



**Iowa State University**  
Facilities Use Policies

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## Section 1: Introduction

The Memorial Union Event Management Office primarily serves to support the co – curricular, cultural, and developmental activities of Iowa State University. Priority for the reservations will be assigned by a first come first serve basis, then proceeding in the following order:

1. President’s Office
2. Senior Vice President of Student Affairs
3. ISU Registered Student Organizations
4. ISU Departments
5. Other Users

The Memorial Union event spaces are **NOT** available for academic classes.

In the best interests of Iowa State University, it may be necessary under unusual circumstances to give priority to (or reschedule) one event in favor of another. If rescheduling becomes necessary, the unit or group holding the reservation will be notified as far in advance as possible.

All customers and/or users agree to comply with the policies and procedures outlined in this document. The policies outlined in this document do not apply to those spaces permanently allocated to staff, university offices, or recognized student organizations. Policies and procedures specifically for those areas can be found in the [ISU Policy Library](#) or in the departmental agreements with the Memorial Union.

Reservations for the Memorial Union and ISU Central Campus outdoor spaces can be made through the MU Event Management Office:

**Physical Address:**

**Telephone:**

Suite 3630  
Memorial Union  
2229 Lincoln Way  
Ames, IA 50014-7163

515.294.1437

## Section 2: General Procedures

### Definition of Terms

- **Recognized Student Organizations and Recognized Campus Organizations:** A student organization or campus organization officially recognized by Student Engagement, East Student Office Space, MU and recognized by the Student Organization Recognition Board. There are three recognition tiers for student organizations (Sponsored, Affiliated and Registered). For more information about criteria for recognition tier, visit <http://policy.iastate.edu/policy/sorp/>. Student organization and campus organization classification will impact space privileges and/or discounted rates.
- **Department:** Iowa State University academic colleges or administrative units including the ISU Foundation, and ISU Alumni Association
- **Non-University:** Any person or group requesting space independent of an Iowa State University department or recognized student organization.
- **Event:** A one-time occurrence such as a speaker, dance, concert, workshop, table and booth reservation, or a series of such occurrences such as a multi-day conference that is open to the public unless specified by the reserving group.
- **Meeting:** A business or committee meeting that is a one-time occurrence. Meetings are closed to the public unless specified by the reserving group.
- **Facility Usage Charges:** General fee for facility usage. Recognized student organizations are not charged a facility usage charge; however, other event related charges such as staffing, equipment, security, parking, catering, etc. will apply. Departmental events are charged a participatory room rate fee for events with participatory fees, vendor fees or certain scenarios.
- **Special Event Staff:** Special Event Staff may be required to assist with your event. They do not replace security personnel required for the event by the MU Event Management Office, the Event Authorization Committee and/or Department of Public Safety. All additional staffing costs will be billed to the group hosting the event.
- **Requested Diagram Draft:** Change in event layout diagram that was requested by the customer.
- **Booking Status:** The terms used within the Iowa State Memorial Union Event Management Office to describe the status of a reservation.
  - **Confirmed** – All event details have been finalized and no significant changes can occur without the approval of the Event Management Office. This status requires at least 3 business days prior to the event date for small meeting room spaces and at least 10 business days for ballroom spaces and large meeting rooms in order for the event to occur.
  - **Pending EAC Approval** - Student organization, departmental and public events may require authorization from the Event Authorization Committee prior to confirming the reservation.
  - **Cancelled** – A reservation that has been released by the reserving group. On a rare occasion, the Memorial Union or governing body may cancel space with immediate notice to reserving group.

- **Shared Space:** If a space is reserved for more than one group. This status should be approved by the Memorial Union Event Manager and is only available for certain programming areas such as Central Campus.

## General Reservation Guidelines for MU Spaces

Room reservations in the Memorial Union can be made by filling out the online room request form. Room requests should be submitted at least three business days prior to the event date.

