

SCHEDULING AND USE POLICIES



PURDUE MEMORIAL UNION
CATERING & EVENTS

Phone: 765-494-8908

Fax: 765-494-8851

FOR RESERVABLE SPACE within the PURDUE MEMORIAL UNION & STEWART CENTER
Excludes Union Club Hotel, Fowler Hall and Loeb Playhouse

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

Our best effort is made to meet as many needs of our clients as possible on a daily basis,
within the constraints of our facilities.

We want all of our guests to have the best possible experience.

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

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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. Please note: Student Organizations eligible to reserve space in the Purdue Memorial Union or Stewart Center are those which are recognized by the Office of the Dean of Students. All others wishing to reserve space must meet the regulations found in Purdue University Policies: Use of Facilities: Policy I.4.1.

II. Expectation of Courtesy:

We ask that you help us to be courteous to users of meeting rooms and multi-use rooms near your reservation. Please be cautious of noise levels within your scheduled area, as well as your guest noise level within the corridors of our buildings. All of your group's activities need to remain within the confines of your reserved space and setup request. We want our guests to have a great experience, but this can't be done without your help. Failure to comply may result in suspension of scheduling privileges for the Purdue Memorial Union or Stewart Center facilities for up to one calendar year.

III. Tentative Holds

All reservations are on a first-come, first-serve basis. A hold on a reservation will be accepted and honored 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 is an additional inquiry for a space, the client requesting the tentative hold will need to confirm the booking or the space will be released.

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

- **Recognized Student Organizations must submit an Event Planning form with in 1 week of making a reservation. Event Planning Forms are now online: <http://www.getinvolved.purdue.edu/>**
- **Community, Private and Corporate (Non-University Groups) must submit the deposit by 5:00p.m. on the 14th calendar day from the date requested.**
- **University Departments must provide the billing (clearing account) cost center and fund number.**
- **University Conference Division must confirm and calendar their booking to be considered an official event.**

IV. 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, however changes to the standard setup cannot be guaranteed. Setup fees may also apply. 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.

Deposits, Room charges, and Fees-

<http://www.union.purdue.edu/HTML/PDF/CateringAndEvents/BuildingCharges.pdf>

V. Room Charges

A. Meeting rooms and facilities within the Purdue Memorial Union and Stewart Center (with the exception of Prime Catering Space: Stewart Center 302/306, Union Ballrooms, Faculty Lounges, Anniversary Drawing Room and PMU 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 are 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 Standard Set Meeting Rooms**
 - a. **Normal Capacity of 72 or less** **\$60.00**
 - b. **Normal Capacity of more than 72** **\$120.00**
 - c. **Lounge Furniture removal for PMU 118, East Main Lounge, West Main Lounge** **\$150.00 each**
2. **Rental/Setup Fees for "Empty" Multi-Purpose Rooms**
 - a. **The Union Main Lounges, Anniversary Drawing Room, North and South Ballrooms, East and West Faculty Lounges, Lafayette Room, PMU 263, PMU 118 and Stewart 302/306 are considered multi-purpose rooms. Anytime these rooms are scheduled for use other than a catered meal, equipment rental will be assessed according to section VI below.**

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

- Day Part #1 (DP1) Breakfast: 7:00a - 9:30a
 - Day Part #2 (DP2) Lunch: 11:00a - 2:30p
 - Day Part #3 (DP3) Dinner: 5:30p - Midnight (Sun-Th) /5:30p - 1:00a (Fri & Sat)
1. **Should your event’s end time extend beyond the specified Day Part end time, thereby preventing the reutilization of the Prime Catering Space by another group for the next Day Part, fees will apply to all Day Parts affected by your event.**
 2. **Standard cancellation fees will apply to each Day Part that is reserved and later released. Fees will be prorated according to the existing Cancellation Schedule.**
 3. **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, service charge and miscellaneous fees will only be credited 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).**

Non-University Events:	DP1	DP2	DP3
Ballroom (1) each	\$300	\$500	\$750
Faculty Lounge (1) each	\$150	\$250	\$350
Anniversary Drawing Room	\$150	\$250	\$350
Room 118	\$150	\$250	\$350

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

C. Stewart Center 302/306

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 for a meal.

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 and service charges and miscellaneous fees.

One Room	\$100.00
Both Rooms	\$150.00

b. 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, and Anniversary Drawing Room and PMU 118). The deposit will be equal to the respective room rental fee.

In lieu of a deposit, all University Departments will be required to provide a valid and authorized account number, to which all charges will be billed. Recognized Student Organizations require a completed Event Planning Form. 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, will deny or restrict future bookings until all outstanding financial obligations have been satisfied.

