

MEMORIAL UNION BUILDING INFORMATION AND POLICIES

Building Hours & Hours of Operation

Memorial Union Building Hours are on the Memorial Union website at (<http://www.ndsu.edu/mu/>). These may differ slightly from conference and event services hours of operation.

Standard building hours of the Memorial Union:

Sunday: 12:00pm – 12:00am
Monday – Thursday: 6:00am – 12:00am
Friday: 6:00am – 1:00am
Saturday: 9:00am – 1:00am

Conference & Events Services Hours of Operation:

Sunday: 12:00pm – 11:00pm
Monday – Thursday: 7:00am – 11:00pm
Friday: 7:00am – 12:00am
Saturday: 9:00am – 12:00am

MU hours are subject to change during University recognized holidays, summer, and semester breaks. Requests for events to take place outside of normal operating hours should be submitted to the Conference & Event Services Office for approval. Additional charges may apply to events scheduled to exceed normal hours of operation.

Offices, Programs, and Services

The Memorial Union is “More than a Building”. Focusing on creating community and being the hub of activity on campus, the Union provides space for the following functions:

- Memorial Union Operations
 - Art Gallery
 - Conference & Event Services
 - Design & Sign: Print, copy, and design services
 - Rec & Outing Center: eSports, billiards, bowling, games, outdoor equipment rental, and more
- Student Activities
 - Campus Activities
 - Campus Attractions
 - Fraternity and Sorority Life
 - Leadership Programs
 - Volunteer Network
- Other Offices
 - Card Services: NDSU ID Cards
 - Banking: US Bank branch office / 2 ATM’s located on main level
 - Bookstore
 - Dining Services: Catering, Food Court, Union Dining Center
 - Hair Salon
 - International Student and Study Abroad Services
 - Multicultural Programs
 - One Stop: a service center that provides student account, registration, and records information
 - Post Office (located inside the bookstore)
 - Student Government
 - Student Media Center: Bison Information Network (TV), KNDS (Radio), Spectrum (Newspaper)

Building Oversight

The Memorial Union Director of Operations and/or staff shall have the following authority during any event happening in or around the Union:

- To enter or inspect all Union facilities.
- To eject any person whose conduct is disorderly, unruly, or otherwise objectionable
- To enforce all Memorial Union operating procedures and University Policies and Regulations.

Alcohol and Tobacco

Memorial Union is a substance-free, tobacco free facility. Patrons shall agree to take reasonable precautions to prevent the possession or use of alcoholic beverages, illegal drugs and tobacco products in the Memorial Union.

See Rights and Responsibilities of Community: A Code of Student Behavior

(<https://www.ndsu.edu/fileadmin/policy/601.pdf>) and the NDSU Policy Manual (Section 155)

(<http://www.ndsu.nodak.edu/policy/>) for complete policies regarding alcohol and drug use.

Animals

Only service animals, as defined by the Americans with Disabilities Act, are permitted in the Memorial Union. "Service Animal", as defined by the Americans with Disabilities Act, means a dog individually trained to do work or perform tasks for people with disabilities. Service animals perform some of the functions and tasks that an individual with a disability cannot perform for him/herself in activities of daily living. A service animal is a working animal, not a pet. Examples of service include, but are not limited to, guiding a person with impaired vision, alerting persons with hearing loss to intruders or sounds, interrupting distressing or harmful behavior (example: compulsions), and aiding persons with impaired mobility by steadying the person when walking. Their service for the individual entitles them to access public places and common areas. Refer to NDSU Policy Manual - Section 100.2 for more information. (https://www.ndsu.edu/fileadmin/policy/100_2.pdf)

Pets / Domesticated animals / comfort animals (excluding service animals as noted above), reptiles, snakes, spiders, and other similar creatures are restricted the facility.

Advertising in the Memorial Union

- No flyers/posters/signs (F/P/S) shall be posted on walls, doors or glass anywhere on the interior or exterior walls of Memorial Union.

Bulletin Board Postings: Flyers/Posters/Signs (F/P/S)

- Only established bulletin boards may be used to hang these items. F/P/S must be submitted to the Memorial Union Administrative Office (Room 246) for approval, stamping and posting.
- All F/P/S must promote specific events or programs that are targeted for the NDSU community.
- F/P/S for NDSU student organizations / departments are posted in three (3) locations around the Memorial Union.
 - Non-NDSU sponsored events may have (1) F/P/S posted in the building.
- Materials to be posted must not exceed 11" x 17".
- Name of the sponsoring organization and/or contact information must be visible on all materials.
- F/P/S may be displayed for up to two (2) weeks prior to the event date. Materials will be removed after 2 weeks or after the date of the sponsored event, whichever comes first.
- Prohibited materials include: F/P/S promoting alcoholic beverages and/or tobacco/nicotine/vaping use, those with tear off strips, and materials with commercial advertising of products and services

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- The Memorial Union Administration Office has the right to refuse posting any F/P/S deemed not appropriate or those that do not meet stated policies.
- Memorial Union will make every attempt to post all F/P/S (space permitting). F/P/S typically will be posted on the evening in which they are dropped off.

