

EMPORIA STATE  
UNIVERSITY™  
■ MEMORIAL UNION

**MEMORIAL UNION**  
**CONFERENCE & SCHEDULING MANUAL**

*<Revised and approved by the Memorial Union Board of Directors 4/7/2016.>*

*Last updated: 07/1/2019, 9/6/22*

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The Memorial Union adheres to all Emporia State University policies in addition to the policies contained within this document. For items or issues not outlined here, refer to the University Policy Manual ([www.emporia.edu/acadaff/policy-manual-links](http://www.emporia.edu/acadaff/policy-manual-links)).

## **CONFERENCE & SCHEDULING**

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### **Scheduling Events**

Conference & Scheduling, located in the Union Services suite, serves as the central office for the purpose of scheduling all non-academic events in the Memorial Union, in other university facilities, and on university grounds. All events taking place on the university campus, excluding academic courses, must be scheduled through Conference & Scheduling. For events taking place within the Memorial Union, arrangements for audio/visual and technical support must also be coordinated with Conference & Scheduling.

### **Catering (5/14/2021)**

Sodexo has exclusive rights to any catering on campus. This includes all buildings and outside grounds considered University property. The following are the only exceptions: Presidential Box in the Hutchinson Family pavilion at Welch Stadium, Watering Hole pregame functions, University Advancement events in Sauder Center and Breidenthal University House. No outside food or drinks are allowed without prior approval from the Director of the Memorial Union. Arrangements for catering can be made with the campus Catering Office or by visiting <https://emporiastate.catertrax.com/>.

### **University Alcohol Policy**

The Memorial Union adheres to all Emporia State University alcohol policies (University Policy Manual, Chapter 3, Section 3R. Subsection 3R.01 Alcohol Policy). In addition to the university policies governing the service and consumption of alcohol on campus, the Memorial Union alcohol policies outlined below will be enforced for any event in the facility for which approval has been granted by the university personnel for the service and consumption of alcoholic beverages.

### **Memorial Union Alcohol Policy**

Organizations may host events in the Memorial Union at which alcohol is served, subject to the following policies.

1. Non-University Groups will be assessed a non-refundable alcohol application fee of \$100 and a refundable \$250 security deposit subject to the Memorial Union Security Deposits policies.
2. Alcohol applications must be turned in and approved by the Dean of Students or Senior Vice President 30 days prior to event for all events with alcohol, University sponsored and non-University groups.
3. Emporia State University Dining Services will provide all alcohol and mixers.
4. Emporia State University Dining Services staff must provide bartending services on behalf of the organization. All bartenders will be certified.
5. Emporia State University Dining Services has two options for bars within the Memorial Union – Open Bar or Cash Bar.
6. Non-University Groups are required to hire Emporia State University Police & Safety personnel to serve as security officers at the event if attendance is expected to exceed 50. The Chief of Police will determine the number of officers who will be needed per event.
7. The Memorial Union reserves the right to intervene, control, prohibit, or discontinue any event if deems unlawful, any event that poses a risk to the health, safety, or security of students, patrons, or clients, or any event that may cause damage to the building or premises.
8. Organizations are prohibited from using the Memorial Union for the promotion of alcohol.

9. Events at which minors (those under the age of 21) are the guests of honor will not be granted permission to serve alcohol.
10. Last call for alcohol will be 45 minutes before scheduled end of event and bars will close 30 minutes before scheduled end of event.

### **Tobacco Usage**

Emporia State University prohibits the use of tobacco on campus. All forms of tobacco use are prohibited everywhere on the ESU campus. This includes, but is not limited to, all university buildings, facilities, grounds, athletic complexes, parking lots, and any other property leased to or managed by the university.

### **General Scheduling & Facility Use Terms & Conditions**

Failure to comply with these policies may result in an organization being denied future scheduling privileges.

1. All space and room setups must be in accordance with fire code regulations.
2. The number of individuals in attendance at an event in any space or room in the Memorial Union may not exceed the maximum capacity allowed per fire code regulations.
3. The Memorial Union reserves the right to cancel any reservation if it conflicts with the general policy of the University regarding meetings on campus or to change the location of a reservation with the understanding that comparable space will be provided.
4. Any policies contained herein, or application of such policies, which require interpretation or the resolution of discrepancies, or any exceptions to such policies, will be determined at the discretion of Memorial Union personnel.
5. Memorial Union personnel will have complete access to the reserved area at all times. The Memorial Union may terminate a scheduled activity if any incidents occur which might jeopardize the general well-being of the building and its patrons.
6. A scheduled event is subject to limitations of the times listed on the scheduling form because other events may have been scheduled before or after the allotted time.
7. The Memorial Union reserves the right to refuse scheduling service to any organization or group with outstanding debts 30 or more business days past due.

