

SCHEDULING AND USE POLICIES

FOR RESERVABLE SPACE within the PURDUE MEMORIAL UNION & STEWART CENTER

(Excludes Union Club Hotel, Fowler Hall and Loeb Playhouse)

PMU Catering and Events Office

PMU 160

Phone: 765-494-8908

Fax: 765-494-8851

(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 on a daily basis to meet as many needs as possible within the constraints of our facilities. 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.

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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 would like to ask that you help us to be courteous to users of meeting rooms and multi-use rooms around 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 activities of your group need to remain within the confines of your reserved space and setup request. We want our guests to have the best experience ever, but this can't be done without your help. Failure to comply might result in suspension of scheduling privileges for the Purdue Memorial Union or Stewart Center facilities for up to one calendar year.

III. 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 effective with 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 Event Planning Form available from the Dean of Students Office, Schleman Hall, Room 250.**
- B. Community, Private and Corporate (Non-University Groups) must submit the deposit by 5:00p.m. on the 14th calendar day from the date requested.**
- C. University Departments must provide billing cost center and fund number.**
- D. University Conference Division must be confirmed and calendared to be an official event.**

IV. Deadline for Scheduling

All space requests must be received a minimum 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.

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 Stewart Center 302/306, Union Ballrooms, Faculty Lounges and Anniversary Drawing Room)

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 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 |

Any time that a room has been scheduled for use other than for a catered meal and is a space that is an empty room, you will receive no setup fee for tables and chairs if requested 2 weeks in advance, unless it pertains to “prime catering spaces” which are subject to Day Part fees as listed in Section C.

Outdoor spaces being used for events other than a catered meal will be charged setup fees for all equipment unless it is an informational table space only.

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 and service charges and miscellaneous fees.
 - a. One Room \$100.00
 - b. 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)

- 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
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

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

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, and Anniversary Drawing Room). 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

Non-University and University SPONSORED Events

- | | |
|--|-------------|
| a. Cancelled more than 12 months prior | Full Refund |
| b. Cancelled 9-12 months prior | 75% Refund |
| c. Cancelled 6-9 months prior | 50% Refund |
| d. Cancelled 3-6 months prior | 25% Refund |
| e. Cancelled less than 3 months prior | No Refund |

Recognized Student Organization SPONSORED Events

- | | |
|---------------------------------------|-------------|
| a. Cancelled more than 3 months prior | Full Refund |
| b. 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.

F. Rain Contingency Cancellations

1. Conditions pertaining to scheduling the ballrooms as alternate facilities for outdoor events are as follows:
 - a. Space Fees and all related special charges apply whether or not the space reserved is actually used.
 - b. **Exception:** If notification is received in the Catering and Events Office five hours before the event time, only the Space and Set-up Fee will be charged.

VI. Special Services and Equipment Fees (All Areas)

A. Equipment

- | | |
|---|----------------------|
| 1. Chairs | \$0.30 per chair** |
| 2. Tables | |
| a. Up to two (2) Registration Tables | n/c** |
| b. 6-foot or card tables | \$2.00 per table** |
| c. 60-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. Remove piano to floor level 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 TM Flip Charts | \$20.00/day |
| 9. Easels | n/c** |
| 10. Banner Hanging, see link for banner policy
http://www.union.purdue.edu/HTML/PDF/PMU/BannerPolicy.pdf | \$60.00 |

*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.

**Provided these are requested 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

- | | |
|-----------------|---------------|
| 1. 6-foot table | \$30.00/table |
|-----------------|---------------|

D. Temporary Telephone Service

- 1. If room is equipped with jack:
 - a. Minimum charge for 1-4 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 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:** 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.
- B. 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.
- C. Sound and lights:** The Purdue Memorial Union will provide a sound 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: Events in Stewart Center need to schedule sound needs with ITaP DIS Services, 765-494-2771.

Elaborate AV setup beyond the means of the Purdue Memorial Union or ITaP, may necessitate the use of a private vendor. Vendors are subject to the approval of the Purdue Memorial Union.

D. Audio Visual Equipment: If audio/visual equipment or wired internet access is needed for a meeting, banquet, or any event within the Purdue Memorial Union or Stewart Center it MUST BE ordered outside of the Union. You may schedule these services with ITaP or the Hall of Music.

- ITaP Services on the Basement floor of Stewart Center can be scheduled by calling 765-494-2771. If you have scheduled AV services and experience issues with your equipment please contact the helpline at 765-494-2769.
- The Hall of Music can also be requested to do audio/visual and can be reached at 765-494-3920.

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

Guest passes are available at the Visitor Information Center Monday-Friday 8:00 am-5:00 pm and at the Union Club Hotel front desk after hours. University departments and the Conference Division may also arrange guest credentials.

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 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 9:00p 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/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.

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 6:00-9:00p and from 9:30p-12:30a Monday through Friday. In an effort to accommodate more student organizations, Sunday 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, this location will be reserved on an exception only basis.

Exceptions and rules interpretation are at the sole discretion of the PMU Director of Catering and Events.

If an exception is granted, the following restrictions apply:

- 3.** Marketing and promotional material must be approved two weeks prior to event through the PMU Director of Catering and Events.
- 4.** Events may not be used to generate revenue.
- 5.** Events may not be reserved for more than one day.
- 6.** Sound must not disturb other activities in the surrounding buildings.
- 7.** 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:

- 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 outside of Room 118 may be at the North Doors only

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

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

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

Recognized Student Organizations (RSO) may campaign on these days (from their reserved tables) if their events are approved, but must be located 50 feet or more from the polling place.

Rationale: There can be no campaigning by individuals or departments on Purdue property except when done under the auspices of an approved event with a RSO by the Student Activities and Organizations Office. 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.

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 Tuesday (keys can be picked up after 4:00pm) 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.

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. 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 non-reservable spaces and should not be used. (e.g. dance practice, club meeting, 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. 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 anytime.
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. 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.

D. Signage

1. Directional signage or event signs must be placed in sign stands/holders or on easels. Arrangements can be made for sign holders with the Catering and Events Office. **
2. Do not mount signs 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. All signage provided must be approved by the Catering and Events office. It must have a professional appearance; nothing hand-written will be approved. **

** See Event Planner in the Catering and Events office for approval.

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. 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 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.

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. Publicity

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.

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.

D. 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>

E. 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, PMU

Revisions February 2011
 August 2008
 August 2006
 March 2005
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