$ 120.00	\$ 300.00
Yuma # 225	30	\$ 70.00	\$ 140.00	\$ 300.00
<b>Additional Fees Equipment</b>		<b>CAT I</b>	<b>CAT II</b>	<b>CAT III</b>
Flip Chart with Pens		\$ 25.00	\$ 25.00	\$ 50.00
Additional Flip Chart Pads		\$ 25.00	\$ 25.00	\$ 35.00
30" Cocktail Round Tables		\$ 15.00	\$ 15.00	\$ 30.00
Banner Hanging		\$ 25.00	\$ 25.00	n/a
Podium/mic				\$ 50.00
Microphone				\$ 40.00
Data projector				\$ 250.00
Flag				\$ 15.00