

SCHEDULING AND USE POLICIES
FOR SPACE within the
PURDUE MEMORIAL UNION & STEWART CENTER
(Excludes: Union Club Hotel Rooms, Fowler Hall and Loeb Playhouse)

PMU Catering and Events Office
PMU 160
Phone: 765-494-8908
Fax: 765-494-8851
catering@purdue.edu

Please direct all questions on the following policies to the PMU Catering and Events Office.

Our best effort is made to meet the needs of all of our clients. We want our guests to have the best experience ever.

It is suggested that organizations consult with the Catering and Events Office staff for assistance and guidance in planning any major event.

I. Eligibility

Anyone wishing to reserve space in the Purdue Memorial Union or Stewart Center must contact the Catering and Events Office at 765-494-8908 or email the Calendar Office with the reservation specifics at calendar@purdue.edu or call 765-494-7230. Please note: Student Organizations eligible to reserve space in the Purdue Memorial Union or Stewart Center are those which are recognized by the University. All others wishing to reserve space must meet the regulations found in Purdue University Policies: Use of Facilities: Policy IV.B.1.

II. Tentative Holds

Tentative reservation holds will be accepted and honored only for a maximum period of 14 calendar days. A hold will automatically be cancelled on the 15th day unless an extension is requested and granted. If there are additional inquiries for a space during a tentative hold, a waiting list will be established and priority will be given if the space is released.

The following must be completed to change a tentative hold to a confirmed reservation:

- A. Recognized Student Organizations must submit a completed and approved Student Organization Activity Planning Form available on [BoilerLink](#).
- B. Community, Private and Corporate (Non-University Groups) must submit the required deposit by 5:00p.m. on the 14th calendar day from the date requested. The deposit is equal to the established room rental rate.
- C. University Departments must provide billing cost center and fund number.
- D. University Conference Division events must be confirmed and calendared to be official.

III. Deadline for Scheduling

All space requests must be received a minimum of two business days before the event date. If space is requested and available less than two business days from an event date, requests will be granted only for the room as a standard room set. This must be confirmed through the Catering and Events office during regular business hours. Permission and access may be granted after-hours by a Building Manager on duty. If permission is granted after hours, the organization will be asked to provide a primary contact for verification purposes and a copy of their PUID will be made for verification. If the room is altered from the current set-up, fees for misuse of room and/or disciplinary action will be assessed accordingly.

IV. [Room Charges](#)

- A. **Meeting rooms and facilities within the Purdue Memorial Union and Stewart Center (with the exception of Stewart Center 302/306, Union Ballrooms, Faculty Lounges, Anniversary Drawing Room and Room 118)**
There will be no charges for meeting space if you are using the standard room setup and do not make any alterations to the space. There will be no charges for additional tables, chairs, panel/speaker table and registration table, provided the request for these setup arrangements is turned in 2 weeks prior to your event and does not alter the standard room setup in any way.

Any changes made to the standard room setup or any modifications made to the room setup at the time of the event will incur the following Setup Service Fees per each occurrence:

1. Setup Service Fees for Meeting Rooms

Normal Capacity of 72 or less	\$60.00
Normal Capacity of more than 72	\$120.00

2. Outdoor spaces being used for events other than a catered meal will be charged set-up fees. Rain-site locations should also be considered and may incur additional set-up charges.

B. Stewart Center 302/306

1. **When used as a Catering Space**, STEW 302/306 will follow the existing Catering Space Fee Policy applicable to prime catering space in PMU. There will be no additional charges assessed for tables and chairs.

The following room charges may be reduced by any catering order. Reductions may not exceed one-half of the total catering food and beverage bill, exclusive of tax, service charges and miscellaneous fees.

One Room	\$100.00
Both Rooms	\$150.00

2. **When used for Meetings, Trade Shows & Dances**, STEW 302/306 will follow existing policies applicable to all other meeting rooms. Standard Setup Fees will apply whenever the standard room setup is altered. There will be no additional charges assessed for tables and chairs if arrangements are submitted at least two weeks prior to the event. Cleanup charges will apply whenever extra cleanup is warranted.

