



MEMORIAL UNION
CONFERENCE & SCHEDULING MANUAL

<Revised and approved by the Memorial Union Board of Directors 4/7/2016.>

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The Memorial Union adheres to all Emporia State University policies in addition to the policies contained within this document. For items or issues not outlined here, refer to the University Policy Manual (www.emporia.edu/acadaff/policy-manual-links).

CONFERENCE & SCHEDULING

Scheduling Events (7/28/2025)

Conference & Scheduling, located in the Union Services suite lower level under cafeteria, serves as the central office for the purpose of scheduling all non-academic events in the Memorial Union, in other university facilities, and on university grounds. All events taking place on the university campus, excluding academic courses, must be scheduled through Conference & Scheduling. For events taking place within the Memorial Union, arrangements for audio/visual and technical support must also be coordinated with Conference & Scheduling.

Catering (7/28/2025)

Fresh Ideas has exclusive rights to any catering inside the Memorial Union. No outside food or drinks are allowed without prior approval from the Director of the Memorial Union. Arrangements for catering can be made with the campus Catering Office, 2nd floor between Skyline and Preston. or by visiting <https://emporiastate.catertrax.com/>.

University Alcohol Tobacco and Controlled Substance Policy (7/28/2025)

The Memorial Union adheres to all Emporia State University alcohol policies (University Policy Manual, Section 1.05 titled Alcohol, Tobacco, and controlled Substances). In addition to the university policies governing the service and consumption of alcohol on campus, the Memorial Union alcohol policies outlined below will be enforced for any event in the facility for which approval has been granted by the university personnel for the service and consumption of alcoholic beverages.

Emporia State University prohibits the use of tobacco on campus. All forms of tobacco use are prohibited everywhere on the ESU campus. This includes, but is not limited to, all university buildings, facilities, grounds, athletic complexes, parking lots, and any other property leased to or managed by the university.

1.05 Alcohol, Tobacco, and controlled substances

<https://www.emporia.edu/university-policy-manual/table-of-contents/general-university/alcohol-tobacco-and-controlled-substances/>

Memorial Union Alcohol Policy (7/28/2025)

Organizations may host events in the Memorial Union at which alcohol is served, subject to the following policies.

1. Non-University groups will be charged a \$250 security deposit subject to the Memorial Union Security Deposits policies.
2. Alcohol applications must be turned in and approved by the VP of University Growth at thirty (30) days prior to the event for all events with alcohol, for both University sponsored and non-University groups.
3. Emporia State University Dining Services will provide all alcohol and mixers.
4. Emporia State University Dining Services staff must provide bartending services on behalf of the organization. All bartenders will be certified.

5. Emporia State University Dining Services has two options for bars within the Memorial Union – Open Bar or Cash Bar.
6. Non-University Groups are required to have security officers at the event if attendance is expected to exceed 50 persons. Conference and Scheduling will organize security and work with the Emporia State University Chief of Police who will determine the number of officers who will be needed per event.
7. The Memorial Union reserves the right to intervene, control, prohibit, or discontinue any event if deems unlawful, any event that poses a risk to the health, safety, or security of students, patrons, or clients, or any event that may cause damage to the building or premises.
8. Organizations are prohibited from using the Memorial Union for the promotion of alcohol.
9. Alcohol will not be permitted at events at which minors (those under the age of 21) are the guests of honor.
10. Last call for alcohol will be 45 minutes before scheduled end of event and bars will close 30 minutes before scheduled end of event.

General Scheduling & Facility Use Terms & Conditions

Failure to comply with these policies may result in an organization being denied future scheduling privileges.

