Memorial Union Facility Use Policy

General Terms of Use

Recognized student organizations, University departments, and off-campus groups or individuals ("users") may reserve space in the Memorial Union for meetings and events.

By making a reservation for Memorial Union space, users accept the following terms of use:

- Space will be used and occupied only for the purpose identified at the time the reservation is made. Prior consent is needed from the Memorial Union’s administrative office if the purpose of the reservation changes.
- Memorial Union premises will not be used for any illegal, offensive, or hazardous purpose, or any purpose not compatible with a University campus setting. Users may not use flammable fluids, explosives, or hazardous or toxic substances in, on or about the premises. Users may not use the premises to sell, distribute, dispense, advertise or promote food and food related sales or any UND trademarked or licensed items without prior coordination and consent from the Memorial Union’s administrative office.
- Users will conform to and comply with all of University’s rules and regulations and comply with applicable municipal, county, state, and federal ordinances, laws, rules and regulations in using the premises, and will not use the premises so as to create any nuisance, or in such a manner as may tend to increase the rate of fire or liability insurance on the premises.
- Users shall not consume, sell, distribute, dispense, advertise or promote any alcoholic beverages or alcohol related items on Memorial Union premises, or permit any others to do the same.
- Users shall not make, or permit to be made, any alterations to the premises without first obtaining the consent of the Memorial Union’s administrative office. This includes (but not limited to) fastening any type of items to walls, hanging any items from ceilings or light fixtures, obstructing or covering any exterior, obstructing fire exits or exit routes, etc. Use of duct tape (“Duck” or any brand thereof) on any surface is not allowed.
- The organization, department, group, or individual hosting/sponsoring the activity described in the reservation is responsible for how the space is used and will be held financially accountable for any and all damages to the premises.
- Open flame (candles, burning of sweet grass or sage, oil lamps, etc.) use must be preapproved. Limited access will be provided for open flame within a campus facility and it must be approved by both the Memorial Union administration and the Office of Public Safety.
- The user will be responsible to pay for any security staff that may be required for their event. The decision to require security will be made by the Memorial Union Director or their designee.
- UND and the Memorial Union are not responsible for theft of or damage done to items on display or stored in the Memorial Union.

Facilities Use Fees

The Memorial Union Director or his/her designee may permit non-University-related persons, groups, or organizations to reserve and use portions of the Memorial Union when the intended use does not interfere with regular Union programs or activities. The Memorial
Union will charge a facility use fee for the use of Memorial Union scheduled facilities by such persons, groups, or organizations.

Student organizations and University departments are permitted to use space on campus in most facilities free of charge. There may be a fee for use of some equipment and in some instances a labor fee and/or after hours charges may be assessed.

Facility use fees for use of space in the Memorial Union will also be assessed to University Departments or UND recognized student organizations that sponsors a workshop, conference, or event that is advertised outside the University community and where a registration or admission fee is charged.

**Cleaning Fee**

The Memorial Union may assess a cleaning fee if meeting/event space or vendor tables require cleaning resulting from excessive materials/litter being left behind after an event. Examples include but are not limited to: flyers, empty boxes, conference materials, or food service containers/trash from a source other than UND University Catering. The fee would be assessed to the sponsoring recognized student organization, University department, or off-campus group or individual.

**Cancellations**

Cancellations shall be made 2-3 days in advance of the scheduled meeting/event. If no cancellation occurs the user will be billed for the reserved space.

**Payment**

Absent prior arrangements, all payments should be made immediately following the event. Accounts outstanding for more than thirty (30) days may be restricted from further use of the Memorial Union. Additional actions may be taken if account is not cleared within ninety (90) days.

**Set-up Arrangements**

Facility set up arrangements and use of audio/visual equipment should be made at least one week prior to the event. Equipment is available on a first come-first served basis.

**Food Services**

The Memorial Union Director or his/her designee may establish guidelines regarding food service as it relates to those portions of the building used for meetings or special functions/events (to include Swanson Hall meeting rooms). These guidelines will be coordinated with the Memorial Union, UND Dining Services, and the Office of Safety and will be designed to protect the health of students, the campus community and the general public using the facility.
• Food/beverages offered at meetings or events that are advertised/open to the general campus population must be provided by UND University Catering or obtained from a licensed food service provider.
• Special arrangements for the use of food/beverages not obtained from UND Dining Services must be coordinated with the Memorial Union’s administrative office prior to the event.
• The Memorial Union’s administrative office will coordinate with UND Dining Services to validate the food’s origin and the sponsoring activity’s ability to comply with proper sanitary guidelines.
• If compliance with safety and sanitary guidelines are in doubt, the request for the food/beverage activity may be denied.
• Off-campus groups or organizations not affiliated with the University wishing to reserve/use space or vendor tables at the Memorial Union must arrange their food/beverage service activity through UND University Catering regardless of whether or not they are sponsored by a UND recognized student organization or University department.
• Off-campus groups or individuals may not reserve/use space or vendor tables at the Memorial Union for the purpose of selling food/beverages.
• The Memorial Union’s administrative office may approve the sale of commercially-packaged food items in the Memorial Union for certain instances such as (to include but not limited to) fund-raising activities by UND recognized student organizations, sale of Girl Scout cookies, etc.
• Bake sales or giveaways of home-baked items are prohibited.

Additional information regarding UND University Catering can be found http://und.edu/student-life/dining/catering.cfm

Alcoholic Beverages

Possession, sale, dispensation, use or consumption of alcoholic beverages in the Memorial Union is prohibited in accordance with State Board of Higher Education policy Section 918. The University President may waive this policy on a case-by-case basis. Groups are responsible for obtaining their own waiver from the President’s office. The request must describe the nature of the event and the date, time and place where consumption of alcoholic beverages is planned. Confirmation of the President’s approval must be received by the Memorial Union administrative office prior to the event.

Tobacco Free Policy

UND is a tobacco free campus. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on all university-owned and controlled property. This policy applies to all faculty, staff, students, contractors, vendors, and visitors. Additional information regarding Tobacco Free Policy be found http://und.edu/health-wellness/healthy-und/tobacco-free-und/.
Parking

All parking arrangements for conferences/meetings participants and vendors are the responsibility of the User. University parking policies will be strictly enforced. Visit the UND Parking & Transportation website for more information on visitor and event parking.

This list is not all inclusive. For further details or questions, contact the Scheduling Office at 777.4321.