### **Decorations in the Memorial Union (9/6/22)**

In the interest of maintaining a clean and visually appealing student union, extending the life of the facility and Memorial Union property, and promoting a safe environment to all patrons, organizations reserving or using space in the Memorial Union are expected to adhere to the following policies with regard to mounted and/or free-standing decorations in any part of the facility being used.

1. Any decorations approved by Memorial Union personnel must comply with fire code regulations.
2. Open flames are not permitted within the facility. A closed or protected flame may be approved with prior consultation with Memorial Union personnel.
3. All exits, whether to the exterior of a room or exterior to the building, must be easily accessible should an evacuation be necessary. Any items which obstruct or inhibit a safe and swift exit may not be placed in or near an exit.

4. Fire alarm pull stations and alarm notification units must be visible and may not be covered or otherwise obstructed from view.
5. Highly flammable materials must be pre-approved by Memorial Union personnel.
6. Paper, cloth, or other flammable materials may not be placed on or around lighting fixtures.
7. Memorial Union personnel must be consulted on, and give approval for, any extensive electrical power needs.
8. Nails, screws, hooks, or like materials may not be affixed to walls, ceilings, floors, or other surfaces or Memorial Union property.
9. Glue, tape, or other materials that can damage paint or varnish may not be used to affix decorations to any surface or Memorial Union property.
10. Brush and spray painting, the use of any aerosol adhesive or sealant, and glitter is prohibited in the Memorial Union or near Memorial Union property exterior to the building.
11. Water, sand, gravel, or like materials may only be used in decorations when secured in containers intended for the purpose of holding such materials.
12. Memorial Union personnel must be consulted prior to the construction of any decorations within the facility for which the risk of damage to the facility or Memorial Union property exists.
13. Free-standing decorations must be stable and lightweight in nature to reduce the risk of injury.
14. Nothing can be thrown in the air or left on the ground when groups have a coordinated have an exit from the building.

#### **Availability of Facility for Use**

The Memorial Union is available for use by many types of organizations and groups within and beyond the university community. Spaces within the facility may be reserved during any periods of time when classes are in session or during university breaks provided the university is open for business. There are not restrictions for booking dates in advance (with the exception of summer camps), however, there are key University events that will get priority, which could include canceling an event even if it was scheduled in advance of the University event. Reservations will generally be confirmed on a first come, first served basis. The Memorial Union is funded primarily by Emporia State University students, priority use will always be given to student groups and for uses intended for student activities or student audiences. Any use of the facility for academic courses or related curricular activities must receive prior approval by the Director of the Memorial Union. Any use of the facility for politically related activities must be in accordance with Kansas Board of Regents policy (Board Policy Manual Chapter II, Section E.15. Use of Campus Facilities). For the purposes of Conference & Scheduling policies, organization types and event are defined as follows, and priority use for the facility will generally be given in this order, unless otherwise noted or directed by university administrators.

1. **Recognized Student Organization:** is defined as a student-led organization officially recognized by Associated Student Government.
2. **University Department:** is defined as any division, department, program, unit, or university committee governed and/or significantly funded by Emporia State University, and unless otherwise noted, includes the ESU Foundation and Alumni Association.
3. **University Department/Recognized Student Organization Event:** is defined as being conceptualized, planned, and managed by the recognized student organization or university department to fulfill

their initiative. Space is available for use by the recognized student organization or university department for events defined in this section, at no cost during regular hours of operation.

Events requiring room set up, equipment, and/or technology that exceed normal operating procedures will be charged for the additional labor required for the event. For events requiring employees to come in after business hours (Mon-Fri 8:00am-5:00pm) to change a room set, a charge of \$75.00 per hour will be charged.

University Departments/Recognized Student Organizations with local, state, regional, and/or national associations may host an event or conference; however, Memorial Union Fee and Space Rate Schedule and technology fees will apply.