C. Room (Day Part) Fees for Prime Catering Space in PMU (North and South Ballrooms, East and West Faculty Lounges, Anniversary Drawing Room and Room 118)

Day Part #1 (DP1) Breakfast:	7:00-9:30a
Day Part #2 (DP2) Lunch:	11:00a-2:30p
Day Part #3 (DP3) Dinner:	5:30p-Midnight (Sun-Thurs) 5:30p-12:00a (Fri & Sat)

- Should the event end time extend beyond the specified Day Part, thereby preventing the reutilization of the Prime Catering Space by another group for the next Day Part, fees will be charged for all Day Parts affected.
- Standard cancellation fees will be charged for each Day Part that is reserved and later released. Fees will be prorated according to the existing Cancellation Schedule or the Private Event Agreement.
- For RSO and University events it is possible to reduce or potentially eliminate a Day Part fee via a PMU Catering and/or Beverage order. One-half of your food and beverage bill, exclusive of sales tax, and service charge will be credited only toward a reduction of the Day Part fee in which the catering occurs (e.g., a catered dinner may reduce or eliminate the Day Part fee only for the evening Day Part but may not be applied toward a reduction of any other Day Part fee). For Non-University events, the Day Part Fee is the minimum Food and Beverage needed to off-set the respective Day Part fee.

Non-University Events:	DP1	DP2	DP3
Ballroom (1) each	\$500	\$750	\$1500
Faculty Lounge (1) each	\$160	\$250	\$480
Anniversary Drawing Room	\$120	\$170	\$300
Room 118	\$120	\$170	\$300

University Sponsored Events:	DP1	DP2	DP3
Ballroom (1) each	\$150	\$300	\$400
Faculty Lounge (1) each	\$100	\$150	\$200
Anniversary Drawing Room	\$100	\$150	\$200
Room 118	\$100	\$150	\$200

Recognized Student Org Sponsored Events:	DP1	DP2	DP3
Ballroom (1) each	\$100	\$150	\$250
Faculty Lounge (1) each	\$50	\$75	\$100
Anniversary Drawing Room	\$50	\$75	\$100
Room 118	\$50	\$75	\$100

D. Deposit Policies for Prime Catering Space in PMU

A deposit will be required, at the time of booking, for Prime Catering Spaces (Ballrooms, Faculty Lounges, Room 118 and Anniversary Drawing Room). For Non-University Events the deposit will be equal to the respective room rental fee.

In lieu of a deposit, all University Departments and Recognized Student Organizations will be required to provide a valid and authorized account number, to which all charges will be billed. Should the space be canceled the deposit amount will be charged to the account number provided. It is University Policy that every event is sponsored by an approved University entity. It is the sponsoring organization’s responsibility to ensure payment is made in full to the Purdue Memorial Union.

The Catering and Events Office, acting on behalf of the Purdue Memorial Union, may deny or restrict future bookings until all outstanding financial obligations have been satisfied.

E. Cancellation Policies for Prime Catering Space in PMU

Cancellation of rooms requiring deposits will be subject to full or partial forfeiture of the deposit according to the following schedule:

Cancellation Schedule

University and Non-University SPONSORED Events

Cancelled more than 12 months prior	Full Refund
Cancelled 9-12 months prior	75% Refund
Cancelled 6-9 months prior	50% Refund
Cancelled 3-6 months prior	25% Refund
Cancelled less than 3 months prior	No Refund

Recognized Student Organization SPONSORED Events

Cancelled more than 3 months prior	Full Refund
Cancelled less than 3 months prior	No Refund

Recognized Student Organizations, listed in Boiler Link <https://boilerlink.purdue.edu/> may reserve rooms only one semester in advance. “Traditional events” may be reserved further in advance through the Calendar Office process.

F. Rain Contingency Cancellations

1. Conditions pertaining to scheduling indoor space as alternate location for outdoor events are as follows:

- a. Day Part fees and all related charges apply whether or not the indoor space is used.

V. Expectation of Courtesy:

We ask you to be courteous to users of meeting rooms and multi-use rooms near your reserved space. Please be cautious of noise levels within your scheduled area, as well as your guest noise level within the corridors of our buildings. All activities of your group need to remain within the confines of your reserved space and setup request. Failure to comply with the above or the instructions of a staff member may result in suspension of scheduling privileges for the Purdue Memorial Union or Stewart Center facilities for up to one calendar year.

