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+ rooms, event amenities, and onsite catering services.

Event and Meeting Services schedules the meeting and event space in the MU, plus designated mall/lawn space on campus. Members of the Event and Meeting Services team are available to help coordinate your event weekdays from 8 a.m. - 6 p.m. 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 Event and Meeting 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**

Hayden Lawn, Student Services Lawn, and dedicated portions of Cady Mall, Orange Mall, Tyler Mall and Palm Walk are available for use by registered student organizations and campus departments through Event and Meeting Services. Spaces may be used for informational tables or special events. Complete a “Request for Space” form available in the Event and Meeting Services office or visit eoss.asu.edu/mu/plan_event.

Business vendors interested in utilizing mall/lawn space should contact Event and Meeting Services at (480) 965-3406 or visit eoss.asu.edu/mu/plan_event/events_tabling for vendor information and guidelines.

**Sparky’s Den**

Located on the lower level of the Memorial Union, Sparky’s Den offers 8 bowling lanes, Cosmic Bowling, 14 billiards tables, 2 table tennis tables and foosball tables. Reserve Sparky’s Den for your group to celebrate another successful semester or any occasion.

**Audio/Video Fees** (Category III Clients)

- Podium (Freestanding, No Microphone) ............................................................. $25
- Podium w/Microphone ........................................................................................ $50
- Anchor Speaker w/Microphone .......................................................................... $50
- Boombox ............................................................................................................. $20
- Microphone .......................................................................................................... $20
- Handheld Wireless Microphone ......................................................................... $40
- Wireless Lavalier Microphone ........................................................................... $40
- Data Projector/Plasma TV Screen ..................................................................... $250
- Laser Pointer ....................................................................................................... $10
- Dry Erase Board w/Markers ............................................................................. $20
- Flip Chart w/ Pad and Pens ............................................................................... $50
- Risers (per section) ............................................................................................. $15
- Flags (US, AZ, ASU) ............................................................................................ $15

**When to Make Reservations**

Registered student organizations may request event and meeting space at any time throughout the academic year. To accommodate all registered student organizations, each organization is limited to one (1) regularly scheduled meeting room per week. Reservations for regularly scheduled, for credit courses will not be accepted. Campus departments may request event and meeting space throughout the year. Off-campus groups may only request space for the following time periods:

- March | Spring Break
- May | Entire month
- June | Entire month
- July | Entire month
- August | First two (2) weeks
- December | Last two (2) weeks
- Any Weekend | Friday, Saturday, Sunday

In addition, off-campus groups may request space within eight (8) weeks of the event at any time. If space is available, Event and Meeting Services will assign room reservations to the group. However, priority is given to on-campus groups for room reservations.

**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 Memorial Union catering office by phone at (480) 965-6508 or visit the catering sales office located on the main level of the MU behind the Information Desk. Catering information can be found online at eoss.asu.edu/mu/plan_event/food.
**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.

### On the Second Floor:

<table>
<thead>
<tr>
<th>Category</th>
<th>Occupancy</th>
<th>Category I</th>
<th>Category II</th>
<th>Category III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Lounge (Room 202)</td>
<td>100</td>
<td>$175</td>
<td>$350</td>
<td>$1200</td>
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<tr>
<td>Apache (Room 238)</td>
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<td>$70</td>
<td>$140</td>
<td>$300</td>
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<tr>
<td>Arizona Ballroom (Room 221)</td>
<td>400 - 575</td>
<td>$350</td>
<td>$700</td>
<td>$2000</td>
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<tr>
<td>Chrysocolla (Room 208)</td>
<td>16</td>
<td>$60</td>
<td>$120</td>
<td>$300</td>
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<tr>
<td>Cochise (Room 228)</td>
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<td>$90</td>
<td>$180</td>
<td>$600</td>
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<tr>
<td>Coconino (Room 246)</td>
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<td>$70</td>
<td>$140</td>
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<td>Copper (Room 206)</td>
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<td>$60</td>
<td>$120</td>
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<tr>
<td>Gila (Room 224)</td>
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<td>$300</td>
</tr>
<tr>
<td>Gold (Room 207)</td>
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<td>$90</td>
<td>$180</td>
<td>$600</td>
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<tr>
<td>Graham (Room 226)</td>
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<tr>
<td>La Paz West (Room 242A)</td>
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<td>La Paz East (Room 242B)</td>
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<td>$45</td>
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<tr>
<td>Mohave (Room 236)</td>
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<td>Plata (Room 210)</td>
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<td>Rincon (Room 248)</td>
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<td>Santa Cruz (Room 229)</td>
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<td>Turquoise Ballroom(Room 220)</td>
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<tr>
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<td>Ventana Ballroom A (Room 241A)</td>
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<td>Ventana Ballroom B (Room 241B)</td>
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<tr>
<td>Ventana Ballroom C (Room 241C)</td>
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<td>Yavapai (Room 223)</td>
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<tr>
<td>Yuma (Room 225)</td>
<td>25</td>
<td>$70</td>
<td>$140</td>
<td>$300</td>
</tr>
</tbody>
</table>

### On the Lower Level:

- **Union Stage (Room 085)**: 120 spots – $75, $150, $500
- **Sparky’s Den (Bowling, Billiards)**: 200 spots – Prices Vary, please call for detailed information.