Bulletin Board Postings: Classified/Want Ads:

- All Classified Ads (For sale, Help Wanted, Lost and Found, Books for sale, rooms for rent, equipment for sale, etc.) are limited to the ramp level Bulletin Board (next to display Cases and Room of Nations).
- Classified Ads may be posted for up to two (2) weeks.
- Contact name and information must be listed on all Classified Ads.
- The Memorial Union, NDSU, and the State of North Dakota are waived of any and all liability or claims arising from transactions advertised through Classified Ads.

Other Advertising Options in the Memorial Union:

- See Promotional Reservations within Conference & Event Services below.

Candles

The Memorial Union has adopted a policy that *strictly prohibits the use of candles* within the Memorial Union. The use of candles and other open-flame devices is regulated by the 2015 IFC: 308.3.1 Open-flame decorative devices (<https://codes.iccsafe.org/public/document/code/546/9728101>). Exceptions may be granted in rare circumstances, once the customer has completed necessary documentation with the Fargo Fire Department and NDSU Safety Office. Please see Conference and Event Services policies below for details. The alternative option of battery-powered candles is highly recommended.

Chalking Sidewalks

Chalking of sidewalks on the NDSU campus is prohibited with the exception of approved departmental chalking related to Move-In Weekend and Homecoming Activities. Organizations who chalk sidewalks will be charged a clean-up fee \$30 per hour for the time it takes to clean up the chalk (Min. \$30).

Cleaning

Patrons may be assessed a fee for events which require excessive clean up. This includes the clean-up of decorations, excessive food spills/stains, promotional materials, sponsor supplies and equipment, etc. Cleaning fees will be based on time and materials. Charges will start at \$30/hour with a minimum of 1 hour.

Commercial Activities – Defined as those activities that promote the sale of goods or services for financial gain. Organizations not affiliated with NDSU and Individuals (regardless of affiliation with NDSU) may not advertise, sell, conduct a business, or raise funds in the Memorial Union without first registering and receiving written permission from the Memorial Union Director of Operations or the Director's designee. Approval requires a confirmed reservation of space (Contact Table or Meeting Room) in the Memorial Union. Rental fees will be assessed for equipment and space utilized for these purposes. Fee must be paid in full prior to the first day of the reservation.

- Any commercial vendors utilizing Memorial Union for the sole purpose of soliciting individual customers by requiring a person to make a purchase or provide personal information (name, address, phone, email, etc.) may not distribute incentive or gift items of any kind.

Memorial Union Building Information & Policies

- Promotional items which advertise a particular product may be distributed, provided there is no stipulation requiring the recipient to provide personal contact information or register with the vendor in any fashion, and said items are available to anyone.

Damages

Patrons utilizing the Memorial Union facilities and equipment assume the liability of and agree to compensate the Memorial Union for any damage, other than normal wear and tear, caused to the equipment, room, or building while it is being used. Examples of damage include wall damage due to unauthorized decorations, furniture or equipment damages due to mishandling or misuse, etc.

Decorations/Crafts - See event services policies below

Food and Beverages

NDSU Dining Services, NDSU Retail Dining, and NDSU Catering, per University Policy 407, must solely provide all food and beverage items for meetings and events in the Memorial Union. (http://www.ndsu.edu/policy/section_4_purchasing/). See Catering, Food & Beverage policies below within Conference & Event Services reservation policies.

The following options are available for food and beverage purchase in the Memorial Union.

- Union Dining Center (<http://www.ndsu.edu/dining/>)
- Retail Dining (<http://www.ndsu.edu/dining/>)
 - Burgers @ the U, Chopped, Hoagie Hutt, Marketplace Grille, Panda Express, Pizza Express, Twisted Taco
- Recreation & Outing Center (Lower Level)
 - Pizza, chips, soda, candy, etc.
- Herd Shop Convenience Store (Main Level))
- Vending
 - Main Level, behind Bison Connection (next to Elevator)
 - Main Level, Brostrom Lounge (by Large TV).

Freedom of Speech Activities

North Dakota State University recognizes and supports the fundamental right of its students and others to free speech and expression under the First Amendment to the United States Constitution and the North Dakota Constitution. Policy 154 defines the spaces available for exercising the rights of free speech and expression and communicates the parameters of any such expressive activity, to protect the safety of campus, and to minimize disruption to NDSU's educational mission. Per Policy 154, the following areas of the Memorial Union shall be considered Designated or Restricted Public Forums:

Memorial Union meeting rooms and Contact tables in the main concourse area: These are available through an established reservation process. A rental fee is charged for off-campus entities and in certain situations for campus groups.

- See Event Services & Reservations Policies (below) for more information

All other areas in the Memorial Union shall be considered a closed forum, not designated for the exercise of free speech or expression activities.