VI. Special Services and Equipment Fees

A. Equipment

1. Chairs	\$.30 per chair
2. Tables	
a. Up to two (2) Registration Tables	Complimentary
b. 6-foot or card tables	\$2.00 per table
c. 60/72-inch round tables	\$5.00 per table
d. Cocktail round tables	\$2.00 per table
3. Portable Staging	\$5.00 per section

- | | |
|---|----------------|
| 4. Portable Dance Floor | |
| a. 12' x 12' or less | \$100.00 |
| b. Larger than 12' x 12', up to 18' x 24' | \$150.00 |
| 5. Special Request for tuning of piano | Custom Quote |
| 6. Flip Charts | \$15.00/day |
| 7. Post-It™ Flip Charts | \$20.00/day |
| 8. Easels | Complimentary |
| 9. Banner Hanging (policy) | \$60.00 |
| 10. Furniture Removal Fee | \$150 per room |
| Inventory is on a first-come, first-served basis only. When necessary to rent from an outside source the customer is responsible for making the arrangements and informing the PMU Event Planner. | |
- B. Specialty Labor-(per employee)**
- | | |
|-----------------------------|--------------|
| 1. Maintenance/Set-up Staff | \$25.00/hour |
| 2. Coat Check Attendant | \$15.00/hour |
| 3. Extra Clean-Up Labor | \$15.00/hour |
- C. Commercial Exhibit Space**
- | | |
|-----------------|---------------|
| 1. 6-foot table | \$60.00/table |
|-----------------|---------------|
- D. Damage Fee**
Damages will be assessed, and the sponsoring organization will be billed accordingly.

VII. Facilities and Accommodations

Regarding the following areas, we will work with you to accommodate your needs to the best of our ability. If this is a Recognized Purdue University Event, you must be in compliance with ADA guidelines. *Please note: The South Tower is not ADA compliant and cannot be used for a public event.*

A. Elevator Access:

- There are two passenger elevators that provide ADA access within the Union building. These can be accessed by entering the building from the Union Club Hotel lobby or by using the elevator located on the west side of the Union.
- If unloading for a large event in the ballrooms, you must request arrangements for freight elevator access from the Catering and Events Office in advance of the event.

B. Electrical Needs: Please discuss any electrical needs at time of booking and throughout planning process. Your Event Planner will help make these arrangements in advance, **no less than one month from the event date**. In some situations a generator may be ordered to meet your needs at cost to the sponsor.

C. Sound and Lights: The Purdue Memorial Union will provide a single floor microphone at no charge in prime catered space of the Union during any server-attended event with food purchased through PMU Catering and Events. Additionally, the catering staff will make minor adjustments to lighting and /or play background music in rooms that accommodate this. Sound and light needs must be requested at the time of booking.

Please note: Events in Stewart Center meeting rooms need to schedule sound needs with ITaP AV Services, 765-494-2771.

Audio Visual/Technical needs beyond those listed above can be met through the Hall of Music Productions or ITaP. Hall of Music offers Audio, Lighting, and Video options, more details available at www.housing.purdue.edu/HallofMusic.

DJs and other AV companies are permitted; however, these vendors are subject to the approval of the Purdue Memorial Union.

PLEASE NOTE: The Purdue Memorial Union does not have access to AV equipment. If you have not made arrangements prior to the event with ITaP or the Hall of Music, AV services will not be available during your event.

VIII. Visitor Internet Access: via complimentary AT&T Wi-Fi. Please note that it is NOT the Purdue Network.

IX. Food and Beverage

- A.** Reserved spaces: food and beverage of any kind served in the Purdue Memorial Union or Stewart Center reserved spaces must be ordered through and provided by the Purdue Memorial Union Catering and Events Office or purchased from other venues of the Purdue Memorial Union, such as Villa Pizza or Pappy's Original Sweet Shop. No outside food or beverage, such as pizza delivery, is permitted in reserved spaces. Violators will lose scheduling privileges.
- B.** Public spaces: food and beverage served to the public must be ordered through and provided by the Purdue Memorial Union Catering and Events Office or purchased from other venues of the Purdue Memorial Union, such as Villa Pizza or Pappy's Original Sweet Shop.
- C.** Office spaces: food and beverage items are exempt from this policy when student organizations are hosting a carry-in for registered members within their office space. Office carry-ins for employees are exempt from this policy. These events must take place in office areas only and cannot spill into public space.