The following information is provided to aide in submitting reservation request:

- Normal hours of operations for event and meeting spaces are 7:00am 9:45pm, Monday – Saturday; and 11:00am 9:45pm on Sundays during the academic year.
- Summer/Break Hours are 7:00am-8:45pm Monday- Saturday; and 11:00am – 7:45pm on Sundays.
- Requests for events or facility access before or after this time frame may be requested through the Event Management Office for approval and will incur a fee if they are approved.
- Events occurring past 12:00am require security staff at the expense of the event. In addition, an advisor from the organization must be present.
- Reoccurring meetings are not allowed in the ballroom spaces.
- Memorial Union indoor locations may not be scheduled as rain locations for Student Organization or University Department events planned elsewhere.
- Event space reservations within the Memorial Union may be requested by any University Department, Recognized Student Organization or Non-University Group. The Memorial Union reserves the right to make the final determination upon which category the event falls into.
- Any university department events that charge participatory fees for attendance or for training (any money exchanged by participants to attend the event, vendors paying to appear or sponsor the event, or memberships dues being required to attend the event) will be charged a higher room rental fee.
  - Any events found to charge fees not previously disclosed to the Event Management Office will incur the cost of public rental rates for all equipment and spaces.
- All groups using Memorial Union facilities shall obey all published University and Memorial Union policies, regulations, guidelines, as well as all local, state, and federal laws. Violations by any group will result in penalties up to and including fines, and/or loss of scheduling privileges within the Memorial Union.
- All outstanding charges for prior events and services must be paid by the sponsoring organization or departments before they will be allowed to schedule additional events.
- Recognized organizations are limited to no more than two meeting rooms per week with a total of four hours of total time for recurring weekly activities. Additional space can be requested one week in advance, pending availability and Event Management Office approval.
- Reservations for event spaces cannot enter the building before the listed building hours without early access approval, which will incur additional fees. Reservations for event spaces must have all clean up and teardown complete and be exited from the building before the listed building closing time. Late access approval can be requested for after-hours events, which will incur additional fees.

## Facility Charges

There are different rates for use of Memorial Union facilities depending on the organization's category. The three categories are:

- Recognized Student Organizations & Recognized Campus Organizations
  - Events sponsored by a recognized student organization or recognized campus organization and attended by Iowa State University students, faculty, staff, outside guests, and/or general public. Reservations for these groups may be requested only by officers of the Recognized Student Organization and Recognized Campus Organizations.
- University Departments
  - Events sponsored by an Iowa State University department and attended by students, faculty, staff, outside guests, and/or public.
- Non-University Groups
  - Events sponsored by Non-Iowa State University organizations. The MU Staff/Operating Personnel reserves the right to review plans for each of these events before a reservation can be made.

**Contact the Event Management Office for room rental and setup fee estimates (515) 294.1437**

## Rental Blocks

- All Ballroom events will be scheduled in 8-hour reservation blocks, which include pre-access, post-access, and event time. If more than one reservation block is used additional equipment and/or rental fees apply.
- Any group needing access to the MU before or after the normal operating hours will be charged a late-access fee at the beginning of each hour. After-hours building access must be approved by the Event Management Office and must be paid in full prior to the event.

## Payment for Reservations

A full payment method must be received prior to receiving a confirmed reservation. If payment is not received promptly, the event will be cancelled unless special arrangements are made.

- University departments must submit the departmental worktag to the Event Management Office prior to receiving a confirmed reservation.
- Recognized Student Organizations and Recognized Campus Organizations must submit a Campus Organization Accounting Purchase Order prior to their event being confirmed.
  - Failure to do so will result in cancellation of future reservations for the group.
- Non-University reservations must be paid in full prior to a confirmed reservation.
- Only one (1) valid worktag or COA Purchase Order will be allowed to pay for charges. It is the responsibility of the reserving organization to collect all funds from other co-sponsors.

- The Memorial Union will not break down charges to multiple worktags or COA Purchase Orders.

## “Fronting”

Student organizations and university departments will not reserve space for other organizations to lower the room rates or provide access for reservations. The organization who holds the reservation is defined as the sponsor and must be primarily responsible for planning\*, implementing\*, financing\* and submitting the event for \*EAC approval. The organization who is the sponsor of the event must be the sole point of contact for confirming event details, completing day of set-up, teardown and coordination of the event. Event sponsors must provide the sole worktag or Campus Organization Accounting Purchase Order (COA purchase order) for invoicing event fees and services. The payment worktag and/or COA purchase order must belong to the organization who is sponsoring the event. Misrepresentation of the sponsorship of an event will result in the event being charged at a public rate.

- Co-sponsorship between student organizations and departments will result in departmental rates. The invoice for any charges will be sent to the main sponsor of the event.
  - The MU reserves the right to evaluate and make final determination of appropriate charges for the reservation based on the above as well as determine whether misrepresentation of event sponsorship has occurred.
  - If misrepresentation has occurred, this will result in the event being charged a public rate for reserved spaces.
  - Event sponsor misrepresentation will also result in suspension of reservation privileges for MU spaces.