Fundraisers:

Approval: In accordance with NDSU Policy Manual, section 150

(<https://www.ndsu.edu/fileadmin/policy/150.pdf>), Recognized student organizations must register fundraising activities with the Student Activities Office at least two (2) weeks prior to advertising or initiating fundraising efforts. Activities associated with fundraisers must be consistent with university policies and state/local laws.

Once registered, student organizations are allowed to conduct sales to raise funds that will advance the purpose of the organization. However, since the university supports a no-compete clause for both NDSU Dining Services and the NDSU Bookstore, items to be placed for sale as a fundraiser must be approved in advance. The Director of Student Activities or a designee (including the Director of Dining Services and/or the Director of the Bookstore - depending upon the specific items to be sold) must approve all such sales.

Fundraising Events: Student organizations using Memorial Union facilities for sponsoring events at which an admission is charged or monetary donations are solicited will be charged room rental fees. Aside from hosting an event, groups wishing to conduct other fundraising activities in Memorial Union must reserve a contact table for this purpose. Door to door type solicitations or similar activities around the facility are prohibited.

Raffles or Lotteries: These types of activities require a permit from the City of Fargo. Permit applications can be obtained from the Fargo City Auditor's office.

Literature Distribution

Active solicitation of goods and services, literature distribution, petition signing, etc. is prohibited in the Memorial Union, with the exception of groups with confirmed reservations. Groups with confirmed reservations must remain in the reserved event space or directly behind the reserved contact table. Individuals or groups requesting to distribute published information may also do by utilizing the literature rack.

- See Event Services & Reservations Policies (below) for more information on reserving event space or contact tables.

Literature Rack

A literature rack has been provided near the Office of Multicultural Programming on the Main level.

- The Free Speech Literature Rack is provided for the opportunity for open exchange of ideas in a published form. Memorial Union staff will monitor the literature rack for compliance with policy and general appearance. Prohibited and outdated materials will be removed.
- Persons wishing to display publications are not required to obtain permission or approval of the materials to be displayed. However, they must follow these guidelines:
 - Name of the sponsoring organization or publisher must be shown in the publication.
 - One display space per publication. Display space is not guaranteed.
 - Commercial literature, flyers, or posters (publications promoting commercial businesses or products for sale) are prohibited.
 - Obscene materials as defined by North Dakota State Law (NDCC 12.1-27,1-01) will not be permitted and will be removed.
- The Memorial Union is not responsible for theft of materials from the display.
- Literature located in other areas of the Memorial Union will be considered abandoned and will be removed and thrown away or recycled. Sponsoring organizations will be responsible for any fees associated with literature clean up.

Lost & Found

Items that may have been lost in or around the Memorial Union will be collected at Design & Sign on the main level

Parking

Paid parking is available in the south Union lot near the south entrance of the Memorial Union as well as the Visitor lot located one block north of the Union. Instructions for using the self-service pay stations are located at each kiosk. A parking app is available via the NDSU Parking website. Anyone attending special events or conferences are welcome to park at no cost in any appropriately posted parking lot after 4:30 p.m. until 7 a.m. weekdays and all day Saturdays, Sundays and official State holidays. For more information on Parking Rules and Regulations go to <http://www.ndsu.edu/parking/>.

Prohibited from Facility

- Scooters, bikes, skateboards, wheelies (shoes with wheels) and in-line skates are not permitted to be used in the Memorial Union.
- Glitter, sequins, confetti, artificial snow, hay, or other similar decorations that cause tracking and are fundamentally ineffectual to clean up are prohibited. Cleaning fees will be assessed if these items are brought into the facility.
- Incense, candles, fog/haze machines or anything producing an open flame/haze/mist is strictly prohibited unless pre-approved by the Reservations Office
- Pets / Domesticated animals (excluding service animals as noted above), reptiles, snakes, spiders, and other similar creatures are restricted the facility.

Solicitation

Active solicitation of goods and services is prohibited in the Memorial Union, with the exception of groups with confirmed reservations. Groups with confirmed reservations must remain in the reserved event space or directly behind the reserved contact table.

Storage

The Memorial Union does not have adequate space to store items for patrons of the facility. Items that are not removed from a reserved space after the reservation will be assumed as abandoned, and may result in a tear down or cleaning fee.

Student Employment

The Memorial Union provides student employment opportunities that intentionally promote the development of transferable skills and growth in interpersonal communication, problem solving, critical thinking, and professional development. For more information, https://www.ndsu.edu/mu/about_mu/student_employment/

CONFERENCE & EVENT SERVICES RESERVATION POLICIES:

Overview

The Memorial Union is host to over 10,000 events per year, providing everything from the meeting space to furnishings, equipment, technology, and audio/visual support necessary to make these events successful. The policies and procedures outlined below are intended to streamline the event planning process, create consistent event experience, create efficiencies to help maximize space usage, and maintain the integrity of the facilities. Groups, organizations, and departments utilizing the Memorial Union are expected to comply with policies related to facility use for their event.