1. All space and room setup must be in accordance with fire code regulations.
2. The number of individuals in attendance at an event in any space or room in the Memorial Union may not exceed the maximum capacity allowed per fire code regulations.
3. The Memorial Union reserves the right to cancel any reservation if it conflicts with the general policy of the University regarding meetings on campus or to change the location of a reservation with the understanding that comparable space will be provided.
4. Any policies contained herein, or application of such policies, which require interpretation or the resolution of discrepancies, or any exceptions to such policies, will be determined at the discretion of Memorial Union personnel.
5. Memorial Union personnel will always have complete access to the reserved area. The Memorial Union may terminate a scheduled activity if any incidents occur which might jeopardize the general well-being of the building and its patrons.
6. A scheduled event is subject to limitations of the times listed on the scheduling form because other events may have been scheduled before or after the allotted time.
7. The Memorial Union reserves the right to refuse scheduling service to any organization or group with outstanding debts thirty (30) or more business days past due.
8. The Memorial Union handles the scheduling for outside grounds on Emporia State University campus. This includes; Kellogg Circle, Wilson Park, Breidenthal House, etc.

Decorations in the Memorial Union (9/6/22)

In the interest of maintaining a clean and visually appealing student union, extending the life of the facility and Memorial Union property, and promoting a safe environment to all patrons, organizations reserving or using space in the Memorial Union are expected to adhere to the following policies regarding mounted and/or free-standing decorations in any part of the facility being used.

1. Any decorations approved by Memorial Union personnel must comply with fire code regulations.

2. Open flames are not permitted within the facility. A closed or protected flame may be approved with prior consultation with Memorial Union personnel.
3. All exits, whether to the exterior of a room or exterior to the building, must be easily accessible should an evacuation be necessary. Any items which obstruct or inhibit a safe and swift exit may not be placed in or near an exit.
4. Fire alarm pull stations and alarm notification units must be visible and may not be covered or otherwise obstructed from view.
5. Highly flammable materials must be pre-approved by Memorial Union personnel.
6. Paper, cloth, or other flammable materials may not be placed on or around lighting fixtures.
7. Memorial Union personnel must be consulted, and give approval for, any extensive electrical power needs.
8. Nails, screws, hooks, or similar materials may not be affixed to walls, ceilings, floors, or other surfaces or Memorial Union property.
9. Glue, tape, or other materials that can damage paint or varnish may not be used to affix decorations to any surface or Memorial Union property.
10. Brush and spray painting, the use of any aerosol adhesive or sealant, and glitter is prohibited in the Memorial Union or near Memorial Union property exterior to the building.
11. Water, sand, gravel, or like materials may only be used in decorations when secured in containers intended for the purpose of holding such materials.
12. Memorial Union personnel must be consulted prior to the construction of any decorations within the facility for which the risk of damage to the facility or Memorial Union property exists.
13. Free-standing decorations must be stable and lightweight in nature to reduce the risk of injury.
14. Nothing can be thrown in the air or left on the ground when groups have a coordinated exit from the building.

Availability of Facility for Use

The Memorial Union is available for use by many types of organizations and groups within and beyond the university community. The Memorial Unions Building hours may vary depending on the time of year. There are no restrictions for booking dates in advance (except for summer camps), however, there are key University events that will get priority, which could include canceling an event even if it was scheduled in advance of the University event. Reservations will generally be confirmed on a first-come, first-served basis. The Memorial Union is funded primarily by Emporia State University students, priority use will always be given to student groups and for uses intended for student activities or student audiences. Any use of the facility for academic courses or related curricular activities must receive prior approval by the Director of the Memorial Union. Any use of the facility for politically related activities must be in accordance with Kansas Board of Regents policy (<https://www.emporia.edu/university-policy-manual/table-of-contents/general-university/use-of-university-property-for-free-expression-activities/>). For the purposes of Conference & Scheduling policies, organization types and event are defined as follows, and priority use for the facility will generally be given in this order, unless otherwise noted or directed by university administrators.

1. **Recognized Student Organization:** is defined as a student-led organization officially recognized by Associated Student Government.

2. **University:** is defined as any division, department, program, unit, or university committee governed and/or significantly funded by Emporia State University, and unless otherwise noted.
3. **University Unit/Recognized Student Organization Event:** is defined as being conceptualized, planned, and managed by the recognized student organization or university unit to fulfill their initiative. Space is available for use by the recognized student organization or university unit for events defined in this section.

