**Important Information**

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**Permanent Stage:**

* Has holes to hold poles for a 20' x 30' tent; tent must be rented from an off-campus vendor
* Power and amplification hook up at the back of stage (west side), there are also ample power sources at Park Student Union stage
* Water connections on north and south side

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**Power:**

* Electrical outlets at the stage
* For other power sources, help, information, etc. call (520) 621-7559

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**Facilities Management Equipment/Services:**

* Contact 621-7559
* Minimum 2 week notice required
* Equipment includes: tables, chairs, stage, podium, easels, trash cans, irrigation
* A group can pick up equipment by working with Steven Natale (621-4701); no fee
* Equipment is stored at the NE corner of McKale at ground level just W of the pool
* Campus Use Coordinator can sign off on Campus Use Activity Reqest if there is no equipment request, no blue staking needed, nothing else required of Fac. Mgmt.

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**Banners:**

* <http://union.arizona.edu/rooms/banner_policies.php>
* To hang banners on the Student Union Memorial Center, call 621-1989

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**Audio Visual:**

* 621-3852, located at Univ. Teaching Center on Mountain
* 5 days notice

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**Tents:**

* Permanent stage on mall has pole holes for a 20' x 30' tent
* Tents may be left up overnight (refer to detailed instructions on the Mall Use & Scheduling Guideline link)
* Outside vendors include:
  + Parties Plus 792-8368
  + Party Express 322-9405
  + AZ Party Rental 327-6678
  + Party Concepts 750-0550

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**University Trademarked Items:**

* Alexi Holcomb, McKale, 626-3077

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**Risk Management:**

* Herb Wagner, 220 W. 6th St., 621-7691
  1. Campus Use Coordinator can sign for Risk Mgmt. for any low-risk events (low risk to the University, examples include sales of jewelry, trinkets, and the like; by contrast - high risk includes rock drilling, large festival rallies, events drawing large crowds, runs and bike events)
  2. Campus Use Coordinator will obtain insurance certificates from all when necessary (if low risk, then ins. cert. not required). All certificates will be sent to Herb Wagner. He will then email the Campus Use Coordinator with his (dis)approval and/or comments.

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**Parking & Transportation:**

* Mike Wallace, 1117 E. 6th St., 621-3710
* Arrangements and approval required 5 business days prior to event.
* Payment for services (gate fee and/or parking fee) required by 12:00 noon on the day before, no exceptions.
* Ten (10) minute grace period allowed with each gate opening.
* Access prohibited on central mall roadway between 9:00am - 4:00pm.
* Rescheduling or cancellations required in advance or Mall Access privileges will be forfeited without refund.
* Vehicles parking on the grass, require further authorization from Cheryl Plummer, 626-2630.

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**Campus Use Committee:**

* Annually reviews guidelines for mall use and assists Dean of Students Office in events approval as needed
* Comprised of: Dean of Students, , Campus Use Coordinator, Risk Management, UAPD, Facilities Management, ASUA, Parking and Transportation, Grounds, Disability Resource Center, Athletics, Campus Recreation, Student Union Operations, Housing and Residence Life, and External Relations.
* University sponsored events (including Homecoming, Spring Fling, etc.) shall present their agendas, specific info, etc. to Campus Use Committee well in advance of the event; also, other large events, demonstrations, protests, and unusual out-of-the-ordinary events should go before the committee or at the least (due to time constraints) before Kathy Adams-Riester, Associate Dean of Students, 626-0053.

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