1. **Accountability:** Registered student organizations, campus departments and non-ASU organizations are responsible for the actions and behaviors of their officers, members and employees.

2. **Assumption of Risk, Waiver and Release of Liability forms:**
   For participation type events/activities, an Assumption of Risk, Waiver and Release of Liability form may be required to provide participants with a better understanding of the risks associated with participating and the associated responsibilities. The Environmental Health and Safety/Risk Management Department may require a participant waiver for a particular event/ activity.

3. **Authorization:** An event is not considered authorized/ approved until all affected departments have approved the event and any required payments have been made and/or arranged.

4. **Use of Space:** Space may be reserved by a registered student organization or campus department on a first come first serve basis, one space per day, 10 days at one time. Hayden Lawn and the MU North Stage may be reserved once per month per organization. NUO's may request the North stage once per week. Additional dates may be added within 10 days of the event date. The last day to schedule mall space is the last day of regularly scheduled classes each semester. No reservations will be accepted during final exams.

5. **Space Definitions:** Spaces 1 to 23 are designated registered student organizations and campus department spaces. Spaces 24 to 26 are for special use. Hayden Lawn, MU North Stage, Student Services Lawn and the Vista Dome are designated for special events with amplification hours available. Spaces 36 to 40 are designated for non-ASU organization sales/promotion.

6. **Clean Up:** The sponsoring organization is responsible for cleanup of the space they have reserved. Sponsors of activities that include distribution of booklets, leaflets, handouts or literature must police the area for discarded materials. If materials are not cleaned up, the organization will be charged for cleanup costs. To help ASU reach sustainability goals NUO’s are required to remove all packaging and trash from campus at the conclusion of the event.

7. **Disruptions:** Activities may not substantially interfere with academic or administration activities or previously scheduled events. Activities may not disrupt free flow on sidewalks or streets. The sponsoring organization is responsible for ensuring that the activity (including the audience) stays within the appropriate area.

8. **Event Registration Form:** An event registration form is required for any event/activity that has one or more of the following: an attendance of 100 people or more, high profile speakers or attendees, non-ASU affiliated audience, security presence, open flame, cooking, electrical needs or generator, barricades, fencing, large displays, temporary structures, inflatables, large or multiple canopies, tents, water features, or animals [http://outreach.asu.edu/events/registration](http://outreach.asu.edu/events/registration)

9. **Lawn Events:** Notify ASU Grounds Department at 480-965-3633 or [https://cfo.asu.edu/fdm-grounds-services](https://cfo.asu.edu/fdm-grounds-services) to get on the no water list if the event is in the evening or on a weekend or if you will be setting first thing in the morning.

10. **Food:** Food must be purchased through one of the University contracted food providers: Aramark, Atlasta or Sodexho Sports and Leisure or a food exception form must be submitted to MU Administration 14 days in advance of the event. Homemade foods are prohibited. Sales or giveaways of non perishable food products by a registered student organization or campus department are not limited in number. Sales of
non-perishable food products by a non ASU organization or campus department may take place if approved by the MU contracted food provider and other policies in #14 below are met. Sales or giveaways of perishable food products or food prepared on site by members of a registered student organization or campus department are limited to once per month. Sales or giveaways of perishable food products or food prepared on site by a non ASU organization are prohibited unless the non ASU organization is participating in an event at the request of the ASU event sponsor.

https://eoss.asu.edu/mu/plan_event/food

11. **Equipment**: The Memorial Union has tables, chairs, and a sound system available for use in spaces that it reserves. The tables and chairs can be picked up weekdays in PE West 110 from 9:30 to 10:30 am and returned 1:05 to 2:05 pm. Arrangements can be made for use evenings and weekends during MU building hours for a $20 fee for self pick up, $60 for delivery. The sound system is a self serve unit that can be picked up at the MU information desk during MU building hours. The MU equipment is not available for use at the Vista Dome. Additional equipment may be requested by contacting ASU Moving and Event Services at 480-965-1833 https://cfo.asu.edu/fdm-moving-event-services or an off-campus rental company.

12. **Vehicles**: Most of the locations reserved by the MU are in the walk only zone where vehicles are prohibited. Items must be hand trucked in from a designated loading zone or parking structure. Paid visitor parking is available in the Apache Blvd parking structure. Additional parking info can be found at https://cfo.asu.edu/pts

13. **Amplification**: Amplification is allowed on Hayden Lawn, MU North Stage and Student Services Lawn. Sound must face south on Hayden and east on SSV. Hours during which amplification may occur are: Tuesday and Wednesday 11:30 am to 1:00 pm not to exceed 85 decibels at 30 feet; Monday, Thursday and Friday 11:30 am to 1:00 pm, Monday to Friday 5:00 pm to MU closing time, Saturday 8:00 am to MU closing time, not to exceed 70 decibels at 30 feet. Amplification is prohibited on Sundays. Bands with full drum kits and electric instruments are only allowed on Tuesday and Wednesday, and are limited to one of the three amplified spaces per day. Amplification at the Vista dome is permitted 7 days a week from 8 am to 10 pm.