\* EAC approval for the event must be for the organization who holds the reservation. In the case of co-sponsorship, the organization who has primary contact with the Event Management Office must submit the EAC approval request for the event.

## General Reservation Process

Organizations/Users may request a reservation through the MU Event Management Office by submitting an MU Space Request or Outdoor Space Request form located on the MU Event Management website.

- Space requests are processed by the order in which they are received via the online room request portal.
- When completing a reservation request, please be prepared to describe the following: event type, attendance, date and time, equipment needs, charges for equipment, rental fees, labor fees, extra time for rehearsals, extra time for setup, sound checks, conflicts with other programs around campus, and security.
- Reservations for small meeting rooms must be requested a minimum of 3 business days before the event is to take place. Large meeting rooms must be requested at least 10 business days before the event takes place. Any reservation changes or bookings within 2 business days will not be accommodated or will limit available event services. Certain events and Audio/Visual services may require additional notice than what is listed to accommodate.



- Reservations for larger facilities and/or multiple rooms require a minimum of 10 business days' notice to adequately meet the Organization/User's needs. Certain events and Audio/Visual services will require additional notice to accommodate.
- For reservations made closer to the event than the required time, additional fees will be added to the rental fee.
- The person requesting space in the MU should be the official Organization/User contact person. This contact will be the sole person authorized to make decisions or to coordinate with the Event Planners.
- The Event Coordinators will communicate with the Organization/User about any additional documentation, approvals or payments needed.
- All required documentation and payment must be received before a reservation can be confirmed.
- All Registered Student Organizations must submit a COA purchase order for any charges and the COA confirmation to the Event Management Office before a reservation can be confirmed. Departments must provide a departmental charge number prior to the confirmation of their event. Public rentals must be paid in full prior to the confirmation of their event.
- Space in the MU is available to groups "as is." Organizations/Users requiring special arrangements or equipment not normally available must plan and hold by reservation in advance.
- The use of all equipment, personnel, and/or furniture in the MU must be requested at least 2 business days in advance.
- Academic for credit classes generally are not permitted to use Memorial Union events spaces. Faculty may request use of the Memorial Union on a temporary or emergency basis only. Written explanation needs to accompany requests showing that space was not available through room scheduling with Iowa State University.

## Event Authorization

- All customers must review the EAC process and receive EAC approval for any applicable events before a reservation can be confirmed. Please visit the Event Authorization webpage for more details on how and when to submit to EAC.
- Event Authorization is the process of event approval to hold an event on or off campus. Events that are open to the public, (i.e., include members from outside of your organization, including from other universities), must go through the Event Authorization Process and be approved by the Event Authorization Committee before being approved.
- Events that are not open to the public (i.e., open to only organization members) do not have to be authorized. If your event includes guests, members of other organizations, is open to the Iowa State Community, or individuals from other universities, you do need to have your event authorized.
- Once you start your planning process, we recommend that you fill out the University Event Authorization Form. Your request must be turned in at least 10 business days prior to the event. Large special events are recommended to turn them in at least two months in advance.
- Events may need to submit their event for approval by the Event Authorization Committee (EAC) before their event occurs. The EAC contains members from many departments around the university as does have a representative from the Event Management Office on the committee

but is an independent entity. If the event contains any of the following, the event must be submitted and approved by EAC:

- Open to non-student members
- If the event is to have animals, fireworks, children or gambling as part of their event.
- Any fundraising efforts are part of the event, including but not limited to raffles, sale of fundraising materials and/or tickets to the event.
- The event is selling any items or products
- The event has food/catering

### Advanced reservations

The following are the maximum lengths of time events may be booked in advance of the event date:

- President's Office – up to 1 year in advance
- Senior Vice President for Student Affairs Office – up to 1 year in advance
- Recognized Student Organizations – up to 1 year in advance.
- Departments – up to 1 year in advance.
- Non-university affiliated organizations – up to 1 year in advance.
- Programs scheduled more than one year in advance are not guaranteed set pricing for services including room rentals, equipment fees and staffing fees. The fee schedule is subject to change each fiscal year.
- Number of requests for space will be limited based on availability or discretion of the Event Management Office

Reservation requests beyond 1 calendar year will be reviewed for approval by the Event Management Office and will be charged full public rental rates for all rooms to hold reservation if approval is granted. Payment will be processed at the time of reservation. Reservation requests for student organizations and departments beyond a 3-year period are not allowed. Reservations that request spaces more than 1 year in advance must still submit online room request forms via the Event Management Office website to reserve their space.