X. Event Start and End Time Regulations

Failure to end an event at the appropriate time may result in the suspension of scheduling privileges for the Purdue Memorial Union or Stewart Center facilities for up to one calendar year.

A. Beginning times for dances and concerts

In order to maximize use of the Ballrooms for a variety of activities and groups, advance (more than one month) scheduling and reservation of the facilities for dances or concerts will be confirmed only for a starting time of 9:00pm or later. An earlier starting time may be arranged within thirty days of the event, if desired, provided that there are no known conflicting events scheduled in adjacent facilities.

B. Ending times for all events

All events must end at least thirty minutes prior to the building closing hour. Building hours are available from the Catering and Events Office or online at <http://www.union.purdue.edu/PMUhours.html>. Building hours are subject to change during University Holiday periods. Ending events on time will also prevent additional labor charges from being incurred.

C. Time blocks for Stewart 302, 306, and the Union South Tower (Applies to Recognized Student Organizations)

In an effort to accommodate the growing segment of student organizations that require rehearsal and practice space, the number of reservations for these spaces is limited to two reservations per week, with each reservation limited to three hours. Blocks will be from 6:00pm-9:00pm and from 9:30pm-12:30am Monday through Friday. In an effort to accommodate more student organizations, Sunday time blocks are also available from 11:00am-2:00pm, 2:30pm-5:30pm, 6:00pm-9:00pm and 9:30pm-12:30am.

XI. Purdue Memorial Union Front Lawn Usage Policy

The PMU Front Lawn (extending from Grant St. West to Hicks Undergraduate Library and from State St. North to the Purdue Memorial Union building) is a beautiful extension of the PMU facility. In order to preserve its beauty, this location will be reserved on an exception only basis.

Exceptions and rules interpretation are at the sole discretion of the PMU Director of Event Management.

If an exception is granted, the following restrictions apply:

Marketing and promotional material must be approved two weeks prior to event through the PMU Director of Event Management.

- A.** Events may not be used to generate revenue.

- B. Commercial entities not permitted to use this space.
- C. Events may not be reserved for more than one day.
- D. Sound must not disturb other activities in the surrounding buildings.
- E. Damages to the area will be charged to the sponsoring organization.

Please note that events may be terminated immediately upon breach of the above conditions.

XII. Union Great Hall

The Purdue Memorial Union Great Hall is a permanent memorial to the sons and daughters of Purdue University who have died in service to our country.

The following rules apply to the Great Hall area:

- A. No event signage will be allowed in this area.
- B. It will not be a scheduled space Monday-Friday 8:00am-5:00pm unless an exception is granted.
- C. Event set-up and activity must be respectful of the space and is subject to prior approval by the PMU Director of Events.
- D. Registration Tables outside of Room 118 may be at the North Doors only.
- E. Main Lounges Policy-Pre-approved furniture removal for Room 118, East Main Lounge or West Main Lounge if granted is \$150.00 per space. At least one of these spaces must remain available for a student lounge.

XIII. Collection Spaces

The Purdue Memorial Union recognizes the need to serve as a collection location for charitable drives (food, clothing, etc.) on campus. Recognized Student Organizations can book space through the Purdue Memorial Union Catering and Events Office. The location for the collection will be on the ground floor in the landing area by the stairs of the west doors that lead to Stewart Center (near Starbucks). The following rules apply:

- A. No more than three organizations will be given the ability to have a collection box at a time.
- B. Collections must be pre-arranged with the PMU Events Office at least two weeks in advance.
- C. Only one collection box per sponsoring organization will be allowed for a time frame of two weeks from the first day of the arrangement.
- D. The sponsoring group must be clearly stated on the box and visible to the public.
- E. The organization or agency that will benefit from the collection needs to also be clearly stated and visible.
- F. The collection box is left at the risk of the student organization. The Purdue Memorial Union will assume no responsibility for items placed or left in the box. We recommend that donations be checked and collected on a regular basis over the collection timeframe.