### Additional Fees (for all clients):

- Flipchart w/ Pens: $20
- Speaker Phone/ line: $20
- Additional Pads of Paper: $15
- Banner Hanging: $25
- 30” Cocktail Round Table: $15
- Expo Oversight (per time): $20
Memorial Union Meeting Room Policies

Reservations

1. Academic Departments may book space two (2) academic years in advance; student organizations may book for the following academic year once registered with the Student Organization Support Office and off campus clients may book one (1) year in advance (limited to times of academic breaks, any Friday, Saturday, Sunday or within 8 weeks of the requested date). Reservations for regularly scheduled, credited courses will not be accepted.

2. Off campus groups that are affiliated with an on-campus department or student organization may utilize the MU when school is in session by obtaining co-sponsorship. By co-sponsoring the event the department or organization assumes responsibility for any financial obligations from the event. A letter is required from the department head or organization president and advisor stating how the event furthers the mission of the organization and/or Arizona State University. At least one member of the department or organization must be in attendance at the event.

3. 3rd party clients not co-sponsored by an ASU entity will be required to supply a certificate of insurance and endorsement with the coverage amounts specified by ASU insurance department. 3rd party clients conducting a luncheon or dinner catered by the MU’s contracted in house caterer may be excluded from this requirement.

4. Clients may book a series meeting limited to one (1) room per week, up to four (4) hours, including any set-up time. Groups that run over their allotted time more than once per semester will be assessed the room charge for the appropriate category.

5. Ballrooms are not available for series reservations and the Alumni Lounge and Pima auditorium are only available for series reservations Friday through Sunday, 5pm to 10 pm.

6. Room charges will be added to all reservations for conferences, cultural performances, tournaments, fundraisers and all events where a fee could potentially be charged to guests and or recruiters/exhibitors. The room charges may be waived upon receipt of a program prior to the event date showing that there is no registration fee, ticket charge, required donation, or other payment to attend the event. Room charges also apply to all events where 50% or more of attendees are not affiliated with Arizona State University, another institution of higher education or a P-12 educational institution sponsored visit. Clients must pre-sell tickets; ticket sales are not allowed at the door. The MU reserves the right to verify attendee affiliation by requesting copies of registration list, guest list or by checking guest identification to ensure adherence to this policy.

7. Clients will be allowed to hold two (2) dates for the same event while in the planning process. Depending on the size of the room(s) and the demand for space clients will be asked to release one date within the six (6) month period preceding the event.

8. The MU reserves the right to change location and/or cancel an event or meeting when necessary. Every effort will be made to notify the client in advance and to accommodate the client in an alternate location.

9. The MU does not accept reservations from any organization with outstanding payments due to ASU.

10. Student organizations interested in a special event/dance in the MU should contact the Student Organization Support Office (SOS) or visit asu.edu/clubs for guidelines and procedures.
Conditions of Use

11. In order to accommodate as many clients as possible the MU books rooms based on the maximum seating capacity. A room charge will apply to reservations for rooms that are larger than estimated attendance requires. The MU reserves the right to assess a room charge to clients whose estimated attendance does not utilize the room effectively or whose count drops below the requested room size.

12. Clients holding large events or events that require a large, detailed or unusual set will be required to meet with a member of the MU staff a minimum of 2 weeks prior to the event to ensure clients are aware of all policies for use of space. At least one person that will be responsible for and at the event will need to attend.

13. Meeting rooms on the second floor of the MU are not designed to host events that need space for physical activities.

14. A non-refundable deposit of 50% of the total rental is due 30 days in advance for ASU affiliated groups and 60 days in advance for off campus groups.

15. Events may require a special event permit from ASU police and/or the ASU Fire Marshal. Please work with your event coordinator to see if a permit request should be submitted. https://cfo.asu.edu/police-forms  https://cfo.asu.edu/ehs-forms

16. MU building hours may be extended to accommodate events at a fee of $100 per hour with a minimum of 10 days notice and MU staff approval.

17. Rooms/spaces must be left clean, free of damage and in the set-up reserved. Clients are prohibited from re-arranging the furniture and will be assessed a fee if the set-up is changed. If damage occurs in a room and/or there is a loss of equipment, the responsible group/party will be assessed a fee reflective of the cost for replacement/repair.

18. Any group leaving an excessive amount of materials or trash will be assessed a minimum fee of $50 for clean-up. This includes any pick-up/drop-off catering menu items.

19. Set-ups in the Gold Room and Union Stage must use the existing rectangle tables.

20. Requests for changes to the regular set in Apache, Navajo, Pinal, Santa Cruz and Yuma will incur a $25 fee.

21. The MU will charge an excessive set up fee when the needs for any space exceed a standard set or include unusual demands.