### Changes in Reservations

Organizations/Users may request changes to their event space layout and/or room setup; Changes made to a reservation within the below guidelines. Events will be assessed a late change fee for service changes including day of event changes/requests. Some service requests will not be available within shorter time frames.

- **Small Meeting Rooms (899 sq/ft or less)**: changes are only permitted up to 3 business days prior to the reservation date without incurring a late change fee.
- **Large Meeting Rooms and Ballroom Spaces (900 square feet or more)**: changes are only permitted up to 10 business days prior to the reservation date without incurring a late change fee

Groups will be allotted a maximum of 3 requested diagram drafts at no charge for an event that was determined to need a diagram. Additional diagram revisions will result in fees to the reserving organization. The Event Management Office will determine if a diagram is necessary for an event. Requested diagrams for events that are determined to not need a diagram will be assessed the diagraming fee.

The Memorial Union reserves the right to refuse space to any group or individual according to Iowa State University Policy. The Memorial Union Event Management Office reserves the right to assign and, if necessary, re-assign event spaces to assure the maximum and most appropriate utilization of MU space to meet campus needs.

Updates to reservations may be confirmed via either an updated contract or email communication with the client. Email communication with EMO can be used to confirm changes and agree to fees that may be assessed. The Event Management Office will communicate with clients when fees will be assessed and if the requested services can be accommodated.

### Cancellation of a Reservation

Organizations/Users may request to cancel a reservation through the MU Event Management Office by emailing their EMO Event Coordinator, by calling the office at (515) 294.1437, or visiting us in room 3630 of the Memorial Union. Please note that the following fees will apply if cancellations take place.

- **Small Meeting Rooms** (899 square feet or fewer) reservations must be canceled at least 3 business days before an event. A cancellation fee will be assessed for cancellations received less than 3 business days before the event.
- **Large Meeting Rooms** (900 square feet or more) reservations must be canceled at least 10 business days prior to the event. A cancellation fee will be assessed for event space cancellations received less than 10 business days before the event.
- **Ballroom Spaces** (Durham Great Hall, South Ballroom, Sun Room) reservations must be canceled at least 20 business days prior to the event. A cancellation fee will be assessed for event space cancellations received less than 20 business days before the event.
- Non-University Organizations will be assessed 50% of room rate as a cancellation fee.

The Memorial Union reserves the right to cancel or suspend any event if it is determined that an unreasonable risk to the security and/or safety of the facility and/or its patrons exists. Organizations sponsoring events are responsible for adequate supervision of their activities, and for the conduct of all individuals associated with the event.

### No-Show Fees

If Organizations or clients do not show up for their reservation without proper notice to the Event Management Office, their reservation will be considered a No Show for the space. University Departments and Recognized Student Organizations will be assessed a No-Show fee based upon their reserved space. Public rentals will be assessed 100% of room rate as a no-show fee.

- Rooms are considered No show after 30 minutes have passed from the scheduled start of the reservation.

## Storage/Lock Changes

The Memorial Union will not ship, store, or hold any items prior to, during or after an event held at the Memorial Union.

- In certain situations, the Memorial Union may provide overnight storage for events. These requests must be submitted at least 20 business days prior to the event. Approval of the request is based upon the discretion of the Event Management Office.
- If an overnight storage request is approved the reservation will be assessed fees for room rental and lock changes.
- Reservations will not leave event materials in event spaces past their reservation space time. Items left in event spaces overnight without overnight storage approval will be discarded by Custodial staff and will incur cleaning fees.
- The staff of the Memorial Union, apart from the Director and Associate Directors of the Memorial Union, will not have access to the lock changed space after the lock change is complete. The customer will be given a temporary key to the space that must be returned upon their event's completion.
- Additional fees will be assessed if the locks must be changed after hours or on weekends.
- Ballroom spaces cannot be reserved for overnight storage or have locks changed.

## AudioVisual Services and Equipment

The Memorial Union makes available a variety of media equipment for use in the Memorial Union facilities only. Use of this equipment may be arranged through the Event Management Office. All equipment is to remain within its assigned space.

