

Meeting & Events Policies

ASU SkySong is a quintessential setting for meetings, conferences and special events since the facility is ideally located, currently offers seventeen meeting rooms, and provides event amenities. ASU SkySong serves as a primary meeting center for SkySong-based companies, ASU units, as well as for government and community organizations.

GENERAL RESERVATION POLICY

- All tentative reservations will be released after two weeks without having received a 50% non-refundable deposit of the total rental contract.
- All tentative reservations will be considered a request of contract.
- Reservations can only be made up to one year in advance.
- Weekend and afterhours reservations require a 10 day advanced notice prior to event date.
- All weekend reservations require a 4 hour minimum
- It is requested that rooms be reserved only for occasions fitting the nature of the conference rooms.
- ASU SkySong reserves the right to decline any requests from any groups and/or users for any reason.
- Contracting Deposits and Rental Payments.
- All contracts reservations that are reserved for 4 days or more prior to the event day are required to pay a non-refundable deposit equal to 50% of the total rental in order to confirm all rental contracts.
- If a contract reservation is reserved within 3 days or less of the event date, then the full amount of the rental is due at the time of contracting and is non-refundable.

- If ASU departments are requesting conference rooms for events including non-ASU personnel, in conjunction with a non-ASU company or organization, and/or as a host or sponsor, the ASU discounted rate does not apply.

Payment policy

Room rates apply to general public use, and a credit card is required to confirm a reservation. Payments may be made by credit card only (Visa, MasterCard, American Express or Discover). Cash payments are not accepted. Payment may be made by calling 480-884-1860 or in person at the ASU SkySong second-floor reception desk.

Cancellation policy

Cancellations for the Synergy I or II rooms received less than 30 days and more than two weeks prior to the event date pay a fee equal to 50 % of the room rental balance remaining after the initial booking deposit. Cancellations received within two weeks of the event start time pay 100% of the room rental balance remaining after the initial booking deposit.

Cancellations for all other conference rooms received less than two weeks and more than three days prior to the event date pay a fee equal to 50% of the room rental balance remaining after the initial booking deposit. Cancellations received within 72 hours of the event start time pay 100% of the room rental balance remaining after the initial booking deposit.

Clients with reservations for 3 or more rooms on the same date that cancel less than two weeks out will be assessed a fee equal to 50% of the reservation rate after initial booking deposit.

All “no shows” are treated as cancellations less than 72 hours before the event.

Room configuration changes made within 72 hours of the event start time may result in a \$100 reset fee.

ASU Departments

- ASU departments and operating units may request conference room reservations at ASU SkySong for their internal staff meetings at a discounted rate. The ASU department would pay an amount equal to 50 % of the published public hourly rate for conference room usage. For events outside of ASU SkySong’s normal business hours, Monday through Friday, from 7 a.m. – 6 p.m. (MT), an additional \$50/room/hour staffing fee will be charged and added to the reservation contract. Discounted ASU rates only apply to reservations made up to six months in advance of the meeting date.
- Reservations made greater than six months in advance and up to one year of the room request date, will be booked at ASU SkySong public hourly rates.

Equipment and Conferencing

If you have booked a videoconference, you are required to arrange a time prior to your meeting to do a test connection. The test should be done several days before the meeting or event, and the date and time must be pre-arranged with the Meeting and Events department. No client-provided equipment may be connected to SkySong systems unless approved by the SkySong IT and Meeting and Events department. Clients requiring a more elaborate setup, videotaping or technical support will be required to hire an outside company to support their event. Laptops, CD players and MP3 players may be used in conjunction with the Synergy conference room sound equipment.

Parking

Free parking is available in the uncovered parking lots located north of SkySong Building I and south of SkySong Building III. Parking is limited to two hours in the area between the buildings and is prohibited in reserved covered spaces.

Catering/Alcohol Policy

Any caterer may be contracted to provide menu options for meetings and events. Once a caterer has been selected, the client agrees to inform ASU SkySong of the caterer's name and contact information. The client must be on site to accept the catering delivery. Arrangements should be made for caterers to pick up any equipment or extra food upon completion of the scheduled event. If needed, it is suggested to schedule an extra half hour after the meeting for cleanup. ASU SkySong is not responsible for any catering items left by the caterer. Any caterer needs beyond drop-off/pickup must be arranged with the Meetings and Events department at least two weeks prior to the event, including: preparation area and vehicle parking.

- Food and beverages may be served in the conference rooms, The ASU SkySong alcohol policy applies for all rooms and spaces.
- A staging area may not be available for use by catering staff.
- Catering staff and/or event hosts are responsible for cleaning up. Failure to do so will result in the assessment of a service and cleaning fee of \$100 to the department /organization reserving the room.

Please contact 480-884-1860 with any questions.

If you have booked a videoconference, you are required to arrange a time prior to your meeting to do a test connection. The test should be done several days before the meeting or event, and the date and time must be pre-arranged with the Meeting and Events department. No client-provided equipment may be connected to SkySong systems unless approved by the SkySong IT and Meeting and Events department. Clients requiring a more elaborate setup, videotaping or technical support will be required to hire an outside company to support their event. Laptops, CD players and MP3 players may be used in conjunction with the Synergy conference room sound equipment.

