

# Student Union Reservation Guidelines

Event and Meeting Services manages all meeting and event reservations for the Student Union, the Citrus Dining Pavilion, and dedicated portions of Backus Mall and the Lot 10 Basin.

To provide assistance with the planning of an event and facilitate the reservation process these practices and procedures are designed to assist with defining responsibilities, management of resources, and providing for safe and orderly event planning and execution.

Room charges apply to Registered Student Organizations and Arizona State University departments only when there is a registration fee, admission charge, required donation or other type of fee charged to anyone attending the event, including sponsors and exhibitors. At least 60% of the attendees must be affiliated with ASU (current student, faculty or staff), another institution of higher education or on a K-12 educational institution sponsored visit or room charges apply. Room and equipment charges always apply to off-campus clients.

[Download rates and fees sheet.](#)

[Download Student Union meeting room procedures.](#)

## Student Union meeting room practices and procedures

### Reservations

1. Academic Departments and Student Organizations may book an event up to nine (9) months in advance. Student organizations may book for the following academic year once re-registered with the Student Organization Office. All requests for reserving space beyond nine (9) months will be considered on a case by case basis. Reservations for regularly scheduled, for credit courses will not be accepted.
2. Non-University Organizations that are affiliated with an ASU department or student organization may utilize the MU when school is in session by obtaining co-sponsorship. The ASU group must be the primary organizer of the event with a person assigned to coordinate event details, assume financial responsibility and have students, faculty, or staff participating in the event. They must also provide a

letter from the department head, or organization president and advisor, stating how the event furthers the mission of the organization or of Arizona State University.

3. Student Organizations and ASU Departments may not reserve space for other organizations for the purpose of securing lower room rental rates and/or bypassing procedures. The organization or individual named on the reservation is the Client and is solely responsible for communicating with Event and Meeting Services and initiating, planning, implementing, attending and financing the event in coordination with Event and Meeting Services.
  - The event must be requested by the Client who will be responsible for the event.
  - The Client named on the reservation must be present at all required pre-event and planning meetings leading up to the event.
  - The name of the ASU department or student organization hosting the event must be prominently displayed on all marketing materials.
  - The Client or representatives from the organization must be on site during the event.
  - The Client is responsible for paying all rental and support service fees resulting from the event.
  - Clients may not sublet or in any way reserve space on behalf of another group.
  - Clients found to be misrepresenting their event may lose reservation privileges.
4. Non-University Organizations (NUOs) not co-sponsored by an ASU entity will, at their own expense, procure and maintain, during the term, a policy of commercial general liability insurance in an amount of not less than one million dollars, (\$1,000,000) single limit, against claims for bodily injury, death and property damage occurring in connection with their use of the space. This insurance must name the Arizona Board of Regents, Arizona State University and the State of Arizona as additional insureds. NUOs must provide ASU with a certificate evidencing this coverage no later than 10 days prior to use of space. NUOs conducting a small luncheon or dinner catered by the Student Union's contracted in-house caterer may be excluded from this requirement.
5. 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. At least 60% of the attendees must be affiliated with Arizona State University (current student, faculty or staff), another institution of higher education or on a K-12 educational institution sponsored visit or a room charge will apply. Clients must pre-sell tickets; ticket sales are not allowed at the door. The Student Union reserves the right to verify attendee affiliation by requesting copies of a registration list, guest list or by checking guest identification to ensure adherence to this policy.

6. 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 two (2) month period preceding the event.
7. The Student Union 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.
8. The Student Union does not accept reservations from any organization with outstanding payments due to ASU.
9. Student organizations hosting a major event will have additional requirements.

## **Conditions of use**

10. In order to accommodate as many clients as possible, the Student Union reserves rooms based on maximum seating capabilities. A room charge will apply to reservations for rooms whose estimated attendance does not meet minimum requirements for room capacity. Room charges will be incurred for clients when event attendance does not utilize the room effectively.
11. A non-refundable deposit of 50% of the total rental is due 60 days in advance for Non-University Organizations.

12. Special events need to register with the University by submitting the [Event Registration Form](#). Additional permits may be required based on the event details submitted on this form.
13. Student Union building hours may be extended to accommodate events at a fee of \$75 per hour with a minimum of 2 weeks' notice and Student Union staff approval.
14. Rooms/spaces must be left clean, free of damage and in the set-up reserved. Clients are prohibited from moving or rearranging 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 the full replacement/repair costs.
15. 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.
16. Charges will apply for changes to the room during the event, unusual room setups, extensive staging and other requests that incur additional labor. Fees will be determined based on cost of labor/time spent and/or extra equipment used.
17. The Student Union is designated a public venue. As such, all movies shown must have copyright approval.
18. Clients are responsible for ensuring compliance with all applicable fire codes. Designated maximum capacity for any event will not be exceeded at any time. Exit aisles, staircases, fire alarm systems and emergency exits may not be blocked at any time

