Policies and Procedures for Use of Old Main  
Arizona State University Alumni Association  
Revised January 16, 2011

I. Eligible Users

All members of the university community are eligible to reserve specified rooms and surrounding outdoor areas at Old Main. For the purposes of this document, members of the university community include:

- Colleges
- Departments
- Non-academic units
- Registered student organizations
- Alumni (dues paying members)
- Faculty
- Staff
- Students (with a valid student ID)

Room rental charges for the university community will be as shown on the current university rate schedule, as long as the event is related to university business. The ASU Alumni Association will evaluate each event upon taking the reservation and events that are not university related, or that assess a participant registration fee, will be charged according to the current general public rate schedule.

Organizations and individuals from the general public may also use specified rooms and surrounding outdoor areas at Old Main, however priority will be given to the university community. The ASU Alumni Association reserves the right to give priority to functions sponsored by the association and its affiliated groups. The ASU Alumni Association reserves the right to cancel a reservation, with a full refund of all deposits and fees paid, no less than 90 calendar days in advance of any scheduled event in order to accommodate a member of the university community.

II. Hours of Operation

Old Main’s regular business hours are from 8:00 AM to 5:00 PM, Monday through Friday. Events scheduled in the building can begin no sooner than 7:00 AM on any day of the week and must end by 10:00 PM, Sunday through Thursday. Friday and Saturday events must end by 12:00 AM. Old Main will be locked during all non-business hours except for one-half hour prior to a scheduled event and continuing until the conclusion of that event.

Events scheduled outside of regular business hours maybe subject to a fee for security personnel, payable directly to the ASU Department of Public Safety.

III. Reserving a Room

All events in Old Main must be scheduled through the Old Main Events and Building Coordinator. To reserve a room, contact the Events and Building Coordinator in person at Old Main, by telephone (480-965-2586), FAX (480-965-0225), mail (P.O. Box 873702, Tempe, AZ 85287-3702), or email (http://www.asu.edu/alumni). When making a reservation, the applicant must provide the name/type of event, sponsoring organization/individual, contact information, number of guests expected, date(s) and time(s) desired, expected duration of the event and food/beverage plans.

Tentative reservations will be held for 5 calendar days, by which time the reservation must be confirmed in writing on a rental agreement form (provided by the ASU Alumni Association) with an accompanying payment of a partially-refundable deposit. If the signed rental agreement and deposit are not provided by the end of the 5-day period, the tentative reservation will be cancelled and the room will be made available to other groups.

Room assignments are made according to the number of expected guests. If there are changes in the number of expected guests, the ASU Alumni Association reserves the right to reassign the event to a different room suitable for the number of expected guests.
Rooms may be reserved up to one year in advance by members of the university community and by any user for wedding receptions. Non-university groups/individuals may reserve space up to eight months in advance. In any case, reservations should be finalized no later than seven calendar days prior to an event in order to facilitate ASU Alumni Association staff planning.

IV. Rental Payments and Deposits

All organizations and individuals must pay a reservation deposit when a completed rental agreement form is submitted to confirm the reservation. The amount of this deposit is 50% of the stated rental charge. In certain cancellation situations, a portion of this deposit is refundable. The balance of the rental payment, plus any additional charges incurred, is due no later than the day of the event.

A separate damage/cleaning deposit is required for all events in the Carson Ballroom, the Basha Library, the Tooker Board Room, and for certain other events where alcohol and/or food is served. The specific deposit amount is detailed on the current rate schedule. This deposit is fully refundable at the discretion of the ASU Alumni Association, if there is no damage to the building or its contents and if no special cleaning is required after the event.

Payment of both deposits and rental charges may be made by cash, certified check or ASU Interdepartmental Transfer. Checks should be made payable to Arizona State University.

V. Cancellation

Reservations may be cancelled within 60 calendar days of the scheduled event, with a refund of all deposits paid, less 10% of the rental charges taken as a handling fee. Reservations may be cancelled between and including 30 and 89 days of an event with a 50% refund of all deposits paid, minus 10% of the rental charges taken as a handling fee. Reservations cancelled fewer than 30 days in advance will result in forfeiture of all deposits paid.

