



# Student Activities and Conference Services

The University Center Building (UCB) 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 UCB is an ideal setting for meetings, conferences, and special events due to its central location, 20+ rooms, event amenities, and onsite catering services.

Student Activities and Conference Services schedules the meeting and event space in the University Center Building, plus designated mall/lawn space on campus. Members of the Student Activities and Conference Services team are available to help coordinate your event weekdays from 8 a.m. - 5 p.m. Please contact us at [SACS@asu.edu](mailto:SACS@asu.edu) for scheduling needs.

In order to make a reservation, the following information must be supplied to Student Activities and Conference 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

Fletcher Lawn, Sun Devil Fitness Complex Lawn, Las Casas Lawn, Sun Devil Fitness Competition fields, and Verde Mall are available for use by registered student organizations and campus departments through Student Activities and Conference Services. Spaces may be used for informational tables or special events. Community members interested in utilizing mall/lawn space should contact Student Activities and Conference Services at 602-543-7708 or visit [eoss.asu.edu/sacswest.plan\\_event/events\\_tabling](http://eoss.asu.edu/sacswest.plan_event/events_tabling) for vendor information and guidelines.

### 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, donation requested at the door, 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 education or a P-12 educational institution sponsored visit. 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.

### When to Make Reservations

Registered student organizations may request event and meeting space at any time throughout the academic year. Reservations for regularly scheduled, for credit courses will not be accepted. Campus departments may request event and meeting space throughout the year. In addition, off campus groups may request event space no more than 12 months in advance.

### Catering

The University Center Building 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 Cassandra Clemens by phone at 602-543-3662. Catering information can be found online at <https://eoss.asu.edu/SACSWest/catering>.

Resource	Fee (Category III Clients)
Podium (Freestanding, No Microphone)	\$25
Podium w/Microphone	\$50
2 Speakers	\$50
Handheld Wireless Microphone	\$40
Wireless Lavalier Microphone	\$40
Projector	\$250
Slide Advancer	\$10
Dry Erase Board w/Markers	\$20
Flip Chart w/ Pad and Pens	\$50
Stage (per section)	\$15
Flags (US, AZ, ASU)	\$15
Additional Staff	\$20/hour
Administrative Supplies Fee	\$40/hour

Space	Occupancy	Category I	Category II	Category III
<b>University Center Building</b>	<b>Occupancy</b>	<b>Category I 75% Discount</b>	<b>Category II 50% Discount</b>	<b>Category III</b>
La Sala Ballroom ABC	900	\$416.25	\$832.50	\$1665.00
La Sala Ballroom A	300	\$137.50	\$275.00	\$550.00
La Sala Ballroom B	300	\$137.50	\$275.00	\$550.00
La Sala Ballroom C	300	\$137.50	\$275.00	\$550.00
UCB 240	40	\$65.00	\$130.00	\$260.00
UCB 241	40	\$65.00	\$130.00	\$260.00
UCB 261	25	\$50.00	\$100.00	\$200.00
UCB 262	12	\$37.50	\$75.00	\$150.00
UCB 264	20	\$37.50	\$75.00	\$150.00
UCB 265	40	\$75.00	\$150.00	\$300.00
UCB 266	40	\$75.00	\$150.00	\$300.00
UCB 265/266	80	\$127.50	\$255.00	\$510.00
First Floor Dining	90	\$75.00	\$150.00	\$300.00
Devils Lair	125	\$75.00	\$150.00	\$300.00
<b>Verde Dining Pavilion</b>				
Multipurpose Room 1	70	\$150.00	\$300.00	\$600.00
Multipurpose Room 2	70	\$75.00	\$150.00	\$300.00
Multipurpose Room 1&2	140	\$225.00	\$450.00	\$900.00
Executive Dining	20	\$75.00	\$150.00	\$300.00
General Dining	216	\$300.00	\$600.00	\$1,200.00
All Seating	316	\$400.00	\$800.00	\$1,600.00