D. 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

Non-University and 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 www.getinvolved.purdue.edu, may reserve rooms only one semester in advance. “Traditional events” may be reserved further in advance through the Calendar Office process.

E. Rain Contingency Cancellations

Conditions pertaining to scheduling prime catering spaces as alternate facilities for outdoor events are as follows: Space cancellation fees and all related charges apply whether or not the space reserved is actually used.

VI. Special Services and Equipment Fees (All Areas)

A. Equipment

- 1. Chairs \$0.30 per chair**
- 2. Tables
 - a. Registration Tables with chairs No charge
 - b. 6-foot or card tables \$2.00 per table**
 - c. 60-inch round tables w/ or w/out chairs (no meal) \$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. Remove piano from North Ballroom Stage (est. \$400) Custom Quote
- 6. Special Request for tuning of piano Custom Quote
- 7. Flip Charts \$15.00/day
- 8. Post-It™ Flip Charts \$20.00/day
- 9. Easels No charge
- 10. Banner Hanging \$60.00

<http://www.union.purdue.edu/HTML/PDF/PMU/BannerPolicy.pdf>

*On a first-come, first-served basis only. Should it become necessary to rent from an outside source to accommodate your needs, a custom quote will be provided.

**When these are requested in addition to the standard setup at least two weeks prior to your event, no fees will be assessed.

B. Labor (per employee)

- 1. Maintenance Staff \$15.00/hour
- 2. Sound and Light Technician \$15.00/hour
- 3. Checkroom Attendant \$15.00/hour
- 4. Extra Clean-Up Labor \$15.00/hour

C. Commercial Exhibit Space

- 6-foot table \$30.00/table

D. Temporary Telephone Service

- | | |
|------------------------------------|--------------|
| 1. If room is equipped with jack: | |
| a. Minimum charge for up to 4 days | \$15.00 |
| b. Each additional day thereafter | \$5.00 |
| c. Maximum (1 month) | \$40.00 |
| 2. If jack is not available | Custom Quote |

E. Damage/Cleaning Fees

Damages will be assessed, and the sponsoring organization will be billed accordingly. Excessive cleanup will also result in additional fees.

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.*

- 1. Elevator Access:** We have two 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 between the Union and Stewart Center. Both of these will provide access to all floors 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.
- 2. Electrical Needs:** At times there are challenges to providing enough power for large events. If you anticipate having significant electrical needs, this must be arranged in advance, no less than one month from the event date. If the Purdue Memorial Union cannot fulfill your needs, a generator may be ordered to meet your needs at cost to the sponsor.
- 3. Audio, Visual and Sound needs in Stewart Center:** Events in Stewart Center that require audio, visual or sound should schedule these services through ITaP’s AV Scheduling office at 765-494-2771. The office is located room B20J in the basement of Stewart Center. If you have scheduled these services and experience issues with your equipment please contact the helpline at 765-494-2769.
- 4. Audio, Visual and Sound needs in the Purdue Memorial Union:** Catering & Events will provide a sound and light technician **at cost to the client** in the Union building. Sound and lighting during your event must be requested at the time of booking.

PLEASE NOTE: The Purdue Memorial Union does **not** have access to visual equipment. Visual equipment can be arranged through ITaP’s AV Scheduling office at 765-494-2771 or through the Elliott Hall of Music at 765-494-3920. These services must be arranged directly with the vendor of your choice in advance or visual services will not be available during your event.

VIII. Visitor and Event Internet Access

The Purdue Memorial Union and Stewart Center are Purdue Air Link (PAL) WIFI hotspots. Clients with valid Purdue credentials can gain access to the wireless internet by providing the appropriate Purdue login information. Wired and wireless internet is available. Costs are determined by AV Scheduling. University departments can arrange internet access for events by contacting AV Scheduling at 765-494-2771 or by visiting the following website: <http://www.itap.purdue.edu/airlink/index.cfm>

Purdue Extended Campus may also arrange guest credentials for conference activity.

IX. Food and Beverage

Food and beverage of any kind served in Purdue Memorial Union or Stewart Center reserved space 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. Student office areas are exempt from this policy unless hosting an event, such as a callout, within their office. For a full list of acceptable providers in PMU, please contact the Catering and Events office.

X. Event 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.

1. Beginning times for dances and concerts

In order to accommodate use of the Ballrooms for a variety of activities and groups, advance scheduling (more than one month) for dances or concerts will be confirmed only for a starting time of 9:00pm or later. An earlier starting time may be arranged two weeks prior to the event provided that there are no known conflicting events/meetings scheduled in adjacent facilities. Sound checks will be accommodated on a case-by-case basis with approval from the Catering & Events Office.