Alcohol

Alcohol may be served at SkySong only with prior approval from the Meeting and Events team. For any alcohol served at ASU SkySong, insurance documentation must be provided and must be served by a licensed bartender, and a copy of the bartender's license is required. The sale of alcohol or a cash bar is prohibited at SkySong under any circumstances.

Insurance requirements include commercial general liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. If a company vehicle is driven onto the site, automobile liability is required in the amount of \$1,000,000 combined for property damage and bodily injury. Workers' compensation coverage is required per the statutory limits. For reservations within ASU conference rooms/space, an ACORD certificate naming SkySong-1 LLC and Plaza del Rio Management Corp. as additional insured is required. When using the patio under the shade structure, in addition to SkySong-1 and Plaza del Rio Management Corp., SkySong Owners Association, Holualoa Scottsdale Office LLC & ASUF Scottsdale LLC must be named as additional insured.

Indemnification

Clients agree to indemnify, defend and hold harmless ASU SkySong and its employees, agent's independent contractors, officers, directors, members and/or managers for any injury, property damage, liability claim or other cause of action arising out of or related to Clients' Rental Event, unless caused by the gross negligence or willful misconduct of ASU SkySong. Clients agree to indemnify and hold harmless ASU SkySong and its employees, agents independent contractors, officers, directors, members and/or managers for any injury, property damage, liability, claim or other cause of action arising out of or related to the consumption of alcohol by Clients and/or their guests at the rental event.

CONTRACTS WITH VENDORS AND OTHER PARTIES

Clients understand and agree that ASU SkySong's role is to provide rental space.

Clients shall be responsible for making the actual selections of all vendors for the event (herein "Vendors"). ASU SkySong shall have no authority to represent itself as an agent of clients, nor to assume or create any obligation on behalf of Clients. Clients shall contract directly with all vendors and other persons who may provide services, goods or accommodations in connection with the event. Clients shall be responsible for and shall satisfy all obligations owed to such vendors or other persons in connection with the services, good or accommodations they provide. ASU SkySong is not responsible for the acts or omissions of any vendor.

GENERAL MEETING ROOM POLICIES & CONDITIONS OF USE

1. The event organizer is responsible for monitoring the length of the event and ensuring that it finishes at the scheduled time. Groups that exceed the scheduled time may be asked to conclude their meeting and/or be charged additional rental fees.
2. Clients may be asked to limit their recurring meetings to no more than three rooms per week.
3. Meeting rooms are not designed to host events that need space for physical activities.
4. Clients holding large events or events that require complicated or unusual setups will be required to attend a pre-event meeting with the Meetings and Events coordinator a minimum of two weeks prior to the event to ensure that clients are aware of all policies for use of space and all information is received. At least one person responsible for and who will be attending the event will need to be present at the pre-event meeting.
5. Signs may only be placed in areas pre-approved by the SkySong staff and must be placed on sign stanchions or other approved holders.
6. No items may be placed on walls, windows or doors or hung in the conference rooms. The use of glitter and confetti is prohibited. Lit candles and incense are not permitted. Decorations may be placed on sign holders or tables. Taping decorations to walls is prohibited.
7. If damage occurs in a room and/or there is a loss of equipment, the responsible group/party will be assessed a fee reflective of the cost for replacement/repair.
8. SkySong may charge a setup fee when the needs for any space exceed a standard setup or include unusual requests.
9. All room set-up changes must be received via email at skysongconferences@asu.edu at least 72 hours prior to the start of the event. Room configuration changes made within 72 hours of the event start time will result in a \$100 reset fee. A room configuration change is the addition, subtraction or adjustment of furniture in the conference room.
10. Lessee will be required to set up and remove its own equipment and personal property at its own expense. Lessor shall not be responsible for damage to or loss of any equipment or property left in the Facility by Lessee or Lessee's guests or invitees.
11. Lessee agrees that all broadcasting and telecasting privileges are reserved for Lessor and Lessee shall not broadcast or telecast or permit to be broadcast or telecast in any way from the Facility without the written consent of Lessor. The filming or photography of event activities or of the facility for commercial purposes requires prior written approval from Arizona State University and will require an Arizona State University filming agreement and compliance with the filming/photography agreement.
12. The use of space outside of the conference rooms, including lobbies and hallways, must be approved at least two weeks in advance. This includes the use of space for registration signage and catering needs.
13. The Lessee may not sub-let any portion of the Facility, regardless of whether or not for monetary gain.
14. Smoking is prohibited in the Facility.
15. Weapons are prohibited property.
16. ASU SkySong reserves the right to refuse reservations for groups that have three or more instances of any of the following during the calendar year:
 - a. Non-payment
 - b. Conference room cancellations with less than two weeks' advance notice
 - c. Conference room "no-shows"
 - d. Conference room configuration changes with less than 72 hours' written notice