

# Student Services Manual (SSM)

## SSM 801–02: Reserving and Using Student Unions and Centers Facilities

Effective: 1/15/1971

Revised: 3/1/2025

### Purpose

To specify the guidelines for the reservation and use of Student Unions and Centers.

Note—In all 801 policies, Student Unions and Centers include the following buildings: the Memorial Union (Tempe); the Student Pavilion (Tempe); the Polytechnic Student Union (Polytechnic); University Center Building (West Valley); and the Student Center at the Post Office (Downtown).

### Source

Educational Outreach and Student Services

### Policy

Student Unions and Centers are available to the following groups:

1. officially registered student organizations (Category I)
  2. university departments and colleges (Category II)
  3. university-sponsored groups (Category I and II)
- and
4. groups other than those listed above, if the requested dates are not in conflict with the university calendar (Category III).

Each location reserves space for the facilities on their campus. To receive the best service and selection of space available, the client must request rooms with as much advance notice as possible.

Room charges apply to categories I and II whenever there is a registration fee, conference fee, admission charge, donation requested, or when an event is advertised to the general public and/or there is a reasonable expectation that the majority of attendees will not be current ASU students, ASU faculty, ASU staff, or students from another institution of higher education or a K-12 educational institution. Room charges and audiovisual charges are applied to category III under all conditions. Staffing and equipment fees may be applied in all categories.

For specific policies, a schedule of facility charges, and room use guidelines, please refer to each campus location:

- [Memorial Union](#)
- [Student Pavilion](#)
- [Polytechnic Student Union](#)
- [University Center Building \(West Valley\)](#)

and

- [Student Center @ the Post Office](#)

## **Cross-References**

For information on rules governing the general use of Student Unions and Centers, see [SSM 801-01](#), “General Building Rules.”

For information on reserving and using Student Unions and Centers facilities for meals, see [SSM 801-03](#), “Food Services.”

For information about security services, see the *Police Department Policies and Procedures Manual*—[PDP 202-01](#), “Management of Special Events.”