

Marquette University
Alumni Memorial Union Event Services Office
Alumni Memorial Union, room 245

ALUMNI MEMORIAL UNION PRACTICE SPACE POLICY
Alumni Memorial Union and Humphrey Practice Space

Effective Spring 2019

This policy addresses campus space usage for the purpose of practice in the Alumni Memorial Union and Humphrey Practice Space. Use of these spaces can be requested by university departments and recognized student organizations.

- AMU Facilities and Humphrey Practice Space requests can be made in person by visiting the AMU Event Services Office (AMU 245) or via phone at (414) 288-7202.
- Spaces that organizations can use for the purpose of a practice.
 - Humphrey Practice Central, North, South
 - Weasler Auditorium and Varsity Theatre
 - AMU 157, 163, 227
 - Marquette Place Practice Space
 - Other space on a case by case basis
- Practice space defined as:
 - Empty setup
 - No tech assistance provided
 - Dance/exercise/movement-based event
- Practice hours that can be requested:
 - AMU Monday-Saturday 7 am - 11 pm
 - AMU Sunday 9 am - 11 pm
 - Humphrey 5 am - 11 pm
- Each organization will be able to reserve 6 hours of practice time per week in AMU spaces for the next semester
 - Limited to 3 recurring reservations per week, per semester
 - Recurring reservations can be submitted:
 - Monday After Spring break for Fall semester
 - Monday After Thanksgiving break for Spring semester
- Can reserve an additional 4 hours of space for the following week beginning Friday morning
 - No day of reservations for practice space will be accepted
 - Can reserve additional space up to 8 days in advance
 - Week defined as Sunday-Saturday

- 3 strike policy
 - No shows, leaving space more than an hour early, staying over allotted reservation time results in 1 strike against an organization
 - Must cancel the reservation at least 48 hours in advance if unable to attend to avoid No Show status
 - If 3 strikes are reached the ability to use AMU and/or Residence Life practice space is taken away for the rest of the semester
 - Will be warned by their event coordinator after each strike
 - Able to reserve space on their own through Rec Center & Plex
- No sharing unused time with other organizations
 - Cannot front for another group
 - No reserving space as a “meeting” when it is practice space
 - Building staff and Event Services Staff will routinely check practice spaces
 - Ex: organization booking a meeting with an empty setup
- Large Event Tech Rehearsals
 - An additional 3-hour block will be reserved for tech/dress rehearsal in the days before major events and performances. Other requests taken on a case by case basis
- Reservation Representatives
 - Up to 3 representatives from each organization will be allowed to reserve space per academic year. All members of the organizations must go thru these three representatives to book space with the Event Service Office
 - President, event coordinator, eboard member, etc.
 - List of the three representatives must be submitted to the Event Services Office prior to booking space

Additional practices on campus can be reserved by contacting the following:

Please note that additional regulations/policies may be in place for spaces reserved outside the Event Services Office

- Residence Hall Practice Space Contact:
 - Rachel Teppes, rachel.teppes@marquette.edu
- Rec Center Space Request Contact
 - Scott Anderegg, scott.anderegg@marquette.edu
- Rec Plex Space Request Contact
 - John Kratzer, john.kratzer@marquette.edu