## **Film, Photography & Videography**

19. Filming (which includes photo, motion picture, video recording, or written or spoken statements) requires advance approval by ASU and must comply with ASU's Filming policy. Resources for ASU Filming and Photography can be found online: <https://brandguide.asu.edu/requests/filming-and-photography>

20. Whether to permit photography, visual recording, and/or audio recording in any ASU event space is at the discretion of the client, who may determine whether to permit recording at the event. ASU encourages clients who want to restrict recording at their event to post notice of this restriction outside of the event space where the notice can be clearly observed upon entrance as well as inside the event space and, where appropriate, to announce restrictions at the beginning of any event.
21. Current ASU students may request to film in the Student Union for class projects, but must request permission/approval prior to filming. Student Filming application and resources can be found online: <https://brandguide.asu.edu/requests/filming-and-photography/student-filming-application-and-resources>

## Set-up/rehearsal/rain back-up

22. 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 a backup, 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.
23. Due to the high demand for space, requests for rehearsal times and client set-up are limited to four (4) hours at a time convenient to the operation of the Student Union. Requests for additional time will be reserved if available; a room charge may apply.

## Catering and Food Policies

24. The Student Union has an in-house catering service. No other off-site companies may cater in the building. All catering must be set up inside the reserved space.
25. 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 Coordinator of the Student Union at least 3 weeks prior to the event. Cash bars and off-campus events with charges will not be approved.
26. A [Food Exception Request](#) must be submitted to the Student Union if a Special Menu item cannot be provided by ASU Catering or [Approved Food Providers List](#) or if there is a giveaway of food/beverage items at your event. Please forward Food Exception Requests to the Student Union a minimum of **14 days** prior to the event date. ASU representatives will review the request for final approval. Your event

cannot take place without an approved Food Exception Request which must be displayed at the event.

27. Businesses interested in providing food for events on the ASU campuses must be on the Approved Food Providers List. If interested in becoming an approved food provider [please submit the application](#).

## **Loading/shipping/storage/parking**

28. Groups requesting storage of materials prior to an event will be charged a fee of \$4/box each day they are stored within the Student Union. Groups storing more than a few items will be required to reserve a room if available and pay the appropriate room charge. The Student Union cannot accept drop and go shipments; delivery companies must deliver to the reserved room. The Student Union 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.
29. Clients needing to unload items at the Student Union loading dock may purchase a dock pass with Parking and Transit Services. Arrangements for visitor parking in campus structures or lots must be made with Parking and Transit Services, (480) 965-6406. The Student Union does not have any control of the parking availability or charges. The Student Union does not validate parking.

## **Decorations/Signage/Displays**

30. Signage and décor must be free standing or placed on tabletops. Items are not permitted to be taped or attached to any walls, windows, doors etc. of the room/building. Post-it style, self-adhesive note pad paper may be used on the blank walls inside the meeting rooms. Limited signage may be placed in areas pre-approved by Student Union staff and must stand on its own or be placed on an approved sign holder.
31. The use of glitter, confetti and lit candles are prohibited in the Student Union.
32. Displays, sales, exhibits, vendor information and other activity may take place inside meeting rooms only, for the duration of the event.
33. Balloons are permitted if they are permanently affixed to a display/mount. The client is responsible for removing and disposing of all balloons after an event. If

helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to the client.

## **Late requests/cancellations**

34. Two (2) weeks' notice is required for cancellation of reservations in the Cooley Ballrooms full and double. Cancellations received after that time will be subject to a \$50.00 late cancellation fee.
35. Three (3) full working days' notice is required for cancellation of reservations in rooms that seat 30 people or less. Cancellations received after that time will be subject to a \$30 late cancellation fee.
36. No shows and underutilization of room capacities are subject to a full room charge of the applicable rate category.
37. Clients with reservations for three (3) or more meeting rooms on the same date that cancel less than two (2) weeks out will be assessed a \$50 fee per room.
38. A minimum of three (3) full working days' notice is required for booking rooms. Reservations made for rooms that seat 30 people or less will be charged a \$30 late fee per request. Reservations for rooms that seat more than 30 people will be charged a \$50 late fee per request. Additional charges may apply for ballrooms.
39. Any requests for equipment and/or setup changes made to existing reservations with less than a full working days' notice will be charged a minimum of \$30.00 per request. Details for large, elaborate or unusual sets must be received a minimum of 2 weeks prior to the event date in order to be accommodated.
40. Any major change or cancellation to a series reservation will be assessed a \$30 fee.

Updated 6/2021