XIV. Procedure for Political Campaigning Outside PMU/STEW Polling Places on Election Days

Background

As recognized by well-established constitutional principles and Purdue University's own statement of Commitment to Freedom of Expression, the University may reasonably regulate the time, place, and manner of expressive activity to ensure that it does not disrupt the ordinary activities and functions of the University.

As a public service to its state and its community, Purdue has historically made certain locations available on its West Lafayette campus to serve as polling places on election days. While the University is pleased to support and facilitate

the election process in this manner, it is also mindful of the fact that it, like any public institution of higher learning, must retain the ability to regulate the use of its facilities in furtherance of its educational and research mission.

In order to ensure that political expression may occur at locations that Purdue has made available as polling places, while also ensuring that an appropriate educational environment is maintained within its facilities, Purdue has established the following procedure for political campaigning outside polling places at the Purdue Memorial Union (PMU) and the Stewart Center (STEW) on days when voting takes place.

Procedure for Political Campaigning Outside PMU/STEW Polling Places on Election Days

- A. If the polling place is in PMU 118, campaign signs may be stuck in the ground OUTSIDE PMU near the Grant Street entrance on days when voting takes place.
- B. If the polling place is in STEW West Foyer, campaign signs may be stuck in the ground OUTSIDE STEW near the west entrance on days when voting takes place.
- C. Recognized Student Organizations may campaign on these days from behind their reserved tables in PMU or STEW, but such activity may only take place if it is 50 feet or more from the polling place (or is otherwise consistent with state law prohibitions on campaigning in the “chute” at polling place).
- D. Person-to-person campaigning may freely take place outside of both PMU and STEW on days when voting takes place (as long as it is also outside the “chute” established by state law).

XV. Display Cases

Display cases in Stewart Center are available to Recognized Student Organizations and University departments on campus. Reservations are for a weekly time frame starting each Monday (keys can be picked up after 3:00pm) and ending each Monday (display must be taken down, cleaned out and key returned before 12 noon). Reservations may be made in the PMU Catering and Events Office, 765-494-8908.

We also have a select number of display cases that are assigned on a yearly basis through the Purdue Student Union Board, 765-494-8976. Applications and assignments for these are made in April each year. Special rules and regulations apply for these cases; please contact PSUB for more information.

Refer to the Display Case policy at <http://www.purdue.edu/purdue/search.html?q=display%20case>

XVI. Decorations and Safety Requirements

The Purdue Memorial Union and the Union operated portion of Stewart Center are scheduled and used by a variety of groups and many individuals. Therefore, certain safety guidelines have been set in compliance with all applicable laws, fire safety codes, and OSHA regulations for the safety of individuals and to preserve the buildings, equipment, and furnishings.

Although a policy statement cannot be all inclusive, it is the intent of the Purdue Memorial Union Staff to assist you in the most efficient manner within the limitations stated. We reserve the right to require any changes deemed necessary for the safety of individuals and for the protection of facilities. Please direct all questions to the Purdue Memorial Union Catering and Events Office, Room 160, 765-494-8908.

A. Capacity Limitations and Proper Use of Areas

1. Established fire code capacities for space may be found here:
<http://www.dining.purdue.edu/CateringAndEvents/MenusandAccommodations.html>
 - a. Organizations anticipating capacity issues should consult the Purdue Memorial Union Catering and Events Office in advance of ticket sales or publicity for capacity information.
2. Whenever a room is occupied, all exit doors must remain unlocked.
3. Propping meeting or event space doors open is prohibited.
4. Decorations, exhibits, tables, or other materials may not block exits from a room or building.
5. Hallways and stairwells must remain clear. These are non-reservable spaces and should not be obstructed. (e.g. Dance practice, club meeting, photo shoots, etc.)

