

URI Memorial Union Guide to Scheduling - August 2026

Important Scheduling Information and Dates:

All Senate registered student organizations* (add link to affiliate registration request form) can book organization meetings and practices for the full academic year based on the guidelines below. Student organizations can book [organization events](#) for only one semester at a time. In either case, student groups are required to:

- Request the desired space with all required information, including specific start and end times completed.
 - Receive approval from the Scheduling Office. Once done (unless the event is a mid or large scale event that requires OSI approval), proceed to seeking approval for and registering the event.
- Register the approved event/approved space with SEA and on URInvolved.

	Memorial Union	Academic (including Edwards)
Fall	Requests Open: 8/3 at 8:00 AM	Requests Open for ACADEMIC spaces including Edwards Aud.): 8/31, 8:00 AM
Spring	Requests Open: 11/30 at 8:00 AM	Requests Open: TBA

Groups can request *Memorial Union, Quinn Aud. and Pastore* spaces for the upcoming fall semester as of **August 3rd**.

*Groups can request other *Academic* spaces, including Edwards Hall/Auditorium, beginning **August 31st** (this is an academic policy and not set by the Memorial Union).

Groups can request *Memorial Union* space for the upcoming spring semester Memorial Union as of November 30th.

Confirmations for the Memorial Union for Spring will begin no later than **January 11th**.

General Organization Scheduling Policies (for both Memorial Union and Academic spaces):

Submission:

- Groups must request space via EMS using the specific organization name/chapter names as well as all requested information (event size, type of event and expected activity, AV needs, cell phone contact and advisor contact information where available). Incomplete requests will result in delays and/or an inability to secure a reservation.
- Groups are expected to confirm space (and available funding approvals first - see below) **3 weeks** in advance - this includes any early or late open requests for the Memorial Union to ensure all services can be delivered and the event can be successful.
- Non-performance based groups will be asked to consider alternative spaces outside the Union, such as residence halls, classrooms or other campus venues when possible. The Memorial Union staff can offer suggestions in this process.

Financial Approval:

- Groups attempting to schedule events and programs that are funded through the URI Student Senate need to have pre-approval as a part of the prior Senate budgeting process. The Senate Accounting Staff and MU Accounting Office can assist you in reviewing your approved events and spending. *Please ensure that you have confirmed your available spending prior to booking space or your event may not be approved.

When Booking:

- Provide actual usage time (start times and end times) to have your event; any prep. time or set up time should also be indicated.
- Be as descriptive as possible in your request for any set up requests and include a contact name and phone number, as well as an advisor name and contact information. The specific group contact is required - not just an umbrella organization or group advisor.
- Events should be scheduled and confirmed on the EMS scheduling system through the Memorial Union Scheduling Office, *as well as on URInvolved*, with all event details answered.

Event Changes:

- Once your request is approved, you will receive a confirmation via email. Please note that your group will be held to the details noted in the approval. Any changes prior to your event need to be approved by the Office of Student Involvement with at least 1 week's notice. Larger events that require support (security, police or fire details, additional staffing, pre-ticket sales, etc. **need 3 weeks approval**. Failure to provide accurate information related to an approved event may result in a loss of scheduling privileges per the tiered violation structure.

No Call/No Show:

- Groups who fail to cancel confirmed reservations at least 24 hours in advance, will be noted to be in violation of scheduling policy. Groups who are in violation more than once in a semester may lose scheduling privileges for the remainder of the semester per the tiered violation structure
 URI Memorial Union Tiered Violation System

Guidelines for specific types of space requests, events or activities:

*The Memorial Union reserves the right to classify/reclassify events in order to secure appropriate staffing, space, support and security where appropriate.

Booth Reservations:

- Groups are limited to **4** reservations per month for pre-event ticket sales.

Dance and Performance Groups (rehearsals):

- Groups are expected to adhere to scheduled time limits as posted in the reservation. Failure to respect stated time limits may result in cancellation of future reservations per the tiered violation structure (insert here).
- Reservation requests and reservations are limited to **1 hour and 50 minutes each**, with a maximum of **2 reservations per week (Monday through Friday)** for each Senate recognized organization each semester.
- Additional times may be requested for weekend days starting the Thursday before each weekend, assuming space is available.
- Any requests in addition to this will need authorized Office of Student Involvement (OSI) approval.

Dance groups and Performance groups (showcases and shows):

- Groups are expected to adhere to scheduled time limits as posted in the reservation. Failure to respect stated time limits may result in cancellation of future reservations.
- Reservation requests and reservations are limited with *1 approved reservation per semester (Monday through Friday)* for each Senate recognized organization.

*Reminder: Groups cannot request space in Edwards for fall until August 31st.

Crafts/art/paint events:

- Groups are expected to appropriately protect (with paper or plastic sheets) any and all tables used in reserved spaces when engaging craft like activities. This should be included in the required supplies prior to the event.
- Glitter is NEVER allowed.
- Groups are responsible for cleaning up after the event. Any damage to the furniture, including excessive required cleaning (wet paint, etc.), will be billed to the student group.

Mid-Scale Events (100-249): Concerts, Artists/Performers, Fashion Shows, DJ Dances, Raves, Parties, Dances, Galas, etc.

