Guidelines for Conferences and Events

1. Armstrong Center Conferences and Events Rates are published on the following web site;
   - Armstrong Center Rates: [http://www.armstrong.edu/Departments/armstrong_center/armstrong ctr rates](http://www.armstrong.edu/Departments/armstrong_center/armstrong_ctr_rates)

2. Catering Rules:
   - Outside catering is not allowed on campus at any location by any external groups, with the exception of Wedding Cake, Groom Cake and candy table.
   - Outside catering is not allowed at the Armstrong Center (internal or external groups)
   - Exceptions to Catering Rules for internal groups:
     - Pizza or fast food can be brought in for student meetings with fewer than 40 participants. Room reservations must match expected attendee count.
     - Student organizations may sponsor cookout fundraisers for service projects as long as they sign and abide by the sanitation rules on the Grill Policy. (NOTE: Per the Grill Policy all food products will be purchased through Catering Services.)
     - Specialty food items – popcorn, cotton candy, King of Pops, etc. may be approved for special events.
     - Pot luck events are not allowed in conference and event spaces with the exception of small office gatherings.

3. Rules for Conference and Events Space usage:
   - Academic related events should attempt to use University space first. If, no other suitable spaces are not available, then conference space may be booked at no charge. VPBF approval required. Regular courses or other academic events should not be scheduled in the conference and event spaces.
   - Outside agency's meeting, third party conferences should pay the published rates even if Armstrong University faculty, staff, and/or students are in attendance.
   - Any event that charges a registration or attendance fee should pay the published rates, irrespective of any ASU connection (see exception below).
   - Third party events that are being held at Armstrong for the benefit of Armstrong students, faculty or staff or at which a significant concession is being made to the University or where a significant benefit accrues to the University because of the event's use of the Conference venue, the rental fees may be waived, with VPBF approval. Examples of such concessions or benefits:
     - A training event with limited attendance at which university employees or students are granted extra seats, not available to the general attending population.
     - A conference at which a conference fee is charged and such fee is waived for University attendees and University faculty, staff or students attend in large enough numbers to offset the rental fees.
     - An academic conference held on campus which allows a significant number of ASU students to attend who would otherwise have to travel to attend if not held at Armstrong. Vice President for Business and Finance approval required for waiving of rental fees.
   - The following University events, other than department social events, will have rental fees waived:
     - Foundation Board meetings
     - Alumni or Fundraising events
     - University or department town hall meetings
     - Department meetings or workshops where other University space is not available or where conference space is the only suitable space.
   - Department social functions, student social functions will pay the published rate with a 50% discount.
   - Except for camps, certain athletic events, and the Fine Arts Auditorium, outside groups are not allowed in Student Union, Shearhouse Plaza, Compass Plaza, Residential Plaza or other academic spaces.