22. The MU is designated a public venue, as such, all movies shown must have copyright approval.
Set-up/Rehearsal/Rain Back-up

23. Clients requesting a room for a rain back up prior to their event will be charged the room rental for the appropriate category, whether or not the room is used. Rooms held as back up, cancelled 30 days prior will not be assessed a fee. Rooms requested day of the event as alternative rain locations will be assessed the appropriate labor charge to set the room.

24. Due to the high demand for space, requests for rehearsal times and client set-up are limited to 4 hours at a time convenient to the operation of the MU. Requests for additional time will be reserved if available for 50-100% of the room charge based on amount of time requested.

Catering

25. The MU has an in house catering service. No other off site companies may cater in the building.

26. An alcohol permit is required to serve alcohol on campus. The forms are available on the ASU Police website, https://cfo.asu.edu/police-forms and must be submitted to the Director of the Memorial Union at least 2 weeks prior to the event.

Audio Visual

27. To effectively manage the sound quality in the meeting rooms microphone use is limited to 2 wireless mics in rooms with a capacity of 60 or more. Arizona, Alumni, Turquoise and Pima have potential for a podium mic, 2 wireless mics and 3 wired mics. Ventana has a few more wireless options but is still limited to a total of 6 mics. Clients requiring a more elaborate set-up or technical support should consult with another ASU department or hire an outside company to support their event.

28. Clients requiring labor/tech services for our equipment only will be billed $20 per labor hour if staff is available to support the event.

29. Laptops, CD players and MP3 players may be used in conjunction with MU sound equipment. No other client provided equipment may be connected to the MU sound systems.

30. Clients wishing to reserve space for a band may book Union Stage, Pima, Arizona or Ventana. Bands must provide their own equipment and be able to stay below the acceptable sound level as determined by the Building Manager (roughly 70 decibels or below). Clients should be very specific about the limitations of the venue when booking a band as failure to stay within sound limits could result in termination of the event. The MU will not provide any equipment to supplement the client’s equipment, (i.e., mics, mixers, CD players, etc.)

31. DJ’s may be used in the larger rooms but must provide their own equipment or use one of the acceptable plug-ins (as listed in # 42) to connect to sound system in room. They will also need to work with the Building Manager to maintain an appropriate sound level for the venue.

Loading/Shipping/Storage/Parking

32. Groups requesting storage of materials prior to an event will be charged a fee of $4/box each day that they are stored within the MU. Groups storing more than a few items will be required to reserve a room if available and pay the appropriate room charge. The MU cannot accept drop and go shipments; delivery companies must deliver to the reserved room. The MU does not facilitate outgoing shipments. Clients hosting events with a large volume of shipments may be required to work with ASU Mail Services or an off campus expo company.
33. Clients holding a career fair, trade show, organization fair or any similar event will be charged a $40 fee for MU staff to oversee set up and tear down.

34. Clients needing to unload items at the loading dock may check out a dock pass for a 40 minute load in and load out. Arrangements for visitor parking in campus structures or lots must be made with Parking and Transit Services, (480)965-6406. The MU does not have any control of the parking availability or charges.

Decorations/Signage/Displays

35. Signs may only be placed in areas pre-approved by the MU staff and must be placed on sign holders. Labor charge of $25 will be assessed for hanging banners or signs.

36. The use of glitter and confetti is prohibited in the MU. Lit candles and incense are only allowed for ceremonial purposes approved by the MU. If approved client must submit a fire permit to the ASU office of Environmental Health and Safety, a minimum of 2 weeks in advance for their approval. [http://www.asu.edu/ehs/forms/special-event-registration.pdf](http://www.asu.edu/ehs/forms/special-event-registration.pdf)

37. Decorations may be placed on sign holders or tables. Taping decorations or signage to walls, windows, and doors is prohibited.

38. Literature displays and sales may take place inside meeting rooms only for the duration of the event.

Late Requests/Cancellations

39. 30 days notice is required for cancellation of reservations for the Arizona Ballroom, Ventana Ballroom, Turquoise Ballroom or Alumni lounge. Cancellations received after that time and no shows will be subject to a fee equal to 50% of the reservation rate.

40. Two (2) weeks notice is required for cancellation of reservations in the following rooms, Cochise, Gold, Pima, Mohave, La Paz and Union Stage and any individual section of the Ventana Ballroom. Cancellations received after that time and no shows will be subject to a $40.00 late cancellation fee.

41. Two full working days notice is required for cancellation of reservations, excluding those covered by other policies. Cancellations received after that time and no shows will be subject to a $20 late cancellation fee.

42. Clients with reservations for 3 or more rooms on the same date that cancel less than two weeks out will be assessed a fee equal to 50% of the reservation rate.

43. All requests for rooms, equipment and/or set-up made with less than two (2) full working days will be charged a $20.00 fee per request.

44. Any major change or cancellation to a series reservation will be assessed a $25 fee.

Updated 8/14