



North Carolina Agricultural And Technical State University
MEMORIAL STUDENT UNION
 THE HEART OF CAMPUS LIFE

home services about us forms union administration union use policies campus events calendar

OUR HISTORY

THE UNION: A NEW HORIZON.

Opened in 1967 as then Living Room of the University.

When the Union was first built, the editor of the campus newspaper wrote an article entitled - THE UNION: A NEW HORIZON.

[Read More](#)



MEMORIAL STUDENT UNION POLICIES

SERVICES & AMENITIES

- » [Information Center](#)
- » [Aggie Underground](#)
- » [Computer Center](#)
- » [Commuter Student Center](#)
- » [Aggie Escort Shuttle Service](#)
- » [Aggie Sit-In \(Food Court\)](#)
- » [C-Store](#)
- » [Meeting Rooms/Lounge Areas](#)
- » [Wachovia ATM Banking Services](#)
- » [Banquet Facilities](#)

Animals/Pets

Animals are not permitted in the Memorial Student Union unless they are service animals such as Seeing Eye dogs. Aquatic animals and other types of caged/aquarium dwelling creatures are included in this policy.

Banners

No banner hung may be larger than 4 x 8 feet. Banners must be on one twin sheet and are permitted for display on the outside of Stallings Ballroom and the south entrance only. Banners inside the Memorial Student Union will be hung on the Exhibit Hall landing. No more than six banners may reserve to hang there at any one time. Banners must advertise a confirmed upcoming event and cannot be statements of support philosophy. The finished banner must also be approved by the University Events Center. The Memorial Student Union staff will hang the banners on a first-come, first-served basis.

Balloons

Only weighted helium filled balloons or weighted balloon trees and arches may be used for events within the building to prevent balloons from going into light fixtures and ceilings. A helium tank is available for use in the Memorial Student, and sand bags are available to help weigh down balloons.

Bicycles, Skates, Skateboards, Etc.

The use of bicycles, skates, skateboards, and other wheeled recreational vehicles is prohibited inside Memorial Student Union. Bicycles must be left outside and secured to the bike racks provided.

Candle Use

Candles and open-flame devices (including incense) are prohibited by Fire Code. Organizations with requirements for candles during formal functions may purchase battery-operated "candles" which are suitable for such purposes.

Deadline for Event Information

All setup requests and decorations should be discussed in detail with Memorial Student Union Scheduler located in the University Event Center at least 10 days prior to the event. The 10-day window assists in making sure all details are in place prior to the day of the event.

Decorations

The Executive Director or the Associate Director must approve all decorations used in the Union prior to the event. No Decorations are to be fastened to the walls with nails or tacks, curtains covering the windows, floor or stage areas. Decorations utilizing water are not permitted.

All decorations must be removed immediately following each function. Any further questions concerning decorations can be directed to the Executive Director or Associate Director for clarification. All decorations must meet minimum safety standards as interpreted by staff. Fire codes prohibit the use of hay, straw, cornstalks, or other dry tinder in the ballroom.

Evening/Weekend Management Team

The Evening/Weekend Management Team consists of the Union Coordinator, Union Manager and the Student Building Managers. They act on behalf of the Memorial Student Union's full-time professional administrative personnel during their absence. These periods include evenings and weekends, special events, holidays, etc. The team is charged with interpreting and applying

Memorial Student Union and North Carolina AA&T State University policies and state laws (i.e., fire code violations). They have full authority of the administrative staff to make decisions regarding all operations and events within the Memorial Student Union while on duty.

Event Management

Memorial Student Union staff members are not event managers per se; rather they manage events in the facility to ensure the goals of our mission and the safety of all patrons.

Responsibilities of the Sponsors

- Monitor behavior and assist guests at the event.
- Ensure that the artist/service abides by all agreements designated in the contract agreed to by the sponsor and the artist/service.
- To abide by all university policies applicable to the event.
- To work cooperatively with the Memorial Student Union Administration and staff during the event.
- To open the event and close the event at times previously agreed to during the scheduling process. If there are minor schedule changes, the sponsor should work with the Union's Administration and the University Event Center to establish mutually agreeable times. The Union's Administration has the responsibility to make the final decision regarding event times.
- To adhere to all agreed upon terms as stated on the facility request form.