Group Types

- NDSU Departments/Organizations (100% discount on room rental rate)
 - Any University Department may reserve space for meetings and events at no charge, so long as the primary audience are members of the NDSU Community, it is not affiliated with an off-campus group (See Affiliate Group), and it is not charging a monetary fee (e.g. admission fee, selling tickets, registration fee, meal fee, etc.) to attend the event.
 - If the department does not meet the above requirements, they will receive a 50% discount on the standard room rate instead of a 100% discount.
- NDSU Recognized Student Organizations (100% discount on room rental rate)
 - Any Recognized Student Organizations may reserve space for meetings and events at no charge, as long as the primary audience are members of the NDSU Community, it is not affiliated with an off-campus group (See Affiliate Group) and it is not charging a monetary fee (e.g. admission fee, selling tickets, registration fee, meal fee, etc.) to attend the event. If the student organizations does not meet the above requirements, they will receive a 75% (student organization) discount on the room rate.
 - Student Organizations are limited to 6 hours / week and one ballroom event per semester within the 100% discount rate. Once that has been exceeded, Student Organizations would be expected to pay the 75% discounted rate for any additional hours / reservations.
- Affiliate Group (50% discount on room rental / contact table rate)
 - Defined as any University Department or Recognized Student Organization wishing to sponsor another group's use of space (including contact tables) and underwrite the cost with personal or outside group funds. The reservations and all the details and modifications to the original booking must be made through an NDSU student/faculty/staff contact person. The NDSU student/faculty/staff contact person must be present at the event. All costs will be billed to the sponsoring department or organization and they are responsible for acquiring funds from the affiliate group.
- Non-Profit Organizations, State of ND Departments, Public School Districts (50% discount on room rental rate)
 - Any non or not for profit civic or community groups, State of ND Departments, agencies, or subdivisions, and public school districts. Documentation of status will be required.
- Commercial or Private Use (Full room rental rate)
 - Commercial enterprises, businesses, and other for profit groups, organizations or agencies not directly associated with the core mission of the University and are not affiliated with a University Department or Recognized Student Organization.

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Scheduling Priority

Reservations for meeting rooms, event spaces and other reservable spaces in Memorial Union may be made in advance according to the following schedule:

- The following events may be scheduled up to three years in advance: University events directly tied to enrollment, academic success, and tradition, events coordinated through University Conference Programs (requiring a signed contract and paid deposit.), and Memorial Union sponsored events.
 - The Director of Memorial Union Operations retains the right to approve or deny a reservation request made 3 years in advance of the event.
- Recognized Student Organizations may schedule space one semester in advance for regular meetings. The first date regular organizational meetings may be scheduled for the semester is the first day of preceding semester. For annual or special events, recognized student organizations may reserve one year in advance.
- University Departments or University Organizations may schedule regular meetings one year in advance and annual or special events two years in advance.
- Affiliate group, Non-profit organizations, State of ND Departments, Public School Districts. Large privately sponsored events and meetings not coordinated through the University Conference Coordinator may schedule events one year in advance
- Commercial or Private Users may schedule events up to 9 months in advance for events taking place during the academic year and 18 months in advance for events taking place during the summer.

Multiple Room Reservations / Ballroom Reservations

Single group or event reservations that include four or more rooms in the Union or use of the ballroom must confirm the reservation and specific times the areas will be in use at least four weeks prior to the start of the reservation. Failure to do so may result in the reserved spaces being released for other groups to utilize.

Deposits

All Affiliates and Non-University groups will be charged a non-refundable deposit of 50% of room charges and is required to confirm the reservation. The deposit will be applied as a credit toward the final charges of the event. All reservations with invoices totaling less than \$100 must be paid in full in order to confirm the reservation.

Extended Building Hours

If an event requires the building to be open earlier or later than the conference & event services hours of operation, an out-of-hours fee will be assessed. Extended building hours are for one-time events and not for reoccurring events. Request for extended hours need to be made a minimum of two weeks prior to the event date.

Special Openings

Events scheduled on days when the facility would normally be closed for the entire day will be assessed a special opening fee. This fee covers up to the first four hours of use. An additional out-of-hours fee will be assessed for any hours beyond the initial four hours. Special Openings are for onetime events and not for reoccurring events. Request for a special openings need to be made a minimum of two weeks prior to the event date. See rate chart above.

Memorial Union Building Information & Policies

Fee Schedule

Any University Department/Organization or Recognized Student Organizations may reserve space for meetings and events at no room charge. Room rates are divided into two flat fee time periods: events lasting between 0-5 hours and events lasting more than 5 hours. Room rates listed include all event equipment that is supplied by the Memorial Union. It does not include event items not provided by the Memorial Union, dedicated staff labor during an event, catering charges, and other special event charges listed below. Contact Memorial Union Conference and Event Services for rate list.

