WELCOME TO EVENT MANAGEMENT

The Event Management Office serves as a resource to the entire university, providing expertise and guidance in the planning and implementation of events hosted by individual colleges, departments and registered and approved student organizations. Our mission is to successfully coordinate your program from initial concept to completion of the event in collaboration with the Office of Student Development; in partnership with department campus partners. We are committed to providing university community high quality customer service through each step of your event planning process.

STUDENT ORGANIZATION SPONSORED MEETINGS & EVENTS

In order to enhance the quality of campus life for Marquette students and their guests, student organizations are encouraged to sponsor a wide range of programs that are socially, recreationally, educationally and culturally diverse. While these programs are generally provided for the members of the campus community, others may be invited to participate in university activities in an effort to improve the campus environment for Marquette students.

All registered student organizations must submit an event request form through Marquette Involvement Link https://marquette.collegiatelink.net/ for all events, publicity, fliers, displays, and literature distribution, except for general meetings and practices. The form must be submitted at least two weeks in advance. Approval or denial for each event will be made within a few days of the submission. All publicity is also approved through the same form on Marquette Involvement Link.

Office of Student Development Resources for Student Organizations: http://www.marquette.edu/osd/

DAYS AND HOURS OF STUDENT ACTIVITIES

The days and hours of student activities directly pertain to the availability of space on campus (e.g., AMU facilities, classrooms, and grounds). All activities on campus must conform to the regular closing hours of the building or area. If necessary, permission for use of a building or room or area outside of its regularly scheduled hours may be arranged for a special event through the AMU Event Management Office. In such cases, the AMU Event Management Office will make proper arrangements with both the organization sponsoring the event and the particular department of the university that is responsible for the use of the building.

During final examinations, group activities are not encouraged and may be held only under the following provisions:

Activities may be held only on campus
No activities may be held in residence halls
Activities must be pre-planned so that no student is actively involved in the sponsoring or production of the function. The types of activities should be limited to programs that require little time in planning and executing
AMU OPERATING AND ROOM RENTAL POLICY

A. In an effort to eliminate fees to MU community meetings and events, effective July 1, 2016, the Alumni Memorial Union in collaboration with the Division of Student Affairs, Provost, and Budget Offices have established a pricing structure for University Hosted Events and Non-University Group Events. Beginning July 1, 2016, university departments and registered & approved student organizations will no longer be charged for use of meeting/event space(s), AV and Non-AV equipment or labor when criteria as defined in the Guidelines for Determining MU Facility Usage are met.

Fees apply for use of Dance Floor and Pipe & Drape as staff scheduled beyond normal operating hours is required.

Normal cleaning of the room will be the responsibility of the union staff. A user may be charged any cost resulting from conditions caused by the group which require additional staff or additional cleaning to restore the room to the pre-event condition. For safety reasons, users may not change room setups.

Charges for the full cost of repair or replacement will be made by the user for any damages to the furnishings, equipment, or facilities whether accidental or purposeful.

B. Authorized AMU staff will operate all audio-visual equipment that belongs to the Alumni Memorial Union.

C. Marquette University Catering provides catering for campus venues; including outdoor spaces. All food & beverage needs for events scheduled within the Alumni Memorial Union facilities, are required to be obtained through Marquette University Catering. The AMU facilities include the Weasler Auditorium, Varsity Theatre, Center for Intercultural Engagement, Union Sports Annex, and outdoor spaces adjacent to the AMU.

D. Food and beverages are not permitted inside the Varsity Theatre or Weasler Auditorium. The lobby areas of these buildings are approved for food.

E. Any group that sponsors an activity or event is responsible for the actions of guests and participants and/or the proper use of the facilities, furnishings and equipment in the scheduled areas by the guests and participants attending the function. Some events may require security as requested by the sponsoring organization or by the Alumni Memorial Union or both. The decision to retain appropriate security will be made by MUPD following a discussion with the sponsoring group leadership.

F. The Alumni Memorial Union does not assume responsibility for damages to or loss of any materials or equipment left by groups in any of the buildings or on display or in storage.

G. In the interest of personal safety of guests, students and staff, the following rules must be followed:

The space reserved for each particular function is not to be used in excess of the normal seating capacity.

All aisles leading to exit doors must be kept clear and unobstructed.

Exit doors must not be fastened or obstructed so that the doors can be opened readily.

H. The following are prohibited in the facilities:

Commercial Solicitations (including distributing any kind of written or printed materials, sales of goods or services, including foods, buy back of books, etc.) on University property at any time.

Commercial Solicitations that relate to the promotion or consumption of alcoholic beverages, tobacco, or products or services that are contrary to the policies or mission of the University, are prohibited.

Decorations, displays or exhibits that require flame or water. (Hurricane candles can be used on tables. No open
The use of tape, glue or adhesive on the walls, ceilings, windows, door frames, columns or staging for attaching material.

