

Student Union Event and Meeting Services



The Student Union (SU) serves as the primary meeting center on the Polytechnic campus of Arizona State University for registered student organizations, campus departments and groups from the greater community. The SU is an ideal setting for meetings, conferences, and special events due to its central location, event amenities and onsite catering service.

Event and Meeting Services (EMS) schedules the meeting and event space in the SU plus designated mall/lawn space on campus. Reservations may be placed via the [SU website](#) or by phone 480-727-1698 or in person weekdays from 8 am to 5 pm Monday to Friday. The office is located at SU the information desk.

In order to make a reservation the following information must be supplied to the EMS staff: preferred date of the event and an alternate date, time and duration of the event, expected number of persons in attendance, if food and/or beverage will be ordered, audio visual and set up needs. A meeting with a staff member may be required for complex events.

Mall and Lawn Reservations

Backus Mall and the Lot 10 Basin are available for use by registered student organizations and campus departments through EMS. Spaces may be used for informational tables or special events.

Citrus Dining Pavilion

Located across Sun Devil Mall from the Student Union, the Citrus Dining Pavilion consists of Citrus Dining, Devils' Den, and the Multicultural Student Space. To reserve these spaces, please visit the student union website at <https://eoss.asu.edu/polyunion> or call 480-727-1698.

When to Make Reservations

Registered student organizations may request an event/meeting space once registered for the current and following academic year. To accommodate all registered student organizations, each organization is limited to one regularly scheduled meeting room per week. Campus departments may request event and meeting space 9 months in advance.

Reservations for regularly scheduled for credit courses will not be accepted. Offcampus groups may request space within 8 weeks of the event if space is available.

Catering

The Student 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 Student Union Catering office by phone at 480-727-1439, email asucatering@gmail.com, or visit the catering sales office located in the Student Union by the restrooms. More info can be found online at <https://eoss.asu.edu/polyunion/reservations/policies>

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, required donation or any other type of fee required from those participating in the event or if 40% or more of the attendees are not affiliated with ASU, another institution of higher education or a P-12 educational institution sponsored visit. The following categories indicate the fee structure where applicable:

Room Name	Occupancy	CAT I	CAT II	CAT III
Citrus Private Dining Room	20	\$75	\$160	\$375
Cooley A	100-120	\$125	\$270	\$835
Cooley A/B	200-220	\$250	\$540	\$1,670
Cooley B	100-120	\$125	\$270	\$835
Cooley B/C	200-220	\$250	\$540	\$1,670
Cooley C	100-120	\$125	\$270	\$835
Cooley Ballroom	300-400	\$375	\$800	\$2,500
Devils' Den	50	\$100	\$200	\$500
Multicultural Student Space	30	\$75	\$160	\$375
The HUB	30	\$75	\$160	\$375
USG Conference Room	20	\$75	\$160	\$375

Category I Registered Student Organization collecting a fee to participate

Category II University Department sponsored event collecting a fee to participate

Category III Non-university related event. Room and equipment charges apply.

Additional Fees Equipment	CAT I	CAT II	CAT III
Flip Chart with Pens	\$25	\$25	\$50
Additional Flip Chart Pads	\$25	\$25	\$35
30" Cocktail Round Tables	\$15	\$15	\$30
Event Lighting	\$100	\$100	\$150
Banner Hanging	\$25	\$25	N/A
Podium/Mic			\$50
Microphone			\$40
Flag			\$15