- The Event Management Office may require AudioVisual technicians pending the AudioVisual needs of the event or program.
  - Groups hosting events that utilize AudioVisual equipment in the Durham Great Hall, Oak Room, South Ballroom, and Sun Room are required to use MU staff at the customer's expense.
- Groups that request an outside sound company may be approved if the company provides all necessary equipment including microphones, speakers, and soundboards. Outside vendors will receive approval to be allowed access to MU sound system with the hiring of MU technicians who will run the MU provided equipment.
- The Memorial Union is not responsible for equipment provided by 3rd party vendors for use during an event in the MU. Equipment rented for events will be the responsibility of the party to reserve the equipment.
- The Memorial Union Event Management Office reserves the right to request a dress rehearsal for any event they deem necessary. Labor and AudioVisual fees for rehearsals will be the responsibility of the event host.
- Mounted projectors are free for use by Student Organizations. If an alternative projector is requested, there will be charges equal to the University Department rental rates.

## Decorations and Demonstrations

- The use of nails, tacks, screws, staples, tape or related articles on walls, floors or plaster surfaces is not allowed. All decorations shall be mounted without defacing the building. Organization/User is responsible for removing all approved items. The use of non-stick putty or tape is not permitted due to the stain left behind and damage to wall surface
- Decorations in the MU are limited to being set up within the meeting rooms and ballrooms.
- Glitter, confetti, sand, dry vegetative matter (hay, straw, alfalfa etc.), open flames, and biohazardous materials are prohibited. This includes blood, liquid nitrogen, and other corrosive materials.
- Decorations will not cover windows, doors, or fire routes and must be freestanding or mounted on an easel or pipe and draping.
- While balloons in general are allowed within event spaces, caution should be used when displaying balloons due to allergens that may be present in materials.
- All balloons that are not adequately tied down will have a \$50 per balloon fee associated with retrieval.
- Flying projectiles are not allowed in the Memorial Union. Unmanned Aircraft Systems including drones, model airplanes and flying toys are not allowed in the Memorial Union or on Memorial Union grounds.
- Haze, dry ice effects and smoke effects are not allowed within the Memorial Union event spaces.

## Open Flames

The use of candles or any other open flames are not permitted on the premises. There is to be no use in or about the premises of any substance of pyrotechnics, explosive, corrosive or flammable in nature. Candles may be used under limited circumstances, such as: with hurricane glass vases below the lip of the glass or floating in water.

## Catering/Food and Beverage

All catered events held within the Memorial Union must be catered by ISU Catering. Groups utilizing MU facilities are not permitted to bring their own food or beverage into the Memorial Union.

- All organizations requiring catering must contact ISU Catering (515)294.2103, to set up the menu. Complete catering menus can be found online at [www.catering.iastate.edu](http://www.catering.iastate.edu).
- ISU Student Organizations can apply for approval to bring in food for its members at a regularly scheduled meeting that includes less than 30 people for a closed group from a select number of vendors. These requests will be submitted through the Approved Vendor Form.
- In accordance with state regulations and ISU Risk Management guidelines, clients will not take perishable food products from the premises.
- Room rate charges will apply even if catering is ordered.

- All alcoholic beverages will be served by ISU Catering. The alcohol must stay within the space that it was served in.

### Alcohol Policy

The consumption and/or possession of alcohol within the Memorial Union is strictly limited to reserved event spaces. Alcohol possession or use of any kind in public spaces is prohibited. Any alcohol consumed in Memorial Union event spaces must be approved and provided by ISU Catering. Outside vendors will not be permitted to distribute and/or provide alcoholic beverages in the Memorial Union or reserved event spaces.

In accordance with the [Alcohol Use – Students and Student Organizations](#) and [Alcohol, Drugs, and Other Intoxicants policies](#), alcohol service and consumption is prohibited at student organization events. Student organizations affiliated with the Office of Sorority and Fraternity Engagement are required to comply with SFE policies and procedures regarding their events. Graduate student organizations are permitted to host events with alcohol in cases where a department provides oversight.

Under special circumstances, departments who affiliate with student organizations may manage a departmental event with alcohol in conjunction with a student organization event if the alcohol service is managed directly by the ISU department and served through ISU Catering.

### Political Events

Recognized Student Organizations may reserve MU space for political activities. Political activities are defined as those events which have as their purpose the endorsement, support, or advancement of a politically affiliated cause, organization, party, or candidate. A representative of the reserving organization must be present at the event, is responsible for planning and implementation of the event. Only the representative of the reserving organization will be the contact for the reservation, setup, and billing.

Political activities sponsored by non-University groups are charged for the full public room rates.

### Controlled Substances/Tobacco Use

The consumption and/or possession of [Controlled Substances](#) or [tobacco](#) is prohibited on Memorial Union and Iowa State University property.