University Unit/Recognized Student Organizations with local, state, regional, and/or national associations may host an event or conference; however, Memorial Union Fee and Space Rate Schedule and technology fees will apply.

4. **Non-University Group:** is defined as any organization not governed or significantly funded by Emporia State University. University unit/employees affiliated with local, state, regional, and/or national associations may not host an event or conference for that entity at no charge. Space is available for use by Non-University Groups at the standard space rates outlined in the Fee & Space Rate Schedule.

The Memorial Union will make the determination as to university vs. non-university classification.

7 Campus and Facilities

1. [7.01 ANIMALS AND PETS](#)
2. [7.02 PARKING](#)
3. [7.03 FOOD VENDORS](#)
4. [7.04 TICKET SALES](#)
5. [7.07 WEAPONS POSSESSION](#)
6. [7.09 SCHEDULING FACILITIES](#)
7. [7.10 BREIDENTHAL UNIVERSITY HOUSE](#)
8. [7.11 USE OF FACILITIES AFTER CLOSING HOURS](#)
9. [7.15 FLAGS](#)
10. [7.16 SIGNS, BANNERS, AND CHALKING ON CAMPUS](#)

Facility Use Beyond Regular Hours of Operation (7/31/2025)

Evening events must end by 11:00pm, and all event organizers/guests must exit the facility by midnight. Organizations may schedule events taking place beyond the regular hours of operation for the Memorial Union, subject to the following policies. Organizations will be charged a fee of \$250 per hour for any portion of an hour beyond midnight.

Hold & Down Payments (8/5/2025)

A temporary hold may be placed on spaces in the Memorial Union should an organization have tentative events dates that have yet to be confirmed. Spaces may be placed on hold for up to 10 business days.

1. **Recognized Student Organizations & University Departments:** At or prior to 2 weeks from the date the hold was placed, the organization must confirm the reservation, or the hold will be released, and the space will be made available to other organizations.
2. **Non-University Groups:** At or prior to 2 weeks from the date the hold was placed, the organization must confirm the reservation and make a down payment in the amount equal to 50% of the reservation being reserved or the hold will be released. The remaining 50% of the reservation must be paid 1 week prior to the event or the reservation will be forfeited.

Security Deposits: Non-University Groups hosting events with alcohol or guest count greater than 300 must remit \$250 security deposit 1 week prior of the event. The security deposit is retained in the event that damages are sustained, or extensive cleaning is required. Damages or extensive cleaning costs in excess of the pre-paid security deposit will be billed to the group. If total damages or extensive cleaning costs are less than the pre-paid security deposit, the difference will be refunded within 10 business days from the date all final costs have been confirmed by the Memorial Union. Should no damages be sustained, nor extensive cleaning be necessary, 100% of the security deposit will be refunded within 30 business days from the date the event concludes. A completed W9 form needs to be submitted before a refund can be processed. If a security deposit is not collected for an event and damages are sustained or extensive cleaning is required, costs will be billed to the group.

Reservation & Event Cancellations (8/5/2025)

Organizations scheduling events in the Memorial Union should inform Conference & Scheduling as soon as possible once a determination has been made to cancel. An organization will be considered a “no-show” if it fails to show up for a scheduled event or cancels the event and fails to notify Conference & Scheduling. Cancellation and no-show fees may be charged as outlined below.

1. **RSO's:** Recognized Student Organizations who no-show more than twice in a semester will not be allowed to reserve rooms in the Memorial Union for the remainder of the semester and any meetings already scheduled will be assessed.
2. **Non-University Groups:** If a group cancels their event 30 days or less prior to the event, the cancellation fee will be 50% of the downpayment. If the reservation is cancelled due to unforeseen circumstances beyond the control of the organization sponsoring the event, cancellation fees may be waived at the discretion of the Memorial Union personnel. A completed W9 form needs to be submitted before a refund can be processed and will be refunded within 30 business days.