- Any event in this category, with at least 100 planned attendees, needs to be preapproved in order to secure space. These events must be submitted with at least 3 weeks notice and receive approval from a member of the Student Involvement staff.
- Groups who do not accurately reflect the size of their event will not have their event approved and may be subject to organization suspension/suspension of reservation privileges.
- If deemed necessary, an organization advisor (professional staff or faculty member) must be on site for the entirety of any event in this category in addition to OSI/event staff support. If you do not have an advisor, you must work with the Memorial Union to establish approved supervision prior to the event.
- Events are typically restricted to college students with valid college ID's and may be subject to security requirements, finance policies, police and parking details, and all fire safety procedures and requirements based on the reserved event space. Requested exceptions need approval. See Emergency Management guidelines at <https://web.uri.edu/emergency/policies-and-forms/>.
- Groups are expected to have available and approved funding for these needs, in advance, when attempting to schedule events in this category per Senate guidelines.
- Ticket prices and sales must be pre-approved in the event registration process and be aligned with current Senate finance policies. Tickets are **not** allowed to be sold at the door. Only pre-approved ticket sales are allowed.

*Please note: Edwards Hall is NOT available for some mid-scale and all large scale artist/concert performances/DJ's/social dances/raves due to fire code concerns (fixed seats, egress concerns, etc.). *Approvals for other events may be granted with secured and documented authorization of the fire marshal, Campus Safety and the Memorial Union.*

Large Scale Events (250 and above): Concerts, Artists/Performers, Fashion Shows, DJ Dances, Raves, Parties, Dances, Galas, etc.

- Any event in this category, with at least 250 planned attendees, needs to be preapproved in order to secure space. These events must be submitted with at least 4 weeks notice and receive written approval from a member of the Student Involvement staff to proceed.

- Groups who do not accurately reflect the size of their event will not have their event approved and may be subject to organization suspension/suspension of reservation privileges.
- An organization advisor (professional staff or faculty member) must be on site for the entirety of any event in this category in addition to OSI/event staff support. If you do not have an advisor, you must work with the Memorial Union to establish approved supervision prior to the event.
- Events are typically restricted to college students with valid college ID's and are subject to security requirements, finance policies, police and parking details, and all fire safety procedures and requirements based on the reserved event space. Requested exceptions need approval. See Emergency Management guidelines at <https://web.uri.edu/emergency/policies-and-forms/>.
- Groups are expected to have available and approved funding for these needs, in advance, when attempting to schedule events in this category per Senate guidelines.
- Ticket prices and sales must be pre-approved in the event registration process and be aligned with current Senate finance policies. Tickets are **not** allowed to be sold at the door without prior approval.

Please note:

**Edwards Hall is NOT available for large scale artist/concert performances/DJ's/social dances/raves due to fire code concerns (fixed seats, egress concerns, etc.).*

***Also, the Memorial Union/Rams Den is not properly equipped to host large concert/performance type events with external guests - therefore groups seeking this type of event are directed to work in partnership with the Student Entertainment Committee by October annually in order to explore possible collaborations with the Ryan Center.*

****Approvals for other events may be granted with secured and documented authorization of the fire marshal, Campus Safety and the Memorial Union.*

Non-performance based groups will be asked to consider alternative spaces outside the Union, such as residence halls, classrooms or other campus venues when possible.

Additional Responsibilities:

Cleaning (post events):

- Groups are expected to leave spaces in the manner in which they received them, including furniture set ups.
- Any excessive cleaning needs or damage after an event will be billed to the student organization or responsible department and will result in a violation.
- Evidence of violations on food policies (building specific) or substance use (prohibited in all spaces) will result in a violation and potential loss of scheduling privileges.

Cleaning (assigned spaces):

- Student organizations are expected to maintain any assigned space, or reserved spaces, in an orderly manner that allows for necessary access and specifically 1) does not block egresses or 2) does not limit any necessary custodial, maintenance or safety related work or inspections.
- Students are also expected to avoid storing any food inside assigned spaces to avoid issues with pests. Failure to do so will result in a notification requiring action. Inaction or repeated violations may result in a loss of assigned space.

Storage/Storage Lockers/Offices:

- Small and large storage lockers are currently available for request to registered student organizations who do not have an office in the Memorial Union. Lockers should be emptied at the end of each academic year unless given written permission to maintain the space.
- **There is no new student organization office space available for the 2026-2027 year at this time.** Should space become available, groups will be notified.
- Additional storage opportunities may be available for the 2026-2027 academic year. Please contact Memorial Union #215, Building Services, for information.

Safety Concerns:

- Student groups are restricted from engaging in a variety of activities due to safety concerns. Specific restrictions include dunk tanks and building unapproved structures. Specific URI policies are also in place for events as well as rentals (such as bouncy houses or other inflatables).
- The Memorial Union reserves the right to decline space and event requests for safety concerns and for any violation of [URI Policies](#).

For questions or additional information, please contact Melissa Boyd, Assistant Vice President for Student Engagement & Director of the Memorial Union at 401-874-2726 or mboyd@uri.edu.