



USER CATEGORIES

1. UNIVERSITY COMMUNITY

1.1. Student Fee Funded Departments will receive **Group A Rates**, which are equal to 100% discount on room rentals fees. Rental equipment, labor and other services with fees are additional.

1.2. Recognized Student Organizations (RSO) will receive **Group A Rates**, which are equal to 100% discount on room rentals fees. Rental equipment, labor and other services with fees are additional.

1.3. OSU Departments (Education and General funded), OSU Foundation, and the OSU Alumni Association will receive **Group B rates**. Rental equipment, labor, and other services with fees are additional.

1.4. Individual Students will receive **Group A Rates** for rental of specified space for study and practice rooms.

2. EXTERNAL GUESTS

External Guests are permitted to reserve indoor meeting rooms and event spaces only.

2.1. OSU employees and individual student activities of a social nature and not directly connected to the operation of the University will pay full rates. **Group C rates** are full rates with no discounts.

2.2. All Commercial, Regional and National Organizations and Agencies not sponsored by Category 1a, b, or c users. **Group C rates** are full rates with no discounts.

Category 1 users may rent meeting rooms and large event spaces in the MU, MU Quad, Student Experience Center, and Plaza.

Category 2 users may rent meeting rooms and large event spaces for a rental fee at the MU.

It is the intent of the following policies that whenever Memorial Union facilities are used by Category 1 groups for the purpose of generating income, for whatever purpose, a rental fee will be charged in addition to charges for all direct services provided to the event. All events must be directly managed by the reserving Categories 1 or 2 groups. The MU does not discount co-sponsored events within Category 1 groups, (i.e., OSU Departments and Recognized Student Organizations (RSO) unless the RSO is a department student group (DSO) funded with a department index.



Public areas include lounges, hallways, and dining areas. Public areas are not available for rentals unless connected to a large event space or standard meeting room and used as overflow activities. Pre-approval from the MU Reservations Office is required for public space overflow use.

SCHEDULING

Category 1 and **2** users request for space must be made to the MU Reservations Office. Recognized Student Organizations are required to use the [MU Online Reservations System](#). Access to the online system is allowed upon completion of the annual recognition process.

Departments are requested to use the [MU Online Reservations System](#) or accepted through email: reservations@oregonstate.edu. The cost of the reservation is based on the time the event starts and finishes. Event time is defined by the event program as advertised. Clients requesting access to the facility during non-open hours or space access earlier than the time listed for client setup may be billed on the half-hour.

3. SCHEDULING EVENT SPACES

3.1 Pre-set standard meeting rooms may not be reserved for over one year before the requested event date. Included in the cost, client access to the rooms reserved 15 minutes prior to and 15 minutes post event for setup and teardown.

3.2 Large event spaces or multiple meeting rooms (3 rooms or more) requiring setup may not be reserved for more than one year in advance. Exceptions to this one-year scheduling rule may be granted by the MU Director. Included in the cost, client access to the rooms reserved 60 minutes prior to and 30 minutes post event for setup and teardown.

3.3 The Memorial Union Main Lounge is often regarded as the "living room" of campus and has served as a favorite gathering space for students for generations. The Memorial Union takes immense pride in maintaining this historic and welcoming environment, ensuring it remains accessible and enjoyable for all students.

To preserve the availability of the Main Lounge for the student body, the policies governing its use for events are designed to maximize access for informal gatherings, studying, and daily use. These policies ensure that the Main Lounge continues to fulfill its role as a central, inclusive hub for student life.

We appreciate the cooperation of all members of the Oregon State University community in adhering to these policies, which help us maintain the lounge's availability and uphold its tradition as a cherished campus space.

To maintain the Main Lounge as a student-centered space, reservations are limited to one per week during academic terms.



3.3.1 One reservation can occur weekly from Monday through Friday weeks 1 – 9 during the Fall, Winter, and Spring Terms

3.3.2 Requests can be made 365 days in advance and no later than 90 days from the date of the first booking.

3.3.3 If the setting up of the Main Lounge for an event requires the removal of furniture, a secondary room must be available and reserved for the storage and/or setting up of the displaced furniture. The client is responsible for the cost of the secondary space.