Additional Charges and Fees

	Student Org	Dept/Affil/NonP	Private
Special opening fees (0-4 hours):	\$120	\$120	\$160
Out of hours' charges (per hour):	\$30	\$30	\$40
Dedicated Event Staff (per hour):	\$30	\$30	\$40
Additional student staff (per hour):	\$20	\$20	\$30
Security staff (est. actual rate/ hour)	\$50	\$50	\$50
Conference phone use	\$10	\$10	\$20
Dance floor	\$50	\$75	\$100
Excessive Cleaning fees (per hour)	\$30	\$30	\$50
Privacy paper (per room)	\$5	\$5	\$10
Flip chart paper (per room)	\$5	\$5	\$10
Piano (Grand)	\$200	\$200	\$200
Damaged/Stolen Items	Direct Replacement Cost – all groups		
No-Show / Failure to Cancel	See description below – all groups		
Violation of M.U. Policy	\$30 minimum and potential loss of room use privileges		
Late change requests	\$5-50 depending on the additional staff time needed		

Failure to Comply with Event Policies:

- 1st violation – Memorial Union staff will contact the customer to explain the policy to ensure that the customer knows and understands event services policy. This will be considered a verbal warning with notes added to the customer profile in EMS.
- 2nd violation– Memorial Union staff will issue a customer service reminder form and advise the group that this a second notice of violation. A copy of the reminder will be emailed to the primary organizational contact. Sanctions may be imposed based on the nature of the violation.
- 3rd violation– Memorial Union staff advises the group they will need to meet with the Director of Memorial Union Operations prior to any of the group's upcoming events or reservations. During this meeting, the group will identify strategies to ensure compliance with Memorial Union policies. At that time, the Director will determine the group's privilege to utilize the facility.

Late change request (\$5-\$50) depending on additional staff time needed to complete the change.

- Substantial reservation changes made less than 48 hours prior to event start date. This may include last minute changes to room set-up, addition of equipment not previously requested, etc.

Responsibilities of Event Sponsors and Participants

Event sponsors, participants, and guests are expected to comply with all Memorial Union and University policies, to conduct themselves in a respectful manner and to maintain civility in their interactions with others. In addition, event sponsors will be held responsible for the actions of their participants. Please see Rights and Responsibilities of Community: A Code of Student Behavior on the NDSU website.

Cancellation Policy

NDSU Memorial Union has implemented a Cancellation Policy and No Show Policy for all groups reserving space. Failure to show for a meeting or event, hold rooms that are not used or cancel with short notice (see cancellation policy below) can deny other groups the opportunity to utilize event rooms and creates complications for the Memorial Union staff setting up rooms unnecessarily.

- **Cancellation – Single Meeting Rooms**
 - Reservations must be canceled 2 business days before the scheduled meeting. If the meeting or event falls on Sunday or Monday, the cancellation must be made by 12:00 p.m. on Friday. Failure to cancel a meeting in this timeframe will result in a \$30 policy violation fee and/or up to 25% of the non-university rate of the room. Cancellation notification must be made with the Reservations Office through the Change/Cancel request form online.
- **Cancellation - Multiple Meeting Rooms and/or Ballroom**
 - Reservations that require multiple rooms on the same date or multiple days or utilize the ballroom (with or without other rooms) must be canceled by 12:00 p.m., ten (10) business days prior to the event date. The entire reservation, or any rooms that will not be utilized, must be canceled ten (10) business days prior to the event date to avoid penalty. Failure to cancel any unneeded rooms, or the entire reservation, may result in a \$30 policy violation fee as well as a charge of up to 25% of the non-university rate for canceled/unused room. Cancellation notification must be done with the Reservations Office through the Change/Cancel Request form online.
- **No Show**
 - Groups failing to show up or use all spaces for reservations with multiple spaces will be assessed a \$30 policy violation fee as well as a charge of up to 100% of the non-university rate for the canceled/unused room, depending on the specifics of the reservation.
- **Cancellation of events requiring Catering Services** – Refer to Catering Policies in this document.

Change of Room Assignment

The Memorial Union reserves the right to change room assignments in order to serve the greatest number of programs and activities. In the event your assignment changes, we will assign a room that will accommodate your specified room setup configuration and notify you of the change.

Interruption or Termination of Event

Memorial Union administration reserves the right to cancel, interrupt, or terminate any event in the interest of weather related emergency, public safety, or noncompliance with NDSU policies.

Inclement Weather

If NDSU is closed, all events scheduled in the Memorial Union will be cancelled. Please refer to the NDSU home page for re-opening information.

Decorations

Decorations for events in the Memorial Union must be approved in advance by the Conference & Event Services office.

