

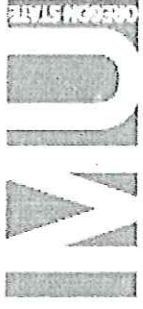
Reserving Rooms at the MU, MU East Forum and the MU Quad.

There are four ways to reach us.

- **Online:**
 - Create an online account:
<http://128.193.190.13/VirtualEMSEnterprise/AccountManagement.aspx>
Once your online account is approved (usually 1 working day) you will be able to request meeting space for the MU
 - Approved Users Login: <http://128.193.190.13/VirtualEMSEnterprise/Login.aspx>
- **By email:** Reservations@oregonstate.edu
- **By phone:** 541-737-2650
- **In Person:** MU 112
MU Guest Services schedules meetings and events for the Memorial Union, MU Quad and MU East International Forum at Snell Hall.
Reservation office is open from 8am – 5pm weekdays.

Please have the following information so we can respond to your request.

1. Date of the event or meeting
2. Event Start Time (when people will be arriving)
3. Event End Time (when people will leave)
4. Number of people at this event.
5. Event Name
6. Event Type (Ex: Meeting, Social Event, Conference)
7. Student Organization/Department Name
Please note: Advisors cannot request space for Student Organizations.
8. Contact for the event: Name, address, phone and email
9. Payment Type: OSU Index, Purchase Request, Cash/Check
10. Setup Type:
Classroom, Theater, Conference Table, U-Shape, Hexagon, Rounds, Other
11. Will Catering be ordered?
12. Will Audio-Visual equipment be used?
13. Is this event a webinar? Please provide the link. Our staff will assist you in getting the webinar started.
14. Will a conference call occur? We can assist with equipment and phone line checks.



Memorial Union Space Capacities & Information 2015

Large Event Space/Meeting Rooms	Square Feet	Theater	Classroom	Rounds	Hollow Square	U-Shape	Conference Table	Reception (Flow)	Concert	Dimensions	Ceiling Height
Main Ballroom	4752	625	208	294	112			780	780	108 X 44	20'
West Ballroom	1050	50	40	40						42 X 25	10'
East Ballroom	775	50	40	40						31 X 25	10'
Main Lounge	3698	150	140	140				233	150	86 X 43	26'
13: Multipurpose Room	2200	120								40 X 55	10'
49: Horizon Room	3696	350	102	176	72			350		56 X 66	10'
104: Journey	1020	60*	42	44	30	21					
105: Talisman	432						6*				
106: Forum - Snell Hall	4928	100									
110	401										
206: Asian Pacific American Room	1062	49*	36	36	36	21	16*		300	77 X 64	12'
207: Allworth Conference Room	537										
208: La Raza Room	1062	49*	36	36	30	27					
211: American Indian Room	1063	49	39*		24	21					
212: MLK Conference Room	524						16*				
213: Pan-African Sankofa Room	1053	49*	36	36	30	21					
215/216	592	49	36		30	21					
221: Jack Porter Board Room	818				30*						
222: Council Room	818						26*				

* Standard sets of these rooms.

Please ask to see other room setups offered. Labor charges will occur for setups other than standard.

Food Policy Matrix

This policy is intended to be utilized as a base line for food service in the Memorial Union, to establish an environment of care around a potentially hazardous item, food. Any opportunity for cross contamination or improper food handling should be addressed prior to any food items being approved or allowed. The following is a base line only.

Closed Meetings or Activity:

Food at meetings or closed activity is allowed only when:

- It is a closed (only members and pre identified guests participate) meeting/activity
- The meeting has not been publicly advertised
- The food is commercially produced or where applicable home baked (confections only).
- The food meets the requirements listed below.

Requirements for Food Items to be allowed at closed meetings or activities:

- Commercially produced or where applicable home baked (confections only).
- Pre-packaged
- Non-perishable

Open Meetings or Events/Activities:

Food at open meeting/events/activities is allowed only when the food and beverage are:

- Provided by a **University approved and Benton County licensed food source.**
- Self-produced in the MU Global Community Kitchen under the supervision of the Cultural and Community Food Program – an individual with a food handlers card must be responsible at all times.
<http://sli.oregonstate.edu/webform/ccfp-self-catering-information-form>
- Simple baked goods; commercially purchased or home baked that do **not** need refrigeration and are individually wrapped and preapproved by the facility in which it is being done.
- Pepsi Brand soda, juice or water.
- Distributed from a food safe environment (canopy, table covers, hand washing access/ station, off ground storage, trash and recycling on site, maintenance of all food temperature requirements, proper food handling)

Please see Food Matrix on reverse side.

Memorial Union
 Food Policy Matrix

Item	Allowed	Unacceptable
Baked Goods Bake Sales require a sign indicating these items not produced in a licensed facility.	Commercial and Home Baked Cookies, cakes, brownies, etc. individually wrapped	Hazardous, temperature sensitive items, i.e.; custards, cheese cake, puddings, etc.
Beverages	Pepsi Brand Soda, Water and Juice Products	Any brand of soft drink, juice or power drink that has a comparable Pepsi product.
Sandwiches, Hot meals, Frozen items, refrigerated items, etc.	Produced, delivered served and clean-up by a licensed caterer or through the SEAC Meal Support Program	No home production or pot luck events
Pizza	Must be produced commercially or through the Meal Support Program and delivered to site by Pizza company and eaten immediately after delivery	No home (self) made or baked.
Snacks	Whole Fruit, Chips, Candy Commercially prepared fruit & vegetable platters Commercially produced individually packaged served with the proper serving utensil in a serving container other than the original packaging	Serving from Bulk Packaging of any food item.



Memorial Union Reservations
MU Guest Services & Event Support
reservations@oregonstate.edu

Memorial Union
112 Memorial Union
Corvallis, Oregon 97331-5004
Phone 541-737-2416 | Fax 541-737-2220
mu.oregonstate.edu