3.3.4 The Director of the Memorial Union reserves the right to utilize the Main Lounge as a gathering location for the OSU community in times of need, crisis, or celebration at their discretion. This provision ensures that the Memorial Union can effectively serve the immediate and emergent needs of the Oregon State University community. Events or reservations may be adjusted or rescheduled to accommodate these priority uses as determined by the Director. The primary goal is to provide a supportive and responsive environment for students during significant moments.

4. TERM RESERVATIONS

Term reservations for Recognized Student Organizations will begin on the 1st of the month before each term starts.

4.1. Meetings are limited to three hours per week for the second floor, 104, and 105 meeting rooms.

4.2. Recognized Student Organizations may secure up to two reservations per term, for large event spaces up to one year in advance. Additional dates can be added on the first day of the term based on availability. Limited to one reservation with a maximum of three hours per week.

4.3 Rehearsals, which are defined as a closed event and contiguous to the scheduled open event, may be requested on a waiting list status up to one year in advance. Requests on a waiting list status will be reviewed seven days before the requested date. If the date is not reserved by another Category 1 user for an open event 7 days in advance, then the wait list status will be changed to confirmed. Technical rehearsals may be held as scheduled.

5. OUTDOOR RESERVATIONS

Outdoor reservations will occur during rain or shine. The request for additional space in the event of inclement weather will follow cancellation policies below.



6. EVENT SET UP

In the event of setting up tables and chairs, or moving furniture, labor will be charged to the sponsoring group.

7. STUDY AND PIANO PRACTICE ROOMS

- 7.1.** Reservations are on a first-come-first-served basis and available to OSU students.
- 7.2.** The maximum reservation time is 3 hours. Students may check out a room for immediate use if available. Immediate use check-outs do not count against the daily limit for advanced reservations.
- 7.3.** Reservations are limited to one per person per day and may be made up to 3 days in advance online.
- 7.4.** If the guest for a reserved room does not check in at the Information Desk within 15 minutes of the reservation's start time, the reservation will be canceled, and the room will be made available to guests for immediate use check-outs.
- 7.5.** Failure to leave a study room when requested by MU staff, regardless of reason, may result in loss of the privilege to use study rooms, a referral to the Student Conduct office, or a referral to campus Public Safety.
- 7.6.** Thesis presentations can request space by contacting reservations@oregonstate.edu.

8. PAYMENT

- 8.1** OSU Departments must provide a billing index or foundation account at the time the reservation is made.
- 8.2** Recognized Student Organizations must provide payment seven working days in advance of the event. Forms of payment accepted are Purchase Authorizations, cash, or credit cards. Personal checks are not accepted.
- 8.3** External guests must provide a 50% deposit upon confirmation of the event. Full payment is required 30 days before the event.

9. CANCELATIONS

- 9.1** Cancellations are only accepted by the authorized representative listed on the reservation, department head, RSO officer or budget authority in writing by emailing reservations@oregonstate.edu. Category 1.2 users (RSO) with a 100% discount on room rentals



may be assessed as a cancellation fee based on type of reservation. Category 1.1 (SFF Departments) users with a 100% discount on room rentals will be charged at the Category 1.3 (OSU Departments) rates as follows.

9.2. For cancellations of pre-set standard meeting rooms more than seven working days before the event date, there will be no charge.

9.3 Cancellations of large event space and/or multiple meetings rooms and multiple outdoor spaces are as follows:

9.3.1 90 - 30 days in advance of the event date will be 50% of the room rental.

9.3.2 Less than 30 days before the event date, full price of the room rental will be charged along with any labor incurred. Event planners that do not arrive for their scheduled date shall be considered canceled.