B. Decorations, Event Signs and Publications

1. Tape or adhesive, thumbtacks, screws, and nails are not to be used on any surfaces. Contact the Catering and Events Office for acceptable alternative methods.
2. Glitter and confetti are not allowed in any PMU or STEW meeting or banquet spaces.
3. Only materials that are fireproof or flame resistant may be used in decorations and displays. Items such as pine boughs, leaves, hay, straw, and other similar materials are prohibited.
4. Lighted candles may only be used if contained in suitable holders furnished with glass globe extending at least 2" above the tip of the candle. If you plan on using candles, a request must be made in advance with the Catering and Events Office.
5. Prior arrangements with the Catering and Events Office are required for any decorations mounted overhead.
6. Glass windows or doors must not be blocked or covered at any time.
7. When deemed appropriate for safety reasons, the Union will arrange for special labor to handle arrangements for decorations at the expense of the sponsoring organizations. Please notify the Catering and Events Office if this is needed in advance.
8. The sponsor is responsible to ensure that their client adheres to this rule for cleaning up and removal of items brought into the space for their event. If items are remaining after the client has left, the sponsor will be billed accordingly for any necessary cleaning and removal. The Purdue Memorial Union does not assume responsibility for items left behind.

C. Other

1. Cylinders or containers of high pressure gas, such as helium, may not be brought into the building without prior arrangements being made through the Catering and Events Office.
2. Electrical equipment, special power needs or custom installations must be approved in advance by the Catering and Events Office.
3. Temporary power or extension cords must be routed away from pedestrian traffic. A floor runner or strip of duct tape is not acceptable. Power cords must never be placed in walkways or under doors.
4. The use of paints, solvents, and/or other flammable liquids must be approved by the Catering and Events Office.
5. The Purdue Memorial Union is not responsible for any items that are lost, damaged, or stolen.

XVII. Facilities Use Policy

Please refer to **Purdue University Policy-IV.B.3 Facilities and Safety** regulations regarding retailing, commercial soliciting, canvassing, sponsorship and marketing activities on the campus of Purdue University; Section 3A.

A. Main Floor Signage

1. The PMU main floor is considered a main gateway to the rest of campus and is a heavily used area. It is also an historic focal point on campus featuring many traditional architectural elements. Commercial signage is not allowed with the exception of announcement signage at the entrance to tenant (leased) space, directional signage approved in advance by the PMU Director, and/or event signage that has been approved in advance by the Director of Event Management.

B. Hallway/Sidewalk Signage

1. A-Frame signs will not be permitted in any Main Floor hallway, stairwell, foyer area, etc. by any organization, office or business. This also includes the sidewalk between PMU and STEW.
2. A limited number of rolling/pull-up banner displays, if approved in advance by the PMU Director, may be permitted for leased tenant space only along the Main Floor hallway wall of the leased space. These displays may not extend out into the hallway.
3. Posters and banners are not permitted anywhere on the Main Floor except inside the leased space of tenants. Posters may be permitted on the PMU ground floor and must be approved in advance by the PMU Catering and Events Office per the Publicly Policy. All recognized student organizations, University departments and PMU

leased-space tenants are eligible. Posters and banners are not allowed in Stewart Center. PMU may post signage as needed for safety, etc.

4. Approved meeting and event signage must fit in PMU sign standards and must be arranged in advance and prepared through the PMU Catering and Events Office.

C. Hallway Tables

1. Table use of any kind is not permitted in the Main Floor corridors other than event registration tables which must be approved in advance by the PMU Catering and Events Office.

Note: Table space use for publicity purposes in the PMU Union Commons and Stewart Center is available to recognized student organizations, University departments and leased-space tenants by reserving the table through the PMU Catering and Events Office per the Table Space Policy and Regulations.

D. Event Registration Tables (Main Floor and Second Floor of PMU)

1. Table use is for event registration/check-in only and must be approved in advance.
2. Tables will not be permitted to showcase or sell merchandise (unless the table is inside the reserved room and will then be subject to the commercial exhibit table charge).
3. Locations:

<u>PMU 118</u>	Registration table may be placed in the room if appropriate to the room set-up. Registration table may be permitted in the hallway only if it is tucked into the wall inset. Table must be pushed up against wall when program begins.
<u>ADR</u>	Registration table may be placed in the room if appropriate to the room set-up. Registration table may be placed in the foyer entrance if approved in advance.
<u>Faculty Lounge</u>	Registration table may be placed in the room if appropriate to the room set-up. Registration table may be placed outside main entrance doors, if approved in advance, and must be pushed up against the wall after the program begins.
<u>Ballrooms</u>	Registration table may be placed in the room if appropriate to the room set-up. Registration table may be permitted at the Ballroom entrance door being used if approved in advance.

