

## 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 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 1<sup>st</sup> for the fall semester and October 1<sup>st</sup> for the spring semester.



### Gallery Maximum Capacity

Standing Room	100
Auditorium	75
Banquet	32
Conference	25
	\$150.00

### Booths 1 - 2

### Booths 3 - 5

### Union Square

Standing Room	100
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### Commuter Lounge

As Is	60
	\$150.00

## Who To Contact To Reserve Each Venue

Memorial Union | Classrooms | Edwards Auditorium  
Sheri Davis - 401-874-2214 - [sdavis@uri.edu](mailto:sdavis@uri.edu)

Multicultural Center  
401-874-2851 | [roomres@etal.uri.edu](mailto:roomres@etal.uri.edu)  
<http://www.uri.edu/mcc>

Quadrangle and Outdoor Space  
Dave Bascom - 401- 874-5515 - [b'snest@uri.edu](mailto:b'snest@uri.edu)

Athletic Facilities  
Jodi Hawkins - 401-874-2141 - [jhawk@uri.edu](mailto:jhawk@uri.edu)



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](mailto:spo@etal.uri.edu)



## Memorial Student Union

50 Lower College Road  
Kingston, RI 02281



## Union Hours of Operation

Monday - Friday 7:30am - 12:00am  
Saturday & Sunday 9:00am - 12:00am

Intersession Hours  
Weekdays 7:30am - 5:00pm  
Closed Weekends

Union Information Desk  
Phone: 401- 874-2056

## Event Scheduling Office

Room 217

Phone: 401-874-2214  
Fax: 401-874-9104  
E-mail: [reserve@etal.uri.edu](mailto:reserve@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-\$550*



**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	
\$175.00	



**Atrium II**

**Maximum Capacity**

Standing Room	150
Auditorium	85
Banquet	50
1125 Square Feet	
Dry Erase Board/Screen	
\$175.00	



**Room 318**

Auditorium for 48  
 Dry Erase Board/Screen  
 \$125.00



**Room 360**

Auditorium for 48  
 Dry Erase Board/Screen  
 \$125.00



**Room 308**

Auditorium for 32  
 Dry Erase Board/Screen  
 \$125.00



**Senate Chambers**

Conference for 49  
 Dry Erase Board  
 \$150.00



**Room 202**

Conference for 10  
 Dry Erase Board  
 \$100.00



**Room 301**

Conference for 15  
 Dry Erase Board/Screen  
 \$100.00



**Room 314**

Conference for 14  
 Dry Erase Board/Screen  
 \$100.00



**Room 354**

Conference for 14  
 Dry Erase Board/Screen  
 \$100.00