9.4 Cancellations for a single outdoor space will be no charge 24 hours in advance.

9.5 Cancellations of rented equipment or furnishings will follow the vendors' cancellation policy.

9.6 Cancellation of outdoors spaces for inclement weather will incur no charges over 72 hours in advance.

10. EVENT STAFFING AND SECURITY

10.1 Event staff are required for event management, operating sound systems, lighting systems, streaming, and recording. The MU Reservations Office will determine event staffing needs. Labor fees are additional.

10.2 Security staff may be required for specific events, as determined by the MU.

10.3 Alcohol monitors are required for all events serving alcohol. Alcohol risk will be assessed by the MU Administration, and the number of required alcohol monitors will be determined.

11. AMPLIFIED SOUND

The use of amplified audio is limited due to the potential impacts on adjacent spaces and the overall environment of the Memorial Union. To ensure a balance between event needs and the comfort of all Memorial Union users, the following guidelines apply.

11.1 Amplified audio is permitted only with prior approval from the Memorial Union Guest Services team.



11.2 The Memorial Union Guest Services team has final determination on what audio level is acceptable in the event space.

11.2.1 Indoors: MU staff may require amplified sound to be reduced or turned off if it disrupts services, students, or other events. Individuals or groups may also be asked to lower their voices if noise levels interfere with the building's operations.

11.2.2 Outdoors: Amplified sound is permitted during designated periods:

- Weekends: Fridays (4 pm–11 pm), Saturdays (8 am–11 pm), Sundays (8 am–10 pm), with a maximum output of 110 decibels.
- Primary Academic Periods: Monday–Thursday (8 am–10 pm), Fridays (8 am–4 pm), with a 2-hour limit per event and a maximum of 50 decibels.
- Sound levels will be measured by MU staff at the base of the nearest academic building.

11.3 Event organizers must comply with any adjustments to audio levels as directed by Memorial Union staff to minimize disruptions to other activities and spaces within the Memorial Union. Non-compliance may result in event adjustments or cancellation.

FACILITIES & USE POLICIES

The Memorial Union Facilities (MU) serves the needs of Oregon State University students, faculty, staff, visitors, and guests.

The use of space and seating, including the use of meeting rooms, game rooms, lounges, dining facilities, restrooms, tables, chairs, sofas, computers, printers, and the like, within the MU facilities shall be confined to the purpose(s) for which the space and property are designed and equipped.

The MU Premises include the MU, MU Quad, Brick Mall, Student Experience Center, and Plaza. All individuals who use the MU facilities are expected to know and adhere to applicable established Facilities policies, [OSU Policies](#) and Procedures, [Student Conduct Code](#), as well as federal, state, and local law. To ensure that everyone can enjoy and benefit from the Memorial Union's resources, behaviors that disrupt others' use of space are not permitted. Patrons are asked to observe the following OSU policies and guidelines to help maintain a positive and inclusive environment.

12. ALCOHOL



12.1 The serving and consumption of **Alcohol** at the MU is only permitted at designated events where the Office of Risk Services has approved an alcohol permit. Alcoholic beverages are not to be removed from the designated event area.

13. ANIMALS

13.1 **Animals** are not permitted in the MU facilities at any time except for service animals. Refer to the Campus Facilities and Ground Manual 007-07: Animals on Campus Policy.

14. BICYCLES & OTHER WHEELED RECREATIONAL DEVICES

14.1 Parking, riding, or walking of bicycles; use of skates, skateboards or scooters and other devices not approved under the Americans with Disabilities Act are not permitted inside or locked to the MU Facilities.

15. BLOCKING PATHWAYS

15.1 At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by individuals, an event or event set up. All event setups must observe fire code and comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination based on disability. Use of service hallways by event organizers and attendees is prohibited due to fire code

16. CLASSES

16.1 The MU is not available for regular academic classroom activities except on the permission of the MU Director. Exceptions to this policy are the Physical Activity Course (PAC) classes for Bowling and Billiards.