4. **Non-University Group:** is defined as any organization not governed or significantly funded by Emporia State University. University departments/employees affiliated with local, state, regional, and/or national associations may not host an event or conference for that entity at no charge. Space is available for use by Non-University Groups at the standard space rates outlined in the Fee & Space Rate Schedule.

The Memorial Union will make the determination as to university vs. non-university classification.

#### **Facility Use Beyond Regular Hours of Operation**

Evening events must end by midnight, and all event organizers/guests must exit the facility by 1:00am. Organizations may schedule events taking place beyond the regular hours of operation for the Memorial Union, subject to the following policies.

1. **If an event is not being charged a room rate:** Organizations will be charged a fee of \$25 per hour for any portion of an hour beyond 11:00pm for which the reserved space is still being used in such a way that prevents Memorial Union personnel from performing closing duties in the building.
2. **If an event is being charged a room rate:** Organizations will be charged a fee of \$50 per hour for any portion of an hour beyond 11:00pm for which the reserved space is still being used in such a way that prevents Memorial Union personnel from performing closing duties in the building.

#### **Holds & Down Payments**

A temporary hold may be placed on spaces in the Memorial Union should an organization have tentative events dates that have yet to be confirmed. Spaces may be placed on hold for up to 10 business days.

1. **Recognized Student Organizations & University Departments:** At or prior to 2 weeks from the date the hold was placed, the organization must confirm the reservation, or the hold will be released, and the space will be made available to other organizations.
2. **Non-University Groups:** At or prior to 2 weeks days from the date the hold was placed, the organization must confirm the reservation and make a down payment in the amount equal to 50% of the standard space rate for the largest room being reserved or the hold will be released, and the space(s) will be made available to other organizations. If applicable to the event being booked, the alcohol application fee and security deposit are also due at this time. The remaining 50% of the

standard space rate and any other fees must be paid 24 hours prior to the beginning time on the reservation confirmation or the reservation will be forfeited.

### **Security Deposits**

Non-University Groups hosting events in Webb Hall, the KSTC Colonial Ballroom, or the Skyline Room, must remit \$100 security deposit 24 hours prior to the beginning of the time on the reservation confirmation, or the reservation will be forfeited. If the organization will be serving alcohol at the event, the required security deposit is \$250, regardless of the location within the facility. The security deposit is retained in the event that damages are sustained, or extensive cleaning is required. Damages or extensive cleaning costs in excess of the pre-paid security deposit will be billed to the group. If total damages or extensive cleaning costs are less than the pre-paid security deposit, the difference will be refunded within 10 business days from the date all final costs have been confirmed by the Memorial Union. Should no damages be sustained, nor extensive cleaning be necessary, 100% of the security deposit will be refunded within 10 business days from the date the event concludes.

If a security deposit is not collected for an event and damages are sustained or extensive cleaning is required, costs will be billed to the group.

### **Reservation & Event Cancellations (1/22/2020), (9/1/22)**

Organizations scheduling events in the Memorial Union should inform Conference & Scheduling as soon as possible once a determination has been made to cancel. An organization will be considered a “no-show” if it fails to show up for a scheduled event or cancels the event and fails to notify Conference & Scheduling. Cancellation and no-show fees may be charged as outlined below.

1. RSO's: Recognized Student Organizations who no-show more than twice in a semester will not be allowed to reserve rooms in the Memorial Union for the remainder of the semester and any meetings already scheduled will be assessed.
2. University Departments: Any cancellation or rescheduling made less than 48 hours before the start of their event will result in a cancellation fee. The amount of the fee will be \$50.
3. Non-University Groups: If a group cancels their event 120+ days prior to the date of the event, the cancellation fee will be 25% of the down payment. If they cancel 119-61 days prior, the cancellation fee will be 50% of the down payment. If they cancel 60 or less days prior, the cancellation fee will be 100% of the down payment. If the reservation is cancelled due to unforeseen circumstances beyond the control of the organization sponsoring the event, cancellation fees may be waived at the discretion of the Memorial Union personnel.

### **Technical & Audio/Visual Support Services (5/14/2021), (8/26/22)**

The Memorial Union offers technology for all events in the building. We have a tech room rate & we offer tech assistance. Charges for tech assistance will be calculated after the event concludes based on the actual amount of time provided for the event. Recognized Student Organizations will not be charged for setup; however, tech assistance rates will apply.