### Gambling

In general, gambling is not allowed to take place on Memorial Union or Iowa State University property. Organized groups recognized through the university may conduct licensed bingo, raffles, carnivals, games of skill, and games of chance. Organizations wishing to host an event with the above referenced activities must be approved, at minimum, 2 weeks in advance and must be in accordance with all state law, federal law, and Iowa State University regulation. More details about this section can be found [here](#).

## Altering of Premises

Any cleanup or restoration required due to failure in observing the following will result in additional labor costs billed to the organization or clients:

- Organizations or customers shall not alter, repair, add to, deface, or change the MU in any manner whatsoever.
- Organizations or customers shall be responsible for any costs to repair or replace property of the MU that is damaged, stolen, or lost in their space during their reservation
- The Organizations or customers shall not erect or operate on the premises without prior written consent, any machinery or equipment operated by explosive or highly flammable substances.
- The Organizations or customers shall not install or plan to install any wires or electrical or other appliances, without prior written consent.
- The Organizations or customers are responsible for all damages to the MU caused by acts of the Organization or its event guests, its agents, employees, patrons, guests, and artists, whether accidental or not.
- The Organization or customers are responsible for the conduct of its representatives, members, and audiences while using the MU.

## General Reservation Guidelines for ISU Outdoor Spaces

The Memorial Union Event Management Office is responsible for reserving and coordinating the use of ISU Central Campus outdoor green spaces, including (but not limited to) the Campanile Lawns, Curtiss Lawns, South Library Lawn, West Marston Lawn, East Marston Lawn, and Lagomarcino Courtyard.

Reservations are made in the order in which the requests are submitted through the Outdoor Space request form, with consideration being given to the size of the group, type of program, space, and event services available.

- All groups using ISU Outdoor Spaces shall obey all published University policies, regulations, guidelines, as well as all local, state, and federal laws. Violations by any group will result in penalties up to and including fines, loss of scheduling privileges within the Memorial Union, and/or loss of university organization recognition.
- [Facilities Planning & Management](#) and Environmental Health and Safety departments are the contacts to provide event services at outdoor events for electricity, trash, and recycling services, underground locates (if staking anything more than 6 inches into the ground) and inspections for tents and other temporary structures.
- [Celebrations and Party Rental](#) has the university contract to provide event services for outdoor events on campus. Tables, chairs, tents, and other amenities may be reserved by contacting their staff. Pricing can be found [here](#).

## Additional Event Spaces

The Memorial Union also has three additional reservable special event spaces, below are the areas available and the person to contact for reservations:

- **The Maintenance Shop (M-Shop)** - must be reserved through the Entertainment Program Coordinator in Student Engagement, East Student Office Space. For specific policies and guidelines, refer to the Maintenance Shop's Website.
- **The Workspace** - must be reserved through the Fine Arts Program Coordinator in Student Engagement, East Student Office Space. For specific policies and guidelines, refer to the Workspace's Website.
- **CyBowl & Billiards** - must be reserved through CyBowl & Billiards. For specific policies and guidelines, refer to CyBowl & Billiard's Website.

### Solicitation and Fundraising

It is the policy of Iowa State University and the Iowa State Memorial Union to allow solicitation by recognized University organizations.

- Solicitation shall be defined as any commercial, profit-making, or fund-raising activity as well as activities which involve petitioning, canvassing, campaigning, or distribution of literature. All approved solicitation activities in the Memorial Union are to be confined to reserved spaces.
- Solicitation outside the Memorial Union must take place at least 100 feet away from the building's entryway. There is one location where information can be distributed while following University policies within that 100-foot range. Groups may reserve the terrace area west of the building through the Event Management Office for these purposes.
  - Groups using this location need to remain at least 25 feet away from the entryway and cannot block access to the sidewalks or the entryways.
- Credit card application solicitation is prohibited in any Memorial Union space.
- Any fund-raising efforts performed on campus must be planned, sponsored, and coordinated by a recognized University organization, and not be sponsored by an individual or by a for-profit company. The organization sponsoring the fund-raising must obtain the product to be sold, advertise, deliver the product, and handle any complaints.

### Signboard and Easel Reservation

Recognized student organizations can reserve signboards through the Event Management Office, 3630 MU. Boards are reserved on a first come, first served basis.

- At time of reservation, a student organization can reserve up to two (2) boards per event. The reservation of the signboards starts at the time the organization picks them up from the Event Management Office. If more signboards are available within one week of the requested reservation, the organization will be able to reserve more. Boards can be reserved for up to 7 days (including weekends).