14. **Sales/Promotion**: Registered student organizations and campus departments may conduct sales for their own fundraising purposes. If a non-ASU entity wishes to sell or promote on campus they must be sponsored by a student organization or campus department, submit a sales agreement, http://www.asu.edu/mu/events/sales_solicitation.htm pay the appropriate fees as listed in #19, and if selling provide a Tempe sales tax license (to obtain a license, call 480-350-2955 for information); and, an Arizona revenue license (call 602-542-4576 for information, or visit the State’s office at 1600 W. Monroe in Phoenix or on the web at www.aztaxes.com). A student organization or campus department may sponsor a non-ASU entity for a maximum of 10 days per semester. http://www.asu.edu/aad/manuals/usi/usi802-02.html To help ASU reach sustainability goals NUO’s are required to remove all packaging and trash from campus at the conclusion of the event.

15. **Credit Cards**: Associated Students of Arizona State University Undergraduate Student Government passed a resolution (SB 63, 2003) encouraging the Student Organization Support Office not to approve credit card vendors. ASU groups are encouraged to keep this in mind when partnering with a non-university organization.

16. **Prohibited Sales/Promotion**
*The offering of unfair, improper and deceptive inducements
*The use of any manipulative, deceptive or fraudulent device, scheme, or artifice including misleading advertising and sales literature
*Any oral or written representation that suggests or gives rise to the appearance that ASU sponsors or endorses that organization, its agents or the goods, services and/or commodities being offered.
17. **Trademark:** Arizona State University, Sun Devils, Sparky, the pitchfork, the seal, the sunburst and other facsimiles thereof are LICENSED trademarks which require permission for use. Submit your sales product design for approval to ASU Trademark Licensing: [http://uabf.asu.edu/trademark_licensing](http://uabf.asu.edu/trademark_licensing)

18. **Raffles:** No one may conduct a raffle or any other form of amusement gambling without submitting a written Amusement Gambling and Raffle Registration form for approval by the State’s Attorney General’s office. Arizona Attorney General’s Office, 1275 W Washington St, Phoenix, AZ 85007, 602-542-3881.

19. **Fees:** Fees are required from all non-ASU organizations as follows:

   **Sales/promotion in zones 36 -40**
   $100 per semester registration fee/ $50 per semester for non-profits payable to the Memorial Union plus a premium fee of $200 per day during fall welcome and the first two weeks of each semester ($100 payable to the MU and $100 payable to the sponsoring organization) **OR** the registration fee plus a minimum daily fee of $75 payable to the sponsoring organization during non premium weeks.

   **Special Events**
   $150 per day payable to the MU and a daily fee negotiated by and made payable to the sponsoring organization. These events may include amplification, displays, inflatables or other activities that have a larger footprint or require special set up.

   **Campus Tour/Turnkey Promotion Fee:**
   $300 for two days, $150 per day for each additional day payable to the MU plus a fee made payable to and negotiated by the sponsoring organization. These events typically have a larger footprint and travel to campuses across the United States.

   **Space Fee**
   $300 space fee applies to all groups hosting events in MU monitored spaces when there is any type of fee to attend the event.

   **Fees** do not apply to events whose purpose is to recruit students for employment, community service or participation in programs sponsored by an ASU entity unless the sponsor is receiving payment for hosting the event or the event qualifies as a special event or campus tour.

   **Fees** do not apply to events whose purpose is to inform the ASU community of matters of public concern/interest based on the first amendment right to free speech, unless the sponsor is receiving payment for hosting the event.

20. **Insurance:** Proof of insurance is required if an event: (a) fits in a category denoted by an “*” on the Request Form, and (b) involves the participation of a non-ASU organization. The required insurance coverage, liability limits and additional insured endorsement is outlined at [https://cfo.asu.edu/ehs-insuranceservices](https://cfo.asu.edu/ehs-insuranceservices). Events involving expressive activities shall be exempt from the insurance requirement if the non-ASU organization cooperates with the University Risk Manager or his designee in planning the event and enters into an indemnification agreement.

21. **Indemnification:** Indemnification is required for events that do not carry an “*” on the Request Form and a non-ASU organization is being sponsored. The indemnification form is available at the web address in #20 above. Insurance, as identified in #20 above, may be substituted for the indemnification requirement.

22. **Prohibited Conduct/Disruptive events** Event may be terminated for conduct in violation of USI 802:01 [http://www.asu.edu/aad/manuals/usu/usui802-01.html](http://www.asu.edu/aad/manuals/usu/usui802-01.html) or for violation of any ASU policy.

Updated 7/2015