Technical & Audio/Visual Support Services (8/5/2025)

The Memorial Union offers technology for all events in the building. We have a tech room rate & we offer tech assistance. Charges for tech assistance will be calculated after the event concludes based on the actual

amount of time provided for the event. Recognized Student Organizations & University Departments will not be charged for setup; however, tech assistance rates will apply.

Technical Assistance: At a per hour rate, a technician will set up Memorial Union technology and provide on-site technical support during the event for technical audio/visual needs for a pre-determined amount of time. The technician remains in the room in which assistance is requested. There is a one hour minimum and additional technical support time will be billed in one-hour increments rounded to the nearest whole hour. The MU Staff has the right to determine if the tech needs qualify for tech assistance. Please note the tech assistance charge is in addition to the tech room rate charge.

Tech Assistance rate is \$50 per hour

Presentations: Clients can send a complete presentation to the proper Memorial Union staff to download beforehand onto a MU laptop from a flash drive or other indicated source. It is not the responsibility of MU staff to adjust and/or correct any presentation. Should a flash drive fail to upload correctly, or there are issues with the presentation it will be returned to the client. Any corrections to a presentation are solely the responsibility of the client. Clients may request a tech run through for their presentation. PowerPoint is recommended to be in a 16:9 configuration for best visibility with MU technology.

Room	Technology Rate August 2025
MU023 - Heritage Room	\$25.00
Lower Level Lounge	\$25.00
MU048 - Phi Kappa Phi	\$75.00
MU102 - East Entrance	\$25.00
MU150 - Main Street	\$25.00
MU201 - Webb Lobby	\$25.00
MU202 - Webb	\$100.00
MU202A - Webb #1	\$100.00
MU 202B - Webb #2	\$100.00
MU210 - Alumni Lounge	\$25.00
MU216 - Blue Key Leadership Room	\$50.00
MU220 - Sherrer Room	\$50.00
MU222 - Preston Family Room	\$75.00
MU230 - Skyline Foyer	\$25.00
MU231 - Skyline Room	\$100.00
MU232 - Flint Hills Room	\$50.00
MU233 - Kanza Room	\$50.00
MU 233/234 - FH/Kanza	\$50.00
MU234 - Great Plains Room	\$25.00
MU246 - Roe R. Cross Room	\$25.00
MU250 - KSTC Ballroom	\$100.00

MU250A - KSN Room	\$25.00
MU250B - Black & Gold Room	\$25.00
MU250C - EKSC Room	\$25.00
MU250D - Miller Room	\$25.00
MU250E - PDK Room	\$25.00
MU250F - Xi Phi Room	\$25.00
Tech support	\$50.00 per hour

Main Street Display Tables (8/6/2025)

Organizations may reserve display tables in designated areas throughout main street in the Memorial Union for the purposes of event promotion and informational displays. Display table areas generally include the area adjacent to the Memorial Union Bookstore entrance, the Main Street thoroughfare on the west end of the building, and the west lobby. The use of display tables must be in accordance with these policies. Solicitation on Emporia State University grounds is prohibited.

All display tables must clearly identify the name of the organization hosting the table, and must be staffed by at least one, but no more than four, representatives of the organization for the duration of the reservation. Representatives must remain behind, adjacent to, or directly in front of the display table, and may not move away from the table to follow or stop patrons, or to interfere in any way with the free passage of patrons.

1. **Recognized Student Organizations:** Organizations may reserve display tables at no cost for the purposes of event promotion, membership recruitment, informational displays, and fundraising. Consumable items distributed in exchange for a donation are not allowed inside the Memorial Union with the exception of candy unless otherwise approved by the Director of the Memorial Union.

Recognized Student Organization may fundraise to support: a non-profit charitable organization, a Recognized Student Organization or student scholarships. Any monies collected at a display table must be done in accordance with university and Memorial Union policies and State of Kansas laws and regulations.

