Guidelines for Event Planning

Reservation Policy
Room rental fees are waived for University recognized organization reserving Union meeting rooms. Booths 1-5 (located on the second floor) are reserved for University recognized organizations (only). Booths may be reserved for 3 days during any one-week or once a week for a three-week period. Vendor Booths C & D (located on the first floor) are reserved for specialty retailers. Non-University Organizations are welcome to reserve space for a fee.

Audio Visual/Food Service
For your convenience, the Memorial Union is equipped with Digital Projectors, TV’s, VCR’s, DVD’s, Portable Sound Systems, Microphones, Overhead Projectors, White Boards, Flipcharts, Easels, Data Ports and Phone Lines. For events with more extensive technical needs our student Technical Production staff at 874-2034 will be happy to assist for a nominal fee. Food service for all events can be provided by URI Dining Services at 874-4331.

Student Social Events Over 50
Any student social event with attendance over 50 guests, whether open to the public or private, MUST BE REGISTERED with the Event Scheduling Office of the Memorial Union. Student social events with more than 100 individuals may require an event manager, security and fire safety.

Advertising
Banners, Flyers, Posters, Table Tents, the SPO calendar, the URI Web Calendar and the Union Kiosk are all great tools for promoting your event. For more information on “how to”, contact the Student Programming Office (SPO) at 874-5280.

Decorations
All decorations for use in and/or on the Memorial Union must be flame proof. No thumbtacks, staples, or tape (except for blue painter’s tape), may be used on painted or varnished surfaces. All decorations and materials must be removed by the sponsoring organization immediately after the event or unless other arrangements have been made; this includes picking up all trash, garbage, bottles and cans generated from the event and placing them in the appropriate containers.

Cancellation Policy
In order to meet the needs of our community, we kindly request that cancellations be submitted in writing 48 HOURS in advance of the reserved start time. Failure to cancel a reservation may result in loss of room/booth privileges and the organization may be charged for the costs incurred by the event’s preparation. Events/Promotions with zero attendance after 1 hour will be considered a cancellation and the Union reserves the right to release the space.

Pre-Scheduling
Union Facilities may be pre-scheduled on or after April 1st for the fall semester and October 1st for the spring semester.

Who To Contact To Reserve Each Venue

<table>
<thead>
<tr>
<th>Venue</th>
<th>Standing Room</th>
<th>Auditorium</th>
<th>Banquet</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery</td>
<td>100</td>
<td>75</td>
<td>32</td>
<td>25</td>
</tr>
<tr>
<td>Maximum Capacity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booths 1-2</td>
<td>$125.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Booths 3-5</td>
<td></td>
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</tr>
<tr>
<td>Union Square</td>
<td>100</td>
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</tr>
<tr>
<td>Commuter Lounge</td>
<td>As Is</td>
<td></td>
<td></td>
<td>$125.00</td>
</tr>
</tbody>
</table>

For all your event planning questions, please contact The Student Programming Office
Memorial Union, Room 206
Phone: 401-874-5280
Fax: 401-874-5317
E-Mail: spo@etal.uri.edu
Ballroom
Maximum Capacity
Standing Room 350
Auditorium 225
Banquet 220
3000 square feet
*ballroom & party room can be combined into one room-$450*

The Party Room
Maximum Capacity
Standing Room 150
Auditorium 100
Banquet 80
1500 Square Feet

Atrium I
Maximum Capacity
Standing Room 150
Auditorium 85
Banquet 60
1125 Square Feet
$150.00

Atrium II
Maximum Capacity
Standing Room 150
Auditorium 85
Banquet 50
1125 Square Feet
Dry Erase Board/Screen $150.00

Room 318
Auditorium for 48
Dry Erase Board/Screen $100.00

Room 360
Auditorium for 48
Dry Erase Board/Screen $100.00

Room 308
Auditorium for 32
Dry Erase Board/Screen $100.00

Room 301
Conference for 15
Dry Erase Board/Screen $75.00

Room 314
Conference for 14
Dry Erase Board/Screen $75.00

Room 354
Conference for 14
Dry Erase Board/Screen $75.00

Room 302
Conference for 10
Dry Erase Board $75.00

Room 301
Conference for 15
Dry Erase Board/Screen $75.00

Room 302
Conference for 10
Dry Erase Board $75.00

Room 301
Conference for 15
Dry Erase Board/Screen $75.00

Room 314
Conference for 14
Dry Erase Board/Screen $75.00

Room 354
Conference for 14
Dry Erase Board/Screen $75.00

Memorial Union Meeting Rooms
To Schedule Call: 401-874-2214