- Glitter, sequins, confetti, artificial snow, hay, or other similar decorations that cause tracking and are fundamentally ineffectual to clean up are prohibited. Cleaning fees will be assessed if these items are brought into the facility.
- The use of incense, candles, fog/haze machines or anything producing an open flame/haze/mist is strictly prohibited unless pre-approved by the Reservations Office.
- Decorations are not allowed to be taped, tacked, pinned, nailed, or stapled to walls, carpet, ceilings, windows, doors, or furnishings.
 - Decorations may be attached to Screenflex dividers, t-stands, etc., which are available for reservation.
- Any decorations beyond the entrance of the group's reserved room must be pre-approved by the Reservations Office.
- Groups are responsible for insuring that no fluids of any type contact the flooring including tile floors and carpets.
- All decorations must be in compliance with City of Fargo Fire Codes.

All decorations must be removed immediately after the event, unless prior arrangements are made with the Reservations Office. Trash containers will be provided by building staff to assist groups in clean up. Groups will be charged an additional cleaning fee if decorations remain beyond the end of the event.

Cleaning and Room Reset

- It is the reserving group's responsibility to ensure the space they reserve is returned reasonably clean and as close as possible to the original room configuration as they found it. If spaces are left unreasonably dirty or not returned to the same condition, groups may be charged an excessive cleaning / re-set fee.
- All room furniture is to remain in the room and other furniture from around the facility is not to be moved into the room. If additional seating is needed, please notify the MU Admin office or a Building Manager.

Event Signage/Directional Signage

- Posting of event or directional signage throughout the Union is only permitted with prior approval from the Reservations Office.
- Tape/adhesive, thumbtacks, screws, and nails are not to be used on any surfaces. Sign holders (T-stands, Poster frame stands are available for use and can be reserved through the reservations office
- T-stands / Poster Frame stands shall only be placed outside of the room hosting the event. They cannot be placed in front of doors, stairwells or in hallways.
- Signage shall be put up no earlier than two (2) hours before the event and taken down thirty minutes after the event.
- Signage shall only be displayed inside in designated areas. All exit doors, exit lights, fire sprinkler heads, fire alarm pulls, fire extinguishers and other emergency or safety equipment must be kept free of obstacles or decorative material.
- Memorial Union is not responsible for lost, damaged, or stolen signage. The reserving group accepts all responsibilities for replacement and repair cost.

Security

Depending on the size and nature of an event, security may be required through University Police. Determination is made by the Memorial Union management at the time of the reservation. Costs associated with event security are the responsibility of the event sponsor.

Technical Support

Events that require audio/visual support must make arrangements for this support a minimum of 3 weeks prior to the event. This technical support will be an added cost of \$30/hour. Often, it will be necessary to pay for the technical support 1-2 hours prior to your event for set-up and well as 1-2 hours after your event is done for tear-down. These costs will be finalized at an in-person meeting that should be scheduled with event services 2-3 weeks before your event date.

CATERING, FOOD, & BEVERAGE POLICIES

Per University policy 407 (<https://www.ndsu.edu/fileadmin/policy/407.pdf>), NDSU Dining (including retail dining and NDSU Catering) is the sole provider of food & beverage items for all meetings and events in the Memorial Union. All food and/or beverages provided by the host of the event or for the group as a whole are required to utilize NDSU Dining as the provider. Failure to comply with this policy may result in a minimum fine of \$30. Violations of this policy may also result in the department or organization losing the right to reserve rooms in the Memorial Union.

NDSU Catering

The catering menu is online (<https://www.ndsu.edu/dining/catering/>). The following policies apply to catering orders in the Memorial Union:

- All catering orders must be submitted via email to the Memorial Union Reservations and Event Services Office, ndsu.mu.eventservices@ndsu.edu
- The NDSU Catering Office requires that all orders must be submitted at least 10 business days prior to the event date.
- Billing information is required, and must be submitted with the order. The NDSU Catering Office will not accept orders without billing information.
- Revisions to existing catering orders must be made at least 3 business days prior to the event date.
- Failure to cancel catering orders less than 48 business hours prior to the event date will be billed at 50% of the retail cost of the catering order. Any catering order canceled less than 24 business hours prior to the event date will be billed at the full retail cost of the catering order.
- Individuals who wish to bring food into a meeting may purchase food from one of the retail establishment located in the lower level or bring food (for personal consumption only) from home. Group orders from non-NDSU restaurants will be considered a violation of this policy.

Cloth and Skirting

All linens will be included for buffets and served meals. For all other events, catering will supply tablecloths and skirting for food serving tables. Consult the catering menu for linen pricing

Event Decorations

NDSU Catering Services does not provide any decorations for events. If you intend to bring in your own decorations, including centerpieces, see Memorial Union Decorations/Crafts policy above.

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Retail Food and Beverages

The following options are available for food and beverage purchase in the Memorial Union.

- Union Dining Center (<http://www.ndsu.edu/dining/>)
- Retail Dining (<http://www.ndsu.edu/dining/>)
 - Union Coffee Shop, Burgers @ the U, Chopped, Hoagie Hutt, Marketplace Grille, Pizza Express, Panda Express, Twisted Taco
- Recreation & Outing Center (Lower Level)
 - Pizza, chips, soda, candy, etc.
- Herd Shop Convenience Store (Main Level)
- Vending: Main Level, behind Bison Connection (next to Elevator) & Brostrom Lounge.

