UND Memorial Union Reservation Procedures

Space Reservation Request Procedures

- Space requests will be reviewed and processed on a first-come, first-served basis per the date and time stamp of the reservation request submittal.
- Space reservations are not guaranteed or confirmed until a written confirmation has been issued to the requesting representative and all other applicable UND event approvals have been granted.
- While specific spaces may be requested, the MU may place events in alternate spaces that best fit event needs based on space availability, anticipated event size, room set-up type, features and equipment capabilities.
- The MU reserves the right to assign or reassign spaces to ensure maximum space optimization and facility usage efficiencies. Space reassignments may also occur in the event of a facility or maintenance emergency. The MU will work with the requesting representative on alternate space options as necessary.
- The MU may block or limit selected dates for no space reservations around designated UND annual or special events in consideration of campus personnel and support service capacities.
- Requests for MU vendor tables and interior/exterior banner display locations is on hold until further notice.*
- Requests for MU outdoor spaces located within the immediate exterior perimeter are on hold until further notice.* Contact the UND Office of Safety for potential alternate outdoor event locations.
- Space Requests for academic classes will be referred to the Registrar’s Office.
- Space requests for Swanson Hall Lower Level meeting rooms is on hold until further notice as these rooms are currently offline for use.
- For groups limited to requesting space (1) year in advance, approval may be granted for special events with related contractual agreements up to (2) two years in advance for dates falling within a non-peak period of an academic or summer semester. Requires completion of a MU Policy Waiver Request Form.

* The MU Administrative Office will provide updates on the MU website as additional information is confirmed.