17. CANDLES, INCENSE, OTHER DEVICES WITH OPEN FLAMES

17.1 Candles, incense, other devices with open flames are not permitted indoors or on covered balconies without prior approval from Corvallis Fire Department

17.2 [Ceremonial Burning & Smudging University Policy 04-125](#) recognizes Ceremonial Burning and Smudging as important cultural practices for many people and welcomes these practices on university-owned or -controlled property pursuant to the procedures in this University Policy that promote safety.

18. DECORATIONS



18.1 Decoration plans for events require approval from the MU Reservations Office. No paint, glitter, glue, candles, straw, hay, confetti, bubbles, dry ice, or wall adhesives can be used in spaces without prior planning and approval. Decorations cannot be affixed to walls, curtains, ceilings, sprinklers, fixtures, entrances, or emergency exits.

19. EQUIPMENT RENTAL

19.1 Equipment rentals for meetings and events are charged as a separate fee from the room fee. Equipment charges are based on reservation bookings unless otherwise approved as a package for conferences and large multi-day events. A repair or replacement fee will be charged for lost equipment and equipment returned damaged or broken. A labor fee will be charged for equipment requiring MU operators.

20 FACILITY ACCESS

20.1 MU employees and facility tenants may access office suites after hours for business purposes only.

20.1.1 Requests for after-hours access to host events occurring within the next 14 days will be considered based on available resources.

20.1.2 A facility access fee will apply for use outside of regular building hours.

20.1.3 Individuals who are not employees, students, faculty, or staff—and who do not have prior permission—are not allowed in MU facilities before opening or after closing.

20.1.4 All individuals must leave the premises immediately when requested, including during emergencies or drills.

21 CATERING AND FOOD SERVICE FOR EVENTS

21.1 Food service must follow University and Benton County regulations for food service. MU policies for food service can be found on the [MU Website](#).

22. INSURANCE AND PERMITS

22.1 [Insurance and Permits](#) – OSU Departments may require additional insurance and permits for some activities. The MU staff will work with OSU Risk Services to determine the correct insurance coverage.

22.2 Alcohol served at events requires a permit from OSU Risk Services.

<https://risk.oregonstate.edu/alcohol-service>



22.3 Tenants' and Users' Liability Insurance Policy (TULIP) is available based on risk assessment for large events. <https://risk.oregonstate.edu/events-activities>

22.4 External guests must provide a Certificate of Insurance (COI) 30 days before the event.

A properly completed Certificate of Insurance must be obtained before services are provided, or others can use OSU facilities.

The Certificate of Insurance must have the following:

22.4.1. The named insured must match the name in the contract.

22.4.2. The appropriate coverage and limits must be shown.

22.4.3. The Certificate Holder section should show the OSU contact name and address.

22.4.4. The Description of Operations should refer to the specific duty, service, or event.

22.4.5. A policy endorsement or policy language must come from the insurer affording additional insured status, as follows: **Oregon State University, its trustees, officers, employees, and agents as additional insured.**

23. LOST AND FOUND

23.1 Lost and Found – Please refer to the OSU Central Lost & Found Policy.

23.1.1 Personal and Unattended Property – The MU is not responsible for lost, stolen, or damaged private property belonging to users of the facility. Patrons are prohibited from leaving unattended bags, backpacks, or other personal items in the MU facilities (including reserving seating). Unattended bags, packages, and personal items present security risks. Unattended items are subject to confiscation and will be held according to the policy.

23.1.2 The MU retains lost and found items for two weeks before transferring them to Central Lost and Found. Items with personal information or valuables are handled by the [Department of Public Safety](#).

24. MARKETING

24.1 Ad Spaces are available at no charge to category 1 users. Ad Spaces are available for reservation by Category 1. Users. (Refer to Policy 1.p 1.) Reservations may be made no more than one year in advance. Any content displayed in a language other than English shall also



contain an English language translation to ensure communication with the overall University community.

24.2 Postings – The MU provides general bulletin boards for OSU related events and programs. Approval is required through the MU Information Desk to post information on general bulletin boards. Within reserved meeting/event spaces, clients may temporarily use approved tape to affix items to walls. The events office will provide the tape. Nails, screws, tacks and staples, and client provided tape are not permitted on any building surfaces. MU facilities tenant offices must follow the Office Space Policy.