VI. Security

All events outside of regular business hours may require payment of a fee for security personnel. This fee shall be paid directly to the ASU Department of Public Safety. Most events may be allowed to use student campus security assistants or police aides. Certain events, including all those where alcohol is served, may require certified DPS officers. Security must be provided one-half hour prior to the scheduled event start time and end one-half hour after the event concludes, or later as determined by the ASU Department of Public Safety, and will be arranged by the Events and Building Coordinator.

VII. Food and Beverage

Food and beverages are allowed in the Basha Library, Dotts Conference Room, Crown Conference Room and the Refsnes Conference Room.

All food (including wedding cakes) and beverages must be provided by a caterer authorized to serve food and beverages in Old Main. No food may be brought into the building from any other source. The Events and Building Coordinator can provide a list of authorized caterers.

Authorized caterers will have provided proof of liability coverage, naming the ASU Alumni Association, State of Arizona, Arizona Board of Regents and Arizona State University and their agents and employees as additional insureds; a temporary food service establishment permit (submitted to and approved by the ASU Student Health Center); and, if alcohol is to be served, all necessary licenses and permits, including a City of Tempe Special Events License and an ASU Department of Public Safety Permit to Serve Alcoholic Beverages on Campus.

Alcoholic beverages are prohibited at student events, but may be served at other events where deemed appropriate by the ASU Alumni Association. Alcoholic beverages must be served from bottles or cans (no kegs) and service must be provided by an authorized vendor.

Food and beverage arrangements are the sole responsibility of the reserving organization, although the Events and Building Coordinator can provide some advisory assistance. A final food preparation area is available for use by authorized caterers, but cooking is prohibited in Old Main. Cleaning of the area and removal of all trash from the property is the sole responsibility of the reserving organization and its contracted caterer.
VIII. Audio/Visual Equipment

The ASU Alumni Association has a limited amount of audio/visual equipment available for use in Old Main. Additional audio/visual needs may be fulfilled by the Arizona State University Media Services Department or by any outside audio/visual provider listed on the ASU Purchasing Department authorized vendor list. Equipment rentals and charges must be arranged directly between the user and the authorized vendor.

IX. Furniture/Fixtures

Tables and chairs are included with rental of the Carson Ballroom. Specific setup configurations for this furniture in the ballroom can be negotiated with the Events and Building Coordinator. Provision for a dance floor and other needs for furniture/fixtures can be arranged by the renting party directly with authorized vendors.

X. Music

Disc jockeys and music groups are permitted in the Carson Ballroom, the Old Main lobbies and on the Farnsworth Terrace. The ASU Alumni Association must approve in advance all disc jockeys and music groups, as well as the sound systems that will be used. No large amplification systems will be approved. Disc jockeys and music groups are solely responsible for all setup and takedown of their equipment. The piano in the Carson Ballroom may be played only with the approval of the Events and Building Coordinator. The piano is tuned regularly, but if additional, unscheduled tuning is required for a particular event, the sponsoring organization will be responsible for all charges associated with such tuning. All music must end by 11:30 PM.

XI. Parking

As on every major college campus, parking at Arizona State University is a precious commodity. Visitors to Old Main may park in any of several visitor lots on campus or in any City of Tempe lots. There is a charge for all visitor lots on campus from 7:00 AM to 7:00 PM, Monday through Friday. The current charge is $3.00 per hour with a $12.00 maximum. The closest visitor lot to Old Main is the Fulton parking structure (at the northeast corner of University Drive and College Avenue). Metered parking and disabled parking are also available in several locations.

Since parking for events near Old Main is limited, please make parking arrangements well in advance with ASU Parking Services (480-965-6209).

XII. Operating Guidelines

1. The use of Old Main public rooms and surrounding outdoor space is restricted to events and activities that conform to Arizona State University’s policies and procedures. The ASU Alumni Association will determine whether a proposed event is compatible with the university’s educational and public service mission and appropriate for the size, design and purpose of the facility.

2. The ASU Alumni Association reserves the right to approve or reject, at its sole discretion and for any reason, any or all requests to schedule events in Old Main.

3. Reservations may not be reassigned to another user. Any sponsoring organization/individual reserving a public room and/or outdoor space at Old Main must be the same organization/individual that will use the rented area for the originally stated purpose.