Responsibility of the Memorial Student Union Staff

- To assist the event sponsor in working with the artist while performing at North Carolina A&T State University.
- To assist the event sponsor in monitoring behaviors and assisting guests at the event.
- To provide appropriate services and staffing as required.
- To make appropriate decisions concerning university policy during the event.

Flyers/Posters

No flyer may be larger than 11 x 17 inches, and posters may be no larger than 24 x 26 inches. Self-adhesive flyers/posters are prohibited. Flyers are to be stamped/approved by the Office of Student Development (Murphy Hall, Rm. 102). Flyers within the Memorial Student Union may be hung on bulletin boards only. If flyers are not stamped they will be removed immediately.

Fundraising/Information Tables

The Memorial Student Union allows up to 5 tables Monday through Friday in the Stallings Ballroom lobby to be used for vending, fundraising and information purposes. Student organizations must follow the policy statement on fundraising available through the Office of Student Development.

Outside vendors must pay a vendor fee of \$100.00 via the University Event center in order to secure a table for retail.

Information tables are for University use only and may be reserved by recognized student organizations and University departments, free of charge, to distribute information.

Ice Machine Use

The Memorial Student Union has an ice machine located on the main level in the Exhibit Hall pantry. The use of the machine/obtaining ice from the machine is primarily for events in the building that need ice. Groups that are not sponsors of events in the building can obtain ice at the discretion of the on duty management.

Paint, Glitter, Glue and Tape

Paint, glitter and glue materials are not permitted inside the Memorial Student Union. Tape cannot be placed on the walls in the Memorial Student Union. The use of these items will result in a housekeeping charge.

The Memorial Student Union reserves the right to charge a housekeeping charge to any group using any kind of decoration that may permanently change the appearance of the room.

Room Conditions

Groups must clean up after themselves. This includes straightening furniture, disposing of trash into

trash receptacles, sweeping, washing tables, etc. as necessary. Any organization that fails to leave the facility in an acceptable condition will be billed for cleaning and/or damage and may jeopardize its privilege to reserve facilities in the future. The Associate Director for Operations or the Executive Director of the Student Union will notify violators of such charges. Any damages to facilities or equipment should be reported immediately. It is suggested that you check with room 100 or the on-duty Union Coordinator/Student Building Manager before departing the premises to be sure that you are leaving the area in suitable condition.

Room Preparation

Rooms are available approximately 15 minutes before the event/meeting unless scheduled differently by the Union Scheduler ahead of time. It is essential that all meetings terminate at the appointed times to facilitate the next event.

Table Tents

Table tents are allowed on the tables in the Exhibit Hall and Stallings Ballroom lobby. Table tents can be no larger than one 8" x 11" piece of paper and must be in tent form. Pieces of unfolded paper simply laid on the tables will be removed. Any paper left on any furniture in areas other than those described above will be removed. A maximum of 125 (one for each table) table tents are allowed for a maximum of one week. Table tents must be placed by the sponsoring organization(s) after approval is given by the Memorial Union staff.

*Memorial Union 48 Hour Space Request Policy

Customers requesting space in the Memorial Union less than 48 hours out must follow the steps below:

Step 1: Contact the Memorial Union Director and/or the Associate Director of Union Operations to receive approval to hold the event in a Memorial Union space. Approval for access to the space in the Memorial Union requested less than **48 HOURS** out is at the full discretion of the Memorial Union staff.

All Student Organization Scheduling guidelines must be observed at all times when determining whether a space is available for use by student organizations. (See attached Student Organizations Scheduling Guidelines policy statement.)

Step 2: When approved, space/resource requests received between the hours of 9:00am and 5:00pm for the Stallings Ballroom, the Exhibit Hall, Room 214, Room 101, and/or Room 005 must be communicated by Union personnel to the Memorial Union Scheduler located in the University Event Center. At which time the Memorial Union Scheduler will issue an official confirmation from the Resource 25 Database to the customer and Union staff.

Confirmations will **not** be remitted for Room 209, Room 211, Union Lobbies, or the Commuter Lounge.

Please note: Access to all spaces are the sole responsibility of the Union Staff.

*This policy does **not** include events involving fundraising or ticket sales. Events requiring logistical support including but not limited to Security, Ticket Office Personnel, University Event Center Event Managers, University Event Center audio/visual services, and Physical Plant Support, etc. **must** go through the University Event Center for processing.

All questions or concerns associated with this policy may be directed to the Memorial Union Director and/or the Associate Director for University Events.