25. PHOTOGRAPHY & FILMING

25.1 Candid, snapshot photography and filming for personal use is allowed if it does not interfere with the course of normal building operations. Organized, posed group, or individual photography or videography involving professional equipment is permitted. Event organizers wishing to photograph or film inside their reserved space and for their own personal use are permitted without approval. Photography is not allowed in restrooms. To use images, video, or voice recordings for marketing or promotional purposes, you must obtain an OSU Model Release Form from the subject.

26. PIANO

26.1 The MU Main Lounge piano is provided for use by the OSU community and enjoyment of all. Players must follow the Piano Guidelines for Use found on the piano or available at the MU Info Desk. The MU staff may close and lock the piano at any time if it interferes with other events in the building, during Dead Week and Finals Week. Practice Rooms with pianos are available based on the event schedule of the Ballroom.

27. POLITICAL ACTIVITIES

27.1 There is no prohibition against active participation by Department employees in various community and public affairs, it is expected that time given to such activities shall not interfere with the duties of the employees concerned. No employee shall take action that might be construed as committing the institution or the Board to a position on public issues.

28. RESTROOM USE

28.1 Restroom use may not create a safety or health hazard for other users. No one shall use the restrooms for bathing, showering, cutting hair, or for more than casual grooming. Restrooms are not to be used for washing personal belongings.

29. SOLICITATION



29.1 No active solicitation of money for philanthropy, fundraising or private businesses is permitted in the interior public areas of the MU Facilities.

30. SMOKING ON UNIVERISTY PROPERTY

30.1 [Smoking on University Property](#) is prohibited on campus.

31. FREEDOM OF SPEECH

31.1 [Freedom of Speech](#) - Oregon State University fosters an inclusive environment where everyone is provided an equal opportunity to succeed, learn, explore, and engage in dialogue. Freedom of expression is essential to the university's commitment to ensure inclusive educational opportunities. At Oregon State, differences and dissenting viewpoints are not only tolerated but encouraged as part of the educational process. As a community, we recognize that freedom of expression is a right that may raise strong emotional responses when put into practice.

31.1.1 [Time, Place and Manner for Free Speech Activities](#): This policy describes the purpose and scope of free speech, use of the MU Quad, Brick Mall, SEC Plaza, and all public spaces. This policy covers solicitation, leafleting, and campus signage. See link for full policy.

31.1.2 [Interference with Services and Uses](#) – Within MU Facilities, patrons are prohibited from engaging in physically threatening or violent behaviors, and behaviors that disrupt our staff's ability to provide services or interfere with another patron's ability to receive services or use the facilities consistent with its purpose. Doing any of the above-mentioned may result in loss of future access to the MU facilities.

32. UNMANNED AIRCRAFT SYSTEMS

32.1 The recreational use of unmanned aircraft systems including drones over the MU Quad, Brick Mall and SEC Plaza are prohibited during events. Any commercial UAS operations that occur at or above OSU controlled property, regardless of the affiliation of the operator, must obtain approval from the [OSU Research Office](#) before operating the UAS.

ENFORCEMENT PROCEDURES

The goal of MU staff is to maintain a welcoming and positive environment for all users. Enforcement of these rules is as follows:

- Any OSU community member who violates these MU policies may be disciplined in accordance with applicable University policies and procedures and may also be subject to



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criminal sanctions and penalties. Persons not members of the OSU community and those who violate these policies may be subject to criminal sanctions, penalties, and exclusion from campus.

- Failure by MU clients to adhere to any of the policies may result in additional fees to the individual, department or group and could include the loss of access to the MU. Separate restrictions and violations may be stipulated in specific contracts for vendor spaces and permanent building tenants.

In the case where an individual is directed to leave the MU due to severe violation of any MU or OSU policies, the act of removing a visitor will be done by OSU Police or Public Safety officers and in accordance with OSU trespass warning protocols.

Policies Approved by the Memorial Union Advisory Board October 13, 2022

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