Promotional Reservations:

The following policies strive to ensure an atmosphere that promotes NDSU events sponsored by active Student Organizations and Departments. Our goal is to maintain a framework that will serve various groups and support their needs in a fair and consistent manner. The Memorial Union staff aims to accommodate your requests; given space limitations however, length of displaying time will be at the sole discretion of the Memorial Union. Please be sure to check size/type requirements for banners, flyers, and t-stand posters, before producing. If your materials exceed the maximum sizes allowed, they will not be posted or displayed.

Contact Tables:

- The Memorial Union will provide one table (5' x 30") and two chairs for each setup. Location is determined on a first come, first served basis. Space is available to recognized student organizations and university departments. Approved off-campus / commercial vendors may reserve space for a fee. (see Commercial Activities policy). Departments or Organizations partnering with external groups will be charged the Affiliate rate for contact table use.
- Requests must be submitted via electronic form or email to the MU Event Services (http://www.ndsu.edu/mu/event_services/)
- Tables can be reserved for a maximum of five (5) days and a 24-hour reservation cancellation is requested. Failure to cancel may result in loss of privileges to use contact tables in the future.
- Check-in at the Memorial Union Administrative Office (Rm. 246) is required when you arrive each day for your table assignment. Failure to check in will result in forfeit of table reservation.
- If a group fails to show up for a reservation, a no-show reminder will be emailed to the reservation contact. A second no-show will result in loss of contact table reservation privileges for the remainder of the semester.
- Members representing the organization must remain at the table at all reserved times. If the contact table area is left unattended, groups forfeit their reservation and may be subject to a no-show fee and/or a clean-up fee.
- Contact Tables are designed for brief, individual interactions for a limited number of people. Reserving organization should have no more than 4 individuals present at the table at any one time. Additionally, if a total of more than 8 people (reserving group plus those stopping at the table) are engaged in the activity of the contact table, the group may be asked to move their activity to another location better suited for small group interaction. This may include a conference room (if available) or outdoor location.
- Due to space limitations, floor standing signage is limited to one (1) sign or banner a maximum of 24" wide by 60" tall. Customer can request one T-Stand with the table (must reserve at time of reservation due to limited availability) to assist with hanging signage.

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- Jail ‘n Bail (or similar) programs are not considered appropriate for contact tables. Groups must submit a reservation request for these events and Event Services will provide an appropriate location.
- Audio/Visual equipment volumes must be kept LOW in consideration of those using adjacent areas.
- Uses of “button holing,” “hawking” techniques or blocking traffic will not be permitted.
- Groups are responsible for cleaning the table area when finished by picking up all materials and garbage. The University is not responsible for items left on or at the tables and does not provide storage of any such items on the premises.
- Items for sale or food/beverages to be distributed must receive prior approval by Memorial Union Administration, NDSU Dining Services, and/or NDSU Bookstore.
 - Items must be purchased or donated from a licensed entity (e.g. Sandy’s Donuts, Hornbacher’s, etc.) or commercially made, individually wrapped items (e.g. candy, granola bars, etc.)
 - No homemade items of any kind are allowed nor is any food that requires to be “Hot Held” in crock pots.
- Student Organizations are responsible for working with buyers of goods and services to assure customer satisfaction. For example, if a third-party vendor is supplying goods or services which are sold at the contact table space, the organization has the responsibility to assist buyers with legitimate complaints who may seek a refund of the purchase price from the vendor.
- Groups raising funds for their organization must follow the fundraising policy (see page 4).

Contact Table Refunds

Contact table fees are non-refundable. Exceptions must be requested in writing to the Director of Memorial Union Operations and will be granted only in extreme circumstances.

Display Cases: Four display cases are available in the hallway between MU and FLC.

- Display Cases are available only to NDSU registered student organizations and campus departments.
- Display Case requires a reservation submitted via electronic form or email to the MU Event Services
- To access and unlock display Cases, you must sign out a key with your NDSU I.D. card at the Memorial Union Administrative Office Rm. 246. If the office is closed, contact a Building Manager via phone number posted on the office door.
- One (1) Case may be reserved for two (2) weeks. A maximum extension of one (1) week may be honored if space is available.
- Name of sponsoring organization must be clearly visible in the Case display.
- Groups are responsible for maintaining up-to-date and professional looking display cases.
- Groups must remove display items by 5p.m. on the final day of the reservation. If materials are not cleaned out, they will be treated as abandoned; groups will be assessed a standard clean-up fee and materials will be discarded.
- Memorial Union is not responsible for replacing items that are lost, stolen, or disposed of as a result of the sponsoring organization’s failure to remove display materials in accordance with this policy.
- Access to the display areas may be obtained from the Event Services Office (Rm. 246) or by contacting a Building Manager.