**Technical Assistance:** at a per hour rate, a technician will setup Memorial Union technology and provide on-site technical support during the event for technical audio/visual needs for a pre-determined amount of time. The technician remains in the room that assistance is requested in. There is a one hour minimum and additional technical support time will be billed in one-hour increments rounded to the nearest whole hour. The MU Staff has the right to determine if the tech needs qualify for tech assistance.

University Groups: Tech Assistance rate is \$40 per hour

Outside Groups: Tech Assistance rate is \$50 per hour

Room	Technology Rate - July 1, 2022
MU023 - Heritage Room	\$25.00
MU048 - Phi Kappa Phi	\$75.00
MU102 - East Entrance	no tech
MU142 - Sherrer Room	\$25.00
MU150 - Main Street	\$25.00
MU201 - Webb Lobby	no tech
MU202 - Webb Hall	\$100.00
MU202A - Webb #1	\$100.00
MU 202B - Webb #2	\$100.00
MU210 - Alumni Lounge	no tech
MU213 (A,B,C) - Webb Offices	no tech
MU216 - Blue Key Leadership Room	\$50.00
MU220 - Greek Room	\$50.00
MU222 - Preston Family Room	\$75.00
MU230 - Skyline Foyer	no tech
MU231 - Skyline Room	\$100.00
MU232 - Flint Hills Room	\$50.00
MU233 - Kanza Room	\$50.00
MU 233/234 - FH/Kanza	\$50
MU234 - Great Plains Room	\$25.00
MU246 - Roe R. Cross Room	\$25.00
MU250 - KSTC Ballroom	\$100.00
MU250A - KSN Room	\$25.00
MU250B - Black & Gold Room	\$25.00
MU250C - EKSC Room	\$25.00
MU250D - Miller Room	\$25.00
MU250E - PDK Room	\$25.00
MU250F - Xi Phi Room	\$25.00
MU270 - Veterans Hall of Honor	\$25.00
Tech support	\$50.00 per hour



### **Main Street & Concourse Display Tables**

Organizations may reserve display tables in designated areas throughout the main level concourse in the Memorial Union for the purposes of event promotion and informational displays. Display table areas generally include the area adjacent to the Memorial Union Bookstore entrance, the Main Street thoroughfare on the west end of the building, and the west lobby. The use of display tables must be in accordance with these policies. Solicitation on Emporia State University grounds is prohibited.

All display tables must clearly identify the name of the organization hosting the table, and must be staffed by at least one, but no more than four, representatives of the organization for the duration of the reservation. Representatives must remain behind, adjacent to, or directly in front of the display table, and may not move away from the table to follow or stop patrons, or to interfere in any way with the free passage of patrons.

1. **Recognized Student Organizations:** Organizations may reserve display tables at no cost for the purposes of event promotion, membership recruitment, informational displays, and fundraising. Consumable items distributed in exchange for a donation are not allowed inside the Memorial Union with the exception of candy unless otherwise approved by the Director of the Memorial Union.

Recognized Student Organization may fundraise to support: a non-profit charitable organization, a Recognized Student Organization or student scholarships. Any monies collected at a display table must be done in accordance with university and Memorial Union policies and State of Kansas laws and regulations.

2. **University Departments:** Organizations may reserve display tables at no cost for the purposes of event promotion, program recruitment, and informational displays, but may not reserve display tables for the purposes fundraising unless 100% of the monies raised directly support scholarship funds. Consumable items distributed in exchange for a donation are not allowed inside the Memorial Union with the exception of candy unless otherwise approved by the Director of the Memorial Union.
3. **Non-University Groups:** Organizations may reserve display tables at the standard space rates provided the group adheres to the display table policies. For the purposes of the display table policies, Non-University Groups will be divided into two categories.
  - a. **Non-Profit:** Organizations may reserve display tables provided that the mission and purpose of the organization is deemed to support or compliment the mission, vision, and/or values of Emporia State University, is determined to provide a service of value to students and supports the university's learning goals. Organizations may not reserve tables for the purpose of fundraising.
  - b. **For-Profit:** Organizations may reserve display tables provided that the goods or services being promoted is deemed to be valuable to the student or campus community and does not conflict with the mission, vision, and/or values of Emporia State University. The promotion of products or services is allowed, but the sale of products or services is prohibited. Memorial Union personnel reserve the right to limit the number of days an organization hosts a display table or to deny display table reservations.

