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 Kirsten Ellison (Kirsten.Ellison@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 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 Kassandra Clemens by phone at 602-543-3662. Catering information can be found online at https://eoss.asu.edu/SACSWest/catering.

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| Resource | Fee (Category III Clients) |
| Podium (Freestanding, No Microphone) | $25 |
| Podium w/Microphone | $50 |
| 2 Speakers  | $50 |
| Handheld Wireless Microphone | $40 |
| Wireless Lavaliere 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 |

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| **Space** | **Occupancy** | **Category I** | **Category II** | **Category III** |
| **University Center Building**  | **Occupancy** | **Category I****75% Discount** | **Category II****50% Discount** | **Category III** |
| 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 |
| Verde Dining Pavilion |  |  |  |  |
| 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 |
| Sun Devil Fitness Complex |  |  |  |  |
| Conference Room | 16 | $10/hr. | $20/hr.  | $40/hr. |
| Multipurpose Room Second Floor | 60 | $10/hr. | $20/hr.  | $40/hr. |
| Multipurpose Room Third Floor | 60 | $10/hr. | $20/hr.  | $40/hr. |
| Large Gym | 800 | $12.50/hr. | $25/hr.  | $50/hr.  |
| Large Gym- North Court | 400 | $12.50/hr./ct. | $25/hr. /ct. | $50/hr./ct. |
| Large Gym- South Court  | 400 | $12.50/hr./ct. | $25/hr. /ct. | $50/hr./ct. |
| SDFC Pool | Up to 4 Lanes | $2.50/hr. | $5/hr. | $10/hr. |
| SDFC Pool | 5-8 Lanes | $12.50/hr. | $25/hr.  | $50/hr. |
| SDFC Pool \* | All Lanes | $375.00 | $562.50 | $750.00 |
| Lawns/ Fields  |  |  |  |  |
| Competition Fields |  | $25/ hr. | $50/ hr. | $100/hr. |
| Competition Field 1 |  | $12.50/hr. | $25/hr. | $50/hr. |
| Competition Field 2 |  | $12.50/hr. | $25/hr. | $50/hr. |
| Softball Field  |  | $12.50/hr. | $25/hr. | $50/hr. |
| SDFC Lawn |  | $12.50/hr. | $25/hr. | $50/hr. |
| Las Casas Lawn |  | $12.50/hr. | $25/hr. | $50/hr. |
| UCB Courtyard  |  | $75/hr. | $150/hr. | $300/hr. |
| Delph  |  | $75/hr. | $150/hr. | $300/hr.  |
| Fletcher Lawn  |  | $25/hr. | $50/hr. | $100/hr. |
| Fletcher Lawn North |  | $12.50/hr. | $25/hr. | $50/hr.  |
| Fletcher Lawn South  |  | $12.50/hr. | $25/hr. | $50/hr.  |

\*$750 is the base fee, and includes 2 lifeguards — other fees may apply based on group size and logistics