Posters Frames: Available by reservation in several locations around the Memorial Union.

- Poster frames are available only to NDSU registered student organizations and campus departments.
- Groups can reserve up to one (1) Poster Frame for seven (7) days. A maximum extension of one (1) week may be honored if space is available.

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- Please confirm your reservation before producing your posters. Posters will not be displayed if you do not have a reservation or if the poster size does not meet the size guidelines (2 ft. wide X 3 ft. tall).
- Bring poster in to Design & Sign, one business day before the start of the reservation. Poster will be installed by Design & Sign staff.
- Posters will be removed from frames after the posted event date or after 7 days, whichever comes first.
- The Memorial Union will hold posters for 24 hours. If you wish to save your poster for future use, please pick it up the day after the end of the reservation. If it is not picked up, it may be discarded.
- The Memorial Union is not responsible for lost or damaged posters.

Other Policies

Academic Classes in the Union

The Memorial Union is unable to support ongoing Academic classes due to space limitations and student organization demand. Exceptions include Health, Nutrition, and Exercise Science (HNES) classes that utilize the Recreation Center and Bowling facilities are in collaboration with the Memorial Union as well as any Student Activity Office leadership programs providing academic credit through partnerships with University departments.

Candles

The use of candles and other open-flame devices is regulated by the 2015 IFC: 308.3.1 Open-flame decorative devices (<https://codes.iccsafe.org/public/document/code/546/9728101>). Therefore, the Memorial Union has adopted a policy that strictly prohibits the use of candles within the Memorial Union. Exceptions may be granted in limited circumstances and only after:

- 1) Customer receives approval from the Fargo Fire Department. This process includes the completion of a permit application and \$50 application fee.
 - a. <http://download.cityoffargo.com/0/ffd1042-permitappl.pdf>
- 2) Customer receives approval from the NDSU Safety Office by completing the “Request for use of Fire and Flame Effects” form on the NDSU website
 - a. <https://www.ndsu.edu/fileadmin/vpfa/forms/UPSO-FlameEffects.pdf>
- 3) Customer receives approval by Memorial Union Director of Operations or designee who will ensure all above paperwork has been submitted / approved and customer is clear on policies.

Equipment

All equipment available for use in meeting rooms or throughout Memorial Union is reserved through the Event Services Office. The Memorial Union reserves the right to require Memorial Union technicians be present to operate any sound and light equipment. Events sponsors will be responsible for labor charges associated with use of this equipment.

Equipment cannot leave the building unless one of the following exceptions applies:

- Technical equipment (sound and light reinforcement) may be reserved for on-campus events outside Memorial Union, provided a Union technician is available to deliver, set-up, monitor, tear down, and return all equipment. Requests must be submitted in writing to the Associate Director of Operations. Fees apply for equipment use and technician(s) time.
- Requests for other equipment to leave the facility must be submitted in writing to the Director of the Memorial Union no later than two weeks prior to date requested. Requests will be evaluated based on equipment availability, potential risks, and overall campus need.

Memorial Union Building Information & Policies

- The event sponsor will be responsible for all labor and transportation costs associated with use of equipment outside the Memorial Union.

Facility Use Agreement

Must be completed five business days in advance of any event if the event will involve non-NDSU entities or persons in attendance or will require food service or food from an outside vendor/source.

Internet Connections

Guest internet access is available upon request through the Event Services Office. Please let the Event Services staff know if you will need guest access when making your reservation.

Parking

Paid parking is available in the south Union lot near the south entrance of the Memorial Union as well as the Visitor lot located one block north of the Union. Instructions for using the self-service pay stations are located at each kiosk. A parking app is available via the NDSU Parking website. Anyone attending special events or conferences are welcome to park at no cost in any appropriately posted parking lot after 4:30 p.m. until 7 a.m. weekdays and all-day Saturdays, Sundays and official State holidays. For more information on Parking Rules and Regulations go to <http://www.ndsu.edu/parking/>.

The Event Services Office can assist with the coordination of Special Event/Conference parking in advance of an event. A permit is required for registered guests and /or speakers at university events and conferences held during university business hours.

Pianos

Memorial Union has two pianos available for reservation (one digital piano & one grand piano) on a first request, first served basis. The digital piano can be used in all reservable locations. The grand piano is more limited and comes at a higher cost.

Telephone Lines / Conference Calling

Conference Phone: Meeting rooms within the Memorial Union are equipped to accommodate IP Conference phones. The Memorial Union IP Conference phone should be reserved along with the room from the Event Services Office. There is a fee for the use of this equipment. Customers must use their own campus long-distance code or calling card when placing a long-distance call.

Conference rooms in the Memorial Union DO NOT have active telephone lines.

Television/Print/Radio Media

If you have requested or anticipate that media representatives will be present for your event, please notify the Event Services staff at the time of making room reservations