### **Posting Marketing & Promotional Materials (8/26/22)**

The Memorial Union provides several avenues for organizations to promote events and opportunities available to the campus community. Campus organizations will be given priority over non-campus groups. All marketing and promotional materials to be posted must be approved by authorized Memorial Union personnel prior to posting and may only be posted in approved locations. Any posters including a QR code must have the code shown to the approving personnel to show the contents of the code for poster approval. Memorial Union personnel reserve the right to deny postings, or remove without notification, which have been posted without prior approval, have been incorrectly displayed, any material advertising employment, contain profanity, promote discrimination, alcohol or drug abuse, or illegal activity, promote businesses or products competing with university-contracted business partners, or which otherwise conflict with the values and policies of Emporia State University. All materials may be placed on display for up to 2 weeks. It is the responsibility of the requesting party to place and remove the approved poster according to the reservation start/end dates. All posters must have one form of contact (organization name, phone number, email, website) Posters can advertise the following:

1. Organizations and/or events affiliated with ESU
2. Non-University organizations and/or events

### **Banners & Posters**

Banners may be displayed in one of several ceiling-suspended locations on the main level of the Memorial Union or in other locations approved by Memorial Union personnel. No more than 15 banners may be on display in the facility at any given time. Banner size is restricted to a maximum of 84"/minimum of 48 inches wide, and a maximum of 21 inches tall. Banners must have reinforced holes for hanging and may not have glitter or other materials that may fall from the banner.

Posters may be displayed in one of eight posting locations along the bulletin board on the north wall of the Memorial Union Main Street area. Generally, one posting location at a time will be granted to an organization, which can hold a poster up to 48 inches (four feet) wide by 35 inches tall. Based on availability and the number of requests for posting space, organizations may be granted two posting locations, for a maximum posting area of 96 inches (eight feet) wide by 35 inches tall.

### **Table Tent Displays**

Table tent ads are limited to campus organizations and may be displayed in the holders in approved locations (19 Hornet Express & 16 Hornets Nest=35 total). Table tent reservations are limited to four organizations at a time, with a limit of one per organization at any given time, and one ad per organization per table. Table tent ads must be single-sided and must be 6" wide by 4" tall. The organization is responsible for placement and removal of ads and they must be removed the business day following the end of the reservation.

### **Digital Signage**

ESU IT Department can help promote electronic flyers by using digital signage monitors throughout the Memorial Union. Flyers may be uploaded to Hornet TV at <https://www.hornet.digital/promote>

## **Fees & Space Rate Schedule**

The Memorial Union cost structure below will determine the rates that will apply to an event.

1. **Meeting Space Rate Schedule:** For space in the MU the standard space rates will be assessed as outlined in Table 1.
2. **Summer Camp Coordination:** The Memorial Union serves as the central coordinating department for summer camps and conferences taking place on the university campus, including single day, multiple day, and overnight events in which participants are housed in the university residence halls. Fees and policies related to summer camps and conferences are outlined in the Emporia State University Summer Camp Contract.
3. **Discounts:** Outlined below are reservations that qualify for discounted rates.
  - a. **Alumni Discount:** Non-University Groups for which the individual organizing the event or playing a significant role in the coordination of the event, is an alumnus of Emporia State University will receive a 10% discount on standard space rates.
  - b. **Meal-Only Room Discount:** If a room is reserved for the sole purpose of a meal catered by ESU Dining Services and is booked in conjunction with another room in the facility in which the event or business taking place is conducted, a discount of 50% will be applied to the room in which the catered meal is held.
  - c. **Decorating Reservation:** If an organization intends to decorate a room for an event, the room may be reserved for the day immediately prior to the event for the purpose of decorating at a rate of 20% of the standard space rate.
4. **Lost Key Fee:** The Memorial Union will provide keys to clients for designated storage areas, when requested. The minimum cost of a lost key is \$45.00 per key and the client will be charged for the cost.
5. **Conference & Event Exhibitors/Vendors:** Organizations hosting conferences or events in the Memorial Union may include an exhibit or vendor as part of the conference or event activities. For the purposes of this policy, an “exhibit” is defined as one or more display tables or spaces hosted by the conference or event coordinator, which are staffed by third party organizations and which promote information, ideas, products, or services related to the content of the conference or event, or relevant to the conference or event participants. Exhibits may take place in open space areas such as lounges and lobbies or within rooms in the Memorial Union. An “exhibitor” is defined as a third-party organization, or its representatives, staffing an exhibit. Exhibits must be coordinated through Conference & Scheduling, and exhibitors must be approved by the organization and Memorial Union personnel. Exhibitors are subject to additional fees beyond those assessed to the exhibitor by the sponsoring organization. The Memorial Union does not support the assessment of exhibiting fees to Recognized Student Organizations or University Departments by any organization. Additionally, unless otherwise noted or determined by Memorial Union personnel, exhibitors must adhere to the display table policies outlined in the Main Street & Concourse Display Tables section of the Conference & Scheduling policies.