2. **University Units:** Organizations may reserve display tables at no cost for the purposes of event promotion, program recruitment, and informational displays, but may not reserve display tables for the purposes fundraising unless 100% of the monies raised directly support scholarship funds. Consumable items distributed in exchange for a donation are not allowed inside the Memorial Union with the exception of candy unless otherwise approved by the Director of the Memorial Union.

3. **Non-University Groups:** Organizations may reserve display tables at the standard space rates provided the group adheres to the display table policies. For the purposes of the display table policies, Non-University Groups will be divided into two categories.
 - a. **Non-Profit:** Organizations may reserve display tables provided that the mission and purpose of the organization is deemed to support or compliment the mission, vision, and/or values of Emporia State University, is determined to provide a service of value to students and supports the university's learning goals. Organizations may not reserve tables for the purpose of fundraising.
 - b. **For-Profit:** Organizations may reserve display tables provided that the goods or services being promoted is deemed to be valuable to the student or campus community and does not conflict with the mission, vision, and/or values of Emporia State University. The promotion of products or services is allowed, but the sale of products or services is prohibited. Memorial Union personnel reserve the right to limit the number of days an organization hosts a display table or to deny display table reservations.

2.10 Solicitation, Fundraising, and Crowdfunding

<https://www.emporia.edu/university-policy-manual/table-of-contents/business-finance/solicitation-fundraising-and-crowdfunding/>

Posting Marketing & Promotional Materials (8/26/22)

The Memorial Union provides several avenues for organizations to promote events and opportunities available to the campus community. Campus organizations will be given priority over non-campus groups. All marketing and promotional materials to be posted must be approved by authorized Memorial Union personnel prior to posting and may only be posted in approved locations. Any posters including a QR code must have the code shown to the approving personnel to show the contents of the code for poster approval. Memorial Union personnel reserve the right to deny postings, or remove without notification, which have been posted without prior approval, have been incorrectly displayed, any material advertising employment, contain profanity, promote discrimination, alcohol or drug abuse, or illegal activity, promote businesses or products competing with university-contracted business partners, or which otherwise conflict with the values and policies of Emporia State University. All materials may be placed on display for up to 2 weeks. It is the responsibility of the requesting party to place and remove the approved poster according to the reservation start/end dates. All posters must have one form of contact (organization name, phone number, email, website) Posters can advertise the following:

1. Organizations and/or events affiliated with ESU
2. Non-University organizations and/or events

Posters (9/14/22)

Posters may be displayed in one the posting locations along the bulletin board on the north wall of the Memorial Union Main Street area. Max poster size is 12x18 & one poster of that size can be put up. If poster size is 8x11 then two posters can be put up.

Fees & Space Rate Schedule

The Memorial Union cost structure below will determine the rates that will apply to an event.