- E. **Distribution of printed materials or public solicitation may NOT take place within the Purdue Memorial Union, Stewart Center or Union Club spaces unless as noted in XVII. C. Note above.**

- F. **All "Request for Exception" to this policy must be submitted, in writing, to the Catering and Events Office at least one (1) month prior to the event date.**

XVIII. Smoking Policy

Smoking is prohibited on the West Lafayette Campus, except in designated smoking areas. Smoking is also prohibited in all vehicles owned or leased by Purdue University both on and off the campus. Smoking is permitted inside privately owned, closed vehicles. The designation of smoking areas on the West Lafayette Campus may be granted only by the Executive Vice President for Business and Finance and Treasurer, who may rescind such designations at any time.

When a university employee, student, or visitor enters the West Lafayette Campus, any Smoking Material shall be extinguished and disposed of in an appropriate receptacle at the perimeter of the West Lafayette Campus.

The sale, distribution, sampling, or advertisement of all tobacco products is prohibited on the West Lafayette Campus and at Purdue University-sponsored events.

The designated area for the Purdue Memorial Union and Stewart Center is on the southwest corner of the Purdue Memorial Front Lawn.

<http://www.purdue.edu/physicalfacilities/smokefree/map.htm>

XIX. Union Rack and Roll

The Purdue Memorial Union Rack and Roll may be reserved for private events of bowling, billiards, or both. Please contact the Recreation Center at 765-494-8990 for availability and pricing. Reservations may be made on-line at www.union.purdue.edu/RackAndRoll. Space is limited so please inquire well in advance.

XX. Registered Student Organization Rules and Regulations

A. Responsibilities of the Organization

The sponsoring organization must provide at least one officer or other responsible representative to be present at the event at all times.

B. Attendance Restrictions for RSOs

The following types of functions hosted and sponsored by Recognized Student Organizations are eligible for approval and must be processed on a Student Organization Activity Planning Form:

- 1. Members and Invited Guests Only:** Events which only the members of the organization and their invited guests will attend.
- 2. All-Campus Events:** Events to which the sponsoring organization invites all students, faculty and/or staff of Purdue. Example: Blood or Clothing Drive
- 3. Open-to-the-Public Events:** the Student Activities and Organization office within the Student Life Division must approve events which are publicized (print and social media) outside the campus which may have people admitted without checking for Purdue identification.

Note: Student Organizations membership and participation in student organizations and events must be free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

C. Publicity

Publicity for “All Campus” events must be confined to campus media. Commercial and social media, such as local radio stations and local newspapers, are not to be used without permission from the Student Activities and Organization office within the Student Life Division. Example: Apartment Fair, Blood Drives, or Clothing Sale.

Publicity for an event may not be released until the Purdue Memorial Union has an approved Student Organization Activity Planning Form and has been signed by the Student Activities and Organization office within the Student Life Division.

BOSO Arrangements ([BOSO forms](#))

The sponsoring student organization (whose funds are under the direct management of Purdue University through the Business Office for Student Organizations (BOSO)) are responsible for making arrangements with BOSO prior to the event for the following items: band or entertainment contracts, pass out system, tickets, dance pictures, change fund, financial commitments, receipts/deposits, etc.

Independent Housing Units not under the direct management of Purdue University through BOSO are required to obtain all approvals and financing through their respective councils. (e.g. Interfraternity Council, Panhellenic Association, and Cooperative Council)

D. Mailboxes, Lockers, and Student Office Space

Allocation of mailboxes, lockers, and office space is handled through the Purdue Student Union Board. All student organizations that are recognized by the Student Activities and Organization office within the Student Life Division are eligible for space allocations. For further information on allocation timelines, please contact the Purdue Student Union Board at 765-494-8976 or in PMU 268. You may also visit www.binolved.purdue.edu and look under “org space” for information and Rules and Regulations.

XXI. Interpretations and Exceptions

Requests for interpretations and exceptions should be referred to Director of Event Management at the Purdue Memorial Union Catering and Events Office, Room 160, 765-494-8908.

Failure to comply with any provisions of the above mentioned policies may result in the suspension of privileges in the Purdue Memorial Union and Stewart Center for up to one calendar year.

Revisions

November 2015
February 2011
August 2008
August 2006
March 2005
April 1988

November 1985
September 1974
September 1972
March 1972
September 1970