2. Ending times for all events

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

3. 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 6:00-9:00p and from 9:30p-12:30a Monday through Friday. In an effort to accommodate more student organizations, weekend time blocks are also available from 11:00a-2:00p, 2:30-5:30p, 6:00-9:00p and 9:30p-12:30a. An RSO may only book 3 time slots per week.

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 and maintain public access, this location will be reserved on an exception only basis.

Exceptions and rule interpretations are at the sole discretion of the PMU Director of Catering and Events.

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 Catering and Events.**
- **Events may not be used to generate revenue.**
- **Events may not be reserved for more than one day.**
- **Sound must not disturb other activities in the surrounding buildings.**
- **Damages and cleanup 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. Purdue Memorial Union Main Floor

The spaces on the main floor of the Purdue Memorial Union are critical to the community-building mission of PMU. At least one of these three spaces must remain open at all times for use as a public lounge, even when exceptions are granted for the use of the other two spaces. 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. Our Main Lounges and Room 118 offer comfortable spaces for students to relax, to study and to feel at home between classes. There are special restrictions regarding use of these spaces.

A. The Great Hall

The following rules apply:

1. No event signage will be allowed in this area.
2. It will not be a scheduled space Monday-Friday 8:00a-5:00p unless an exception is granted.

3. Registration tables are not permitted in the Great Hall.

B. The Main Lounges

The following rules apply:

1. These spaces will not be scheduled Monday-Friday from 8:00a-5:00p unless an exception is granted.
2. We will not remove furniture from the four alcoves in the East Main Lounge or from the indented alcove on the south wall of the West Main Lounge.

C. Room 118

The following rules apply:

1. We will move furniture to the perimeter of the room upon request in Room 118 but we will not remove all furniture from the room.
2. Registration tables outside of Room 118 may be located at the north doors only and not in the Great Hall.
3. Day part rental fees apply. Please see Room Charges in section V above.

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:

1. **No more than three organizations will be given the ability to have a collection box at a time.**
2. **Collections must be pre-arranged with the PMU Catering and Events Office at least two weeks in advance.**
3. **Only one collection box per sponsoring organization will be allowed for a time frame of two weeks from the first day of the arrangement.**
4. **The sponsoring group must be clearly stated on the box and visible to the public.**
5. **The organization or agency that will benefit from the collection needs to also be clearly stated and visible.**
6. **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. Political Campaigning at PMU/STEW near a Polling Place

There can be no campaigning by individuals or departments on Purdue property except when done under the auspices of an approved event with a Recognized Student Organization. Even with approval, campaigning may only be conducted 50 feet away from the designated polling area. For the purposes of this policy, the right-of-way area directly across the street from the Grant Street entrance to PMU (by the Grant Street Garage) is not considered Purdue property.

If the polling place is in PMU 118, campaign signs may be placed in the ground outside the Union near the Grant Street entrance. Actual person-to-person campaigning may only take place in the right-of-way area across Grant Street in front of the Grant Street Garage.

If the polling place is in the Stewart Center West Foyer, campaign signs may be placed in the ground outside Stewart Center, near the west entrance. No person-to-person campaigning, however, may be done outside of Stewart Center, since it is property of Purdue University.

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 the following 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.

XVI. Decorations, Posters and Safety Requirements

The Purdue Memorial Union and 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. We have established capacities for space in the Purdue Memorial Union and Stewart Center, capacities may be found here.**
<http://www.union.purdue.edu/HTML/CateringAndEvents/Accommodations.aspx>
- 2. Whenever a room is occupied, all exit doors must remain unlocked.**
- 3. Decorations, exhibits, tables, or other materials may not block exits from a room or building.**
- 4. Attendance at events may not exceed that permitted by fire and safety regulations. Organizations anticipating capacity issues should consult the Purdue Memorial Union Catering and Events Office in advance of ticket sales or publicity for capacity information.**
- 5. Registration procedures in Fowler Hall Foyer must be limited to one (1) six-foot table and two chairs scheduled through the Catering and Events Office.**
- 6. Hallways and stairwells must remain clear. These are public spaces and should not be used. (E.g. dance practice, club meeting, etc.)**

B. Decorations, Event Signs and Publications – Please see your Event Planner for approvals

- 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. 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.
3. 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.
4. Prior arrangements with the Catering and Events Office are required for any decorations mounted overhead.
5. Glass windows or doors must not be blocked or covered at any time.
6. 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.
7. 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. Signage

1. Directional signage or event signs must have a professional appearance and be placed in sign stands/holders or on easels. Arrangements can be made for sign holders with the Catering and Events Office.
2. Signs may NOT be mounted on surfaces using tape, tacks, etc.
3. Signage should not interfere with pedestrian traffic and should not be more than 3 feet from the wall in accordance with ADA requirements.
4. Catering & Events reserves the right to remove any signs that do not meet the above requirements.