1. **Meeting Space Rate Schedule:** For space in the MU the standard space rates will be assessed as outlined in Table 1.
2. **Summer Camp Coordination:** The Memorial Union serves as the central coordinating department for summer camps and conferences taking place on the university campus, including single day, multiple day, and overnight events in which participants are housed in the university residence halls or use dining services in the Memorial Union. Fees and policies related to summer camps and conferences are outlined in the Emporia State University Summer Camp Contract.
3. **Discounts:** Outlined below are reservations that qualify for discounted rates.
 - a. **Alumni Discount:** Non-University Groups for which the individual organizing the event or playing a significant role in the coordination of the event, is an alumnus of Emporia State University will receive a 10% discount on standard space rates.
 - b. **Meal-Only Room Discount:** If a room is reserved for the sole purpose of a meal catered by ESU Dining Services and is booked in conjunction with another room in the facility in which the event or business taking place is conducted, a discount of 50% will be applied to the room in which the catered meal is held.
 - c. **Decorating Reservation:** If an organization intends to decorate a room for an event, the room may be reserved for the day immediately prior to the event for the purpose of decorating at a rate of 20% of the standard space rate.
 - d. **Post event clean up:** If an organization intends to clean a room after an event, the room may be reserved for the day immediately after the event for the purpose of cleaning at a rate of 20% of the standard space rate.
4. **Lost Key Fee:** The Memorial Union will provide keys to clients for designated storage areas, when requested. The minimum cost of a lost key is \$45.00 per key and the client will be charged for the cost.
5. **Conference & Event Exhibitors/Vendors:** Organizations hosting conferences or events in the Memorial Union may include an exhibit or vendor as part of the conference or event activities. For the purposes of this policy, an “exhibit” is defined as one or more display tables or spaces hosted by the conference or event coordinator, which are staffed by third party organizations, and which promote information, ideas, products, or services related to the content of the conference or event, or relevant to the conference or event participants. Exhibits may take place in open space areas such as lounges and lobbies or within rooms in the Memorial Union. Exhibits must be coordinated through Conference & Scheduling, and exhibitors must be approved by the organization and Memorial Union personnel. Exhibitors are subject to additional fees beyond those assessed by the sponsoring organization. The Memorial Union does not support the assessment of exhibiting fees to Recognized Student Organizations or University Departments by any organization. Additionally, unless otherwise noted or determined by Memorial Union personnel, exhibitors must adhere to the display table policies outlined in the Main Street & Display Tables section of the Conference & Scheduling policies.
 - a. **Recognized Student Organizations & University Units:** Organizations exhibiting at a conference or event are exempt from space usage fees.

- b. **Non-University Groups:** The Memorial Union and Emporia State University are not responsible for lost, stolen, or damaged personal or exhibitor property. In consideration for the use of Memorial Union facilities, the organization and its exhibitors individually waive any claim for damages or injury sustained as a result of their participation in the conference or event. Unauthorized entrance to the exhibit area during the scheduled event is the responsibility of the organization. During times the exhibit area is not open the Memorial Union will, upon request, secure the entrance(s) to the exhibit area if possible. The organization may supply security at its own expense. For the purposes of the exhibiting policies, Non-University Groups will be divided into the following categories.
- i **Non-Profit Organizations:** will not be assessed an exhibitor fee.
 - ii **For-Profit Organizations:** will be assessed an exhibitor fee of \$50 per table.

If the exhibit poses a potential risk of harm, the organization may be required to provide a certificate of insurance to the Memorial Union prior to setting up the exhibit. The certificate must indicate general liability coverage in the minimum amount of \$100,000.00. The certificate must also name Emporia State University and the Memorial Union as additionally insured.

MEETING ROOM SPACE RATE SCHEDULE

Room	New Rate July 1, 2022
MU023 - Heritage Room	\$125.00
Lower Level Lounge	\$50.00
MU048 - Phi Kappa Phi	\$150.00
MU102 - East Entrance	\$50.00
MU150 - Main Street	\$50.00 each
MU201 - Webb Lobby	\$150.00
MU202 - Webb Hall	\$1,200.00
MU202A - Webb #1	\$800.00
MU 202B - Webb #2	\$400.00
MU210 - Alumni Lounge	\$150.00
MU213 (A,B,C) - Webb Offices	\$50.00 each (free if used as storage)
MU216 - Blue Key Leadership Room	\$175.00
MU220 - Sherrer Room	\$175.00
MU222 - Preston Family Room	\$500.00
MU230 - Skyline Foyer	\$150.00
MU231 - Skyline Room	\$500.00
MU232 - Flint Hills Room	\$100.00
MU233 - Kanza Room	\$100.00
MU 233/234 - FH/Kanza	\$200
MU234 - Great Plains Room	\$85.00
MU246 - Roe R. Cross Room	\$75.00
MU250 - KSTC Ballroom	\$1,000.00

MU250A - KSN Room	\$50.00
MU250B - Black & Gold Room	\$50.00
MU250C - EKSC Room	\$50.00
MU250D - Miller Room	\$50.00
MU250E - PDK Room	\$50.00
MU250F - Xi Phi Room	\$50.00