The use of nails, screws, tape or glue to suspend materials from the ceiling or light fixtures.

Any other activity that could physically damage the building or its furnishings or equipment.

I. The following are prohibited unless special permission is obtained from the AMU Event Management Office.

- The use of amplifying systems in the building, the hallways, the food service areas or other rooms or outdoor spaces
- The rearrangement of furnishings in the facilities
- Approved vendors, at the discretion of Event Management in cooperation with appropriate campus approval, may be permitted to sell their products at specified locations on campus based on defined contractual terms.

J. A copy of any contract for live performances is expected to be on file, be reviewed, and be approved by the Office of Student Development and AMU Event Management office before any event is publicized and taking place. A copy of the contract must be submitted to the AMU Event Management Office for review. Waivers and releases may also be required per the Office of Student Development. Contact Event Management to secure space reservation(s) for live performances prior to beginning the contract approval process.

K. The AMU Event Management Office will coordinate security services at the discretion of MUPD.

As you plan large events in some of Marquette's major venues, you may find you have additional staffing and security needs. Please note that some events may require security staff. The AMU staff are available to help you determine what is needed for your event and they are able to make staffing arrangements for you. In some cases, AMU Event Support and Security can be used in place of or in partnership with MUPD officers. Please work with your assigned Event Coordinator to arrange staffing.

L. Doors for events will be opened and tickets will be on sale one half hour before the event start time unless otherwise requested by the sponsoring organization.

M. Ticket sales in AMU facilities are permitted in approved areas by AMU staff following university ticket production and distribution protocol. Event Ticket Request Form

N. Each event at the Varsity Theatre is entitled to one (1) line on the marquee listed in order by date with the name and time of the event. Arrangements for this are on a request basis through the AMU Event Management Office, and are at the discretion of University needs and events.

O. All applicable federal, state, and municipal laws and ordinances, and all other rules, regulations and policies of the university shall be observed and enforced in these facilities.

P. Violation of applicable policies could result in the following actions being taken, singularly or in combination:

- A warning that the activity was inappropriate to the facility
- Payment for any labor, repair or replacements costs caused by the violation
- Forfeiture of the use of space for a stated period
- Referral to other campus offices for action; additional sanctions may apply
UNIVERSITY SPACE & ROOM RESERVATION PROCEDURE

A. Space and room reservations of the Alumni Memorial Union facilities will be accepted from recognized and approved student organizations up to one year prior to the event date. Organizations are not permitted to tentatively hold space until you have been recognized and approved for the upcoming year. All reservations remain tentative, and, therefore, subject to cancellation, until necessary approvals are obtained and complete setup information is provided.

B. Space and room assignments shall be made at the discretion of the AMU Event Management Office. Your assigned Event Management Coordinator will make recommendations for appropriate room assignments and reserves right to relocate meetings and events to maximize use of event space or ensure proper use of space. Notice will be provided to sponsors and their guests.

C. 24 hour on line space and room reservations forms are available. Reservations are also accepted during regular office hours in the AMU, Room 245, or phone 8-7202.

   On line Space Request Form - Single Date Request
   On Line Space Request Form - Multiple Date Request
   On Line Space Request Form - Recurring Date Request

Reservations are subject to space, room and equipment availability, when submitted by the following deadlines:

Minor set up required: two working days before event date
Food service required: minimum of 10 working days before event date
Food service guarantees: three working days before event date
 AMU Ballroom, Union Sports Annex, Weasler Auditorium, Varsity Theater, Marquette Place, Brooks Lounge, or major portions of the building, outdoor space, and significant space in other university facilities: 30 working days before event date
Technical equipment or personnel required: 15 working days before event date
Security personnel required: 15 working days before event date
Use of union facilities, outdoor space, or other significant facilities beyond stated operating hours: 30 days before event date

D. Student organization sponsored dances, concerts, and/or large venue performances may be permitted during, winter, fall, or academic breaks. 30 days advanced planning may be required to ensure availability of required staff support.

E. Approval is required from the person recognized as the head of the sponsoring department or group; for an academic or administrative department the dean, director or department chairperson, and for a student group, the president or chairperson is required. For an event with two or more sponsors, approval is required from the head of each group.

F. The sponsoring group agrees to cancel reservations when possible if plans are changed so that the space will be available for other groups.

G. Organizations that make a space or room reservation and fail to honor it will be considered a "no show". Please note that a second "no show" violation may place an organization on hold status. A third no show may result in withdrawal of reservation privileges.

H. In the event that the premises or any part thereof be damaged or destroyed by fire, or any other cause, or if a strike, act of God, national emergency, or other unforeseen event of any kind, shall make the premises unusable or uninhabitable or
prevent the full presentation of the program, the reservation agreement shall terminate. In any case of dispute, the AMU
Event Management Office decision to terminate an event will be final.