4. Reservations made for a specified event may not be used to carry out a different event without prior approval from the ASU Alumni Association.

5. All events at Old Main must be attended by invitation only. Events that are open to the public or widely-promoted to the public are prohibited.

6. The contact person/responsible party from the sponsoring organization, as listed on the reservation form, must be present at the event from 30 minutes prior to the start time until the end of the event.
7. The sponsoring organization/individual is liable for any and all damages to the building and its contents and also for any and all theft or misappropriation of Old Main furniture, fixtures or supplies occurring as a result of the event pursuant to ARS 13-1602, ARS 13-1801 and ARS 13-1802.

8. Sponsoring organizations/individuals must advise invited guests to dress appropriately when attending events at Old Main. Shoes and shirts are required at all times. The ASU Alumni Association must give prior approval for theme parties.

9. Decorations shall be limited to tabletop decorations, freestanding floral arrangements and banners, and signs displayed on easels. No posters, charts, signs, decorations or other items may be attached to the walls, doors, pillars, and stairways or hung from the ceiling or light fixtures. In no case should tape, nails or tacks be attached to any portion of the building or furniture. The ASU Alumni Association must give prior approval for all decorations.

10. All food (including wedding cakes) and beverages must be provided by a caterer on Old Main’s list of authorized caterers. No food or beverages may be brought into Old Main by any group or individual and “brown bagging” is generally prohibited. Grape juice, red punch, and Kool-Aid are strictly prohibited.

11. Old Main is a smoke-free building and therefore, smoking is prohibited in all interior spaces as well as the balconies, elevator tower and entrance stairway. The designated smoking area is the Farnsworth Terrace area on the ground floor at the south side of the building. During events scheduled on the terrace, the designated smoking area will be relocated to the surrounding grounds.

12. Throwing rice, birdseed, silly string, confetti or other similar items is prohibited, both inside Old Main and on the surrounding outside areas. Soap bubbles, glitter, table sprinkles, etc. are also prohibited.

13. Animals are prohibited inside Old Main, except those used to assist disabled individuals.

14. Bicycles, skateboards and roller blades are prohibited inside Old Main, on the Farnsworth Terrace, and in the outside stairway or fountain areas.

15. The ASU Alumni Association is not responsible for damages or injury caused by any outside vendor (florists, caterers, custodial employees, security guards, etc.).

16. The ASU Alumni Association is not responsible for any lost or stolen items.

17. Candles must be enclosed in glass. Open flames are prohibited in Old Main and on the surrounding outside areas.

18. The ASU Alumni Association reserves the right to decline service to any organization or individual without specific cause.

19. Alcohol may not be served at student functions.

20. Alcoholic beverages may not be taken off the premises.

21. The piano in the Carson Grand Ballroom may be played only with the approval of the ASU Alumni Association.

22. Furniture and fixtures may only be moved by the ASU Alumni Association.

23. Immediately upon the end of an event, groups/individuals using Old Main are responsible for returning the areas used to their condition prior to the beginning of the event, unless prior arrangements have been made with the ASU Alumni Association.

24. By signing the rental agreement, groups using Old Main agree to indemnify and hold harmless Arizona State University, the Arizona Board of Regents, the State of Arizona and the ASU Alumni Association and their agents and employees against all claims, liabilities and costs, including attorney fees and court costs concerning lost, damaged or stolen property, or personal injuries or death, arising out of the activities of such groups or their participants while using Old Main.
25. Weapons of any kind are prohibited in Old Main and the surrounding outdoor areas.

26. In general, business services (faxing, copying, computing, etc.) and office supplies (tape, scissors, pens, extension cords, notepads, etc.) are not available. Special requests for such services should be directed to the Events and Building Coordinator.

27. Extended photo shoots (i.e. weddings, commencement, etc.) may be conducted in Old Main with a prior written request submitted to and approved by the ASU Alumni Association. Fees may apply at the discretion of the ASU Alumni Association.

28. All deliveries to Old Main must be coordinated through the Events and Building Coordinator.

29. The ASU Alumni Association assumes no responsibility for items left behind by guests, caterers or any other service providers.