- a. **Recognized Student Organizations & University Departments:** Organizations exhibiting at a conference or event are exempt from space usage fees.
- b. **Non-University Groups:** The Memorial Union and Emporia State University are not responsible for lost, stolen, or damaged personal or exhibitor property. In consideration for the use of Memorial Union facilities, the organization and its exhibitors individually waive any claim for damages or injury sustained as a result of their participation in the conference or event. Unauthorized entrance to the exhibit area during the scheduled event is the responsibility of the organization. During times the exhibit area is not open the Memorial Union will, upon request, secure the entrance(s) to the exhibit area if possible. The organization may supply security at its own expense. For the purposes of the exhibiting policies, Non-University Groups will be divided into the following categories.
  - i **Non-Profit:** Organizations will be charged based on the following criteria.
    - Non-Profit organizations will be assessed an exhibitor fee of \$10 per table if the organization is promoting products or services for which the organization receives compensation.
    - Non-Profit organizations will not be assessed an exhibitor fee if the table is for general promotion of the organization.
  - ii **For-Profit:** For-Profit organizations will be assessed an exhibitor fee of \$50 per table.

If the exhibit poses a potential risk of harm, the organization may be required to provide a certificate of insurance to the Memorial Union prior to setting up the exhibit. The certificate must indicate general liability coverage in the minimum amount of \$100,000.00. The certificate must also name Emporia State University and the Memorial Union as additionally insured.

- 7. **Conference Cloths:** The Memorial Union offers a limited number of quality black or gold conference cloths for events. These can be rented in conjunction with the use of the Memorial Union facility.

Conference Cloths-8'	\$7.00
Conference Cloths-6'	\$6.00

**TABLE 1: MEETING ROOM SPACE RATE SCHEDULE**

<b>Room Number</b>	<b>Room Name</b>	<b>Rate</b>
MU023	Heritage Room	\$125.00
MU048	Phi Kappa Phi	\$150.00
MU142	Sherrer Room	\$50.00
MU150	Main Street	\$50.00 each
MU213 (A, B, C)	Webb Offices	\$50.00 each (Free if used as storage)
MU201	Webb Lobby	\$150.00
MU202	Webb	\$1,200.00
MU202A	Webb #1	\$800.00
MU202B	Webb #2	\$400.00
MU210	Alumni Lounge	\$150.00
MU216	Blue Key Leadership Room	\$175.00
MU220	Greek Room	\$175.00
MU222	Preston Family Room	\$500.00
MU230	Skyline Foyer	\$150.00
MU231	Skyline Room	\$500.00
MU232	Flint Hills Room	\$100.00
MU233	Kanza Room	\$100.00
MU234	Great Plains Room	\$85.00
MU246	Roe R. Cross Room	\$75.00
MU250	KSTC Ballroom	\$1,000.00
MU250A	KSN Room	\$75.00 (\$50.00 with Ballroom booking)
MU250B	Black & Gold Room	\$75.00 (\$50.00 with Ballroom booking)
MU250C	EKSC Room	\$75.00 (\$50.00 with Ballroom booking)
MU250D	Miller Room	\$75.00 (\$50.00 with Ballroom booking)
MU250E	PDK Room	\$75.00 (\$50.00 with Ballroom booking)
MU250F	Xi Phi Room	\$75.00 (\$50.00 with Ballroom booking)
MU270	Veterans Hall of Honor	\$125.00