- Signboard reservations pertain to specific locations on campus, if a signboard is reserved, it must be placed within the reserved location on central campus. Signboards cannot be reserved for off campus events.
- Signboards must be taken down and returned clean and in working order on the final reservation date to the Event Management Office, 3630 MU on Mon-Fri between 8am and 4pm.
  - The use of duct tape to affix items to the signboards is prohibited. Packing tape is preferred but not supplied. Fees will be applied if they are returned dirty or damaged.
- Future use of the signboards will be denied to groups that fail to return boards promptly after their reservation ends, or without removing promotional material. If the signboard is not returned, a fee will be applied per day.
- The Event Management Office will deny usage of boards if organizations violate any of these policies, and/or they were used to promote an unauthorized event.

### Table and Booth Locations within the Memorial Union

- A table or booth space may only be reserved by recognized student organizations and registered students to promote their organization for recruitment and event attendance. Reservations can be made online using the MU Booth and Table Request form.
- Recognized student organizations and students may use the booth from 8:00am to 5:00pm on the day of their reservation, or the table from 7:00am to 9:45pm on the day of their reservation. Groups not occupying their table or booth after 30 minutes from the start of the reservation, without prior notification, must inform the Event Management Office of late occupation or they forfeit their reservation for that day.
- Recognized student organizations are allowed up to eight (8) advanced reservations per semester with a maximum of four (4) consecutive days per reservation (total of 32 days a semester). Students are allowed up to four (4) advanced reservations per semester with a maximum of two (2) consecutive days per reservation (total of 8 days per semester). Additional reservations beyond the 8 allowed reservations may be requested two weeks prior to desired date(s) and will be approved based upon availability.
- The solicitation policies apply to all table and booth locations in the MU.
- Promotional activities of the organization/student(s) occupying a table/booth must remain within the confines of the table or booth. Organizations/students must not block walkways, stairways, and other egress, or otherwise interfere with the operations of and free flow of traffic within the MU.
- A reserved table/booth must be occupied by at least one representative of the reserving organization. A student holding an individual reservation must always be present during the reservation. A maximum of two (2) representatives may occupy a reserved table/booth at any one time.
- All materials must be cleared from the table or booth and its posting area at the end of the day.
- The Memorial Union is not responsible for materials left on the table or in the booth.
- The table and booth are available between September 1 and May 1 (while class is in session (during prep and finals week tables are not available)).

- No amplified sound is permitted at tabling and booth locations.
- The Event Management Office reserves the right to deny or revoke a table/booth reservation due to violation of any of these policies

## Banners

Banner space is reserved in the Event Management Office, 3630 MU. The name and/or logo of the sponsoring organization must be included on the banner.

- Banners must be fabric or heavy vinyl and have eyelets along the top with which to hang the banner.
- The dimensions must fall within the following parameters:
  - Not to exceed 27 feet wide and 5 feet tall - west stairway
  - Less than 10 feet wide and 3 feet tall - south atrium
- Banners that advertise commercial products, non-university organizations, or political campaigns are not permitted.
- The Memorial Union is not responsible for damaged or stolen banners.
- Banners must be picked up from the Event Management Office, 3630 MU, within 1 week after the reservation date or they will be discarded.
- Banners will not cover any existing Memorial Union signage or displays.

## Section 3: General Building Policies and Procedures

### Emergency Procedures

In the event of an emergency the ISU/MU Staff/Operating Personnel will follow emergency operations guidelines to safely assist persons leaving the facility. The ISU/ MU Staff/ Operating Personnel on duty will notify appropriate emergency medical services in the event of an emergency. All expenses incurred in such regard will be the responsibility of the person transported and/or treated.

### Exits/Walkways

Access to fire suppression equipment, heating and air conditioning vents and egress pathways shall not be covered or obstructed at any time by the Organization/User (Organization/User shall cause its employees, agents, contractors, exhibitors, patrons, and invitees to comply with such restrictions). Organizations/Users are not permitted to run electrical, sound, video, or other cables through doorways. All cables must be adequately covered to prevent people from tripping over them. All cables must be protected to prevent damage to the cables.