D. Publicity & Solicitation

1. Publicity

- a. Publicity for "all campus" events must be confined to campus media. Commercial media, such as local radio stations and local newspapers, are not to be used without permission from the Office of the Dean of Students. Example: Apartment Fair, Blood Drives, or Clothing Sale.
- b. Publicity for an event may not be released until the Purdue Memorial Union has an approved Student Organization Event Planning Form and has been signed by the Office of the Dean of Students.

2. Non-Commercial Handbills

The distribution of printed materials, public solicitation or dissemination of information or viewpoint may occur only in designated corridors and foyers of the Purdue Memorial Union (PMU) and Stewart Center (STEW) and must be approved, in advance, by the PMU Catering and Events Office (PMU Room 160).

- a. Limitations as to time, place and manner are set forth below:

1. **POSTERS:** Up to three (3) pre-approved posters may be displayed on the PMU ground floor concurrently. Posters may not be displayed in Stewart Center. Posters are removed one day after the event date and can only be posted for a maximum of two week's duration.
 2. **DISPLAY CASES:** Scheduled, in advance, on a first-come / first-served basis.
 3. **SIGN STANDARDS:** Used only for events and displayed on day of event. Generally a maximum of four (4) signs are allotted per event.
 4. **PUBLICITY TABLE SPACES:** Scheduled no more than one semester in advance. For more information, please review the *Table Space Policies and Regulations* handout, available in the PMU Catering and Events Office.
- b.** Fliers, signs, posters and displays must be approved, in advance, by the PMU Catering and Events Office.
1. Printed materials may not be affixed to building surfaces, trees, sidewalks, fences, woodwork or furniture.
 2. Distribution of non-commercial printed materials and/or public solicitation must not block or interfere with the free and orderly flow of pedestrian traffic or disrupt the normal and authorized use of these facilities. Therefore, no more than two individuals may operate a table space at the same time.
 3. Designated table space locations are as follows:
 - a. PMU Ground Floor – Two (2) tables by the entrance to Zia, SW corner of the East-West corridor.
 - b. STEW West Foyer – Four (4) tables located beneath the mural outside the HSSE Library.
 - c. Outside Location – Two (2) tables in courtyard between PMU and Stewart Center
- c.** Distribution of printed materials or public solicitation may NOT take place:
1. Near event/meeting locations or pre-function areas, operating departments such as the Union Club Hotel, retail outlets, dining areas, offices, rest rooms or public lounges.
 2. At building entrances, in unapproved corridors, vestibules, ramps, elevators, stairways or on landings within 10 feet of stairs.
 3. On opposite sides of a corridor at the same location.
- d.** All “Requests 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.

3. Commercial Handbills

- a. Use of any STEW or PMU location for commercial purpose or promotion is strictly prohibited and activity may not directly (product distribution) or indirectly (coupon/advertising) compete or interfere with existing businesses operating within the Purdue Memorial Union and Stewart Center.

E. 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. All items must be removed from the space at the end of your event. The Purdue Memorial Union is not responsible for any items that are lost, damaged, or stolen.

XVII. 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>

XVIII. 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 <http://www.union.purdue.edu/RackAndRoll>. Space is limited so please inquire well in advance.

XIX. Recognized 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 by Recognized Student Organizations are eligible for approval and must be processed on a Student Organization Event Planning Form:

1. **Members and Invited Guests Only: Events which only the members of the organization and their invited guests will attend. Example: University Residences Formal Dance**
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 Office of the Dean of Students must approve events which are publicized outside the campus which may have people admitted without checking for Purdue identification.**
4. **Please note: Student Organizations membership and participation in student organizations and events must be free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.**

C. BOSO Arrangements

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)

BOSO forms: <http://www.purdue.edu/business/uco/BOSO/forms.html>

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 Office of the Dean of Students 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 <http://www.getinvolved.purdue.edu> and look under "org space" for information and Rules and Regulations.

XX. Interpretations and Exceptions

Requests for interpretations and exceptions should be referred to 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.

Approved by the Purdue Student Union Board and Director, Purdue Memorial Union

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