Quick Reference for Memorial Union Policies

The following information is compiled to assist you in planning for your conference event. Please feel free to duplicate this sheet and provide it to any of your conference committee members who would need this information.

Decorating Made EASY *We recommend*

**Helium balloons** can be placed on the table or the floor. Balloons are bright, cheerful, easily moved around and removed at the end of the evening. Balloons may be ordered from the Information Desk.

**Table Centerpieces or flowers** are always an elegant addition to your decorations. Again, these decorations are easily moved around, removed at the end of the evening and can be given as gifts to your participants.

**Tablecloths** can be used to define your decorating theme. White tablecloths are used for our banquets, creating an elegant look. Another option to consider would be to add more color to your event by purchasing inexpensive plastic tablecloths or using colorful linen napkins and overlays which are low in cost. Our catering staff can special order colored napkins and tablecloths for your event.

**Unique ideas for decorating** are welcome. Please consult with us regarding your ideas to ensure the safety of your group and protect the facility.

Decorating *the Bottom Line of what you need to know*

* Confetti or glitter of any type are not permitted – including paper, plastic, foil, etc.
* All decorations must be removed at the end of the event.
* No taping on the walls, floors or ceilings.
* Questions? To avoid charges for damages or cleaning, please consult with us about your decorating plans.

General Rules

* **No Alcohol**
* **No Candles**
* Due to fire safety considerations, all walkways and exits must be kept clear.
* To comply with state health code regulations, ***food is not to be brought in from outside the building.*** NDSU Dining Services offers a full range of catering items and cash operations are located on the main and lower levels.
* Equipment or furnishings should be moved by event services staff.
* Equipment must not leave the building.
* Conference tables in Meinecke and Peace Garden meeting rooms are not intended to be moved. Please request an alternate room if movable tables are needed.
* Staff from the conference group is required to actively supervise participants.
* Conference groups are billed for the actual time the building remains open. A designated person should contact the building manager when the group is finished to ensure that your bill correctly reflects your group’s departure.
* Unless prior arrangements are made, the group is expected to leave the building at the end of the rental period. The sponsor can make arrangements for the group to stay later by making arrangements through the Conference Coordinator a minimum of 2 weeks in advance.
* No rollerblading or skate boarding in the building or around the building.