### Parking and Traffic

It is understood and agreed that the Organization/User, its agents, employees, guests, and patrons, will be subject to all Iowa State University traffic and parking regulations (including those of the Memorial Union Parking Ramp). Therefore, all parking arrangements for all spaces besides the MU Parking Ramp,

if needed, must be arranged through the Parking Services Department at least one week prior to the event. This department can be found in the Armory Building or by calling (515) 294.3388 or [parking@iastate.edu](mailto:parking@iastate.edu).

- The Loading Dock area is for unloading and loading only. Parking in spaces reserved for loading and unloading will result in the vehicle being towed at the owner's expense.
- Bicycles, skateboards, in-line skates, scooters, and any motorized vehicle not needed for persons with disabilities are not allowed inside the MU. The aforementioned items, when found in the building will be removed from the premises by the University Police, and retrieval of these items will be the responsibility of the owner. Bicycle storage racks are provided on the exterior of the MU.

## Personnel

- Only MU Staff/Operating Personnel will operate Memorial Union equipment.
- Lights and emergency systems in the MU shall always be under the control of MU Staff/Operating Personnel.
- Staff needed for the operation of the MU event spaces for specific events will be determined by the MU Staff/Operating Personnel and supplied as needed. A minimum number of staff members are required for each public event.
- The Organization/User is solely responsible for arranging all production needs not met by the MU inventory.
- The MU Staff/Operating Personnel shall determine the acceptable sound limits which will be maintained throughout the performance.
- Sound and lighting installations are not to be disassembled, altered, or tampered with in any manner. The MU Staff/Operating Personnel will have the final and sole authority to change the manner in which the MU's system is operated.

## Right of Entry

- The MU Staff/ Operating Personnel will have the right to enter any part of the MU at any time.

## Prohibition of Animals

- Service animals are the only kind of animal allowed in the Memorial Union.

## Security

Final determination for security needs, personnel, and equipment will be made between the MU Staff/Operating Personnel, University Police, and Dean of Students.

- Except for the area in use, where the houselights are dimmed for the performance, all public areas of the building are to remain fully illuminated when members of the public are present in the building.

- Iowa State University, nor the Memorial Union are responsible for lost or stolen items.
- Equipment belonging to the Organization/User that remains after an event has ended will be considered abandoned and will be disposed of by the MU Staff/Operating Personnel as deemed necessary and at the cost of Organization/User, after reasonable notice is given.
- No activities in violation of Federal, State or Local Laws, ordinances, or rules or regulations of Iowa State University shall be permitted in the MU or its premises. It is the responsibility of the Organization or customer to enforce this requirement.
- The Organization or customer agrees not to bring into the MU, or its premises, any material, substance, equipment, or object which is likely to cause damage to the facility, endanger the life of or to cause bodily injury to, any person in the facility or which is likely to constitute a hazard.
- The Organization or customer agrees to pay in full for all required security.

### Vacating event space and Removal of Property

- The Organizations and customers shall leave their area of reservation clear after their event. If their area is not cleared, the MU Staff/Operating Personnel will apply a fee for excessive cleaning to the Organization or customer.
- Vendors and customers may not load or unload materials through the Gold Star Hall.

### Facility Management

All property belonging to the Memorial Union may not be taken from the building without prior written consent of the Events Management department, or their designee.

- Furniture, equipment, or other Memorial Union property may not be moved from one part of the building to another without approval and assistance from MU Staff/Operating Personnel.
- Anyone found to be in unlawful possession of, or damaging property belonging to the Memorial Union will be subject to disciplinary action and/or reporting to the proper authorities.
- Loitering and sleeping in Memorial Union spaces is not allowed.
- Non-University students under eighteen years of age may use Memorial Union facilities when accompanied by a parent or adult.

### Weapons/Firearms

Weapons/firearms of any kind are prohibited in the Memorial Union and all event spaces. Please refer to the [ISU Policy on Firearms and other weapons](#).

### Cleaning Fees

Excessive cleaning fees of \$100 will be assessed to the reserving group if space requires non-routine cleaning after the usage. If damage or loss to the Memorial Union facility or equipment takes place, the group responsible for the reservation will be liable for any charges. Charges will be based on the repair, replacement costs and labor to remedy the issue.

#### Section 4: Notice of Policy/Price Changes

The Memorial Union reserves the right to change policies and pricing in accordance with the Mission, Vision and Values of the Memorial Union, the safety of students, staff, and the public, and to facilitate the effective utilization of Memorial Union resources. Notice will be given to events that are impacted by policy changes, however it is the responsibility of reservations to have reviewed Iowa State University as well as building policies prior to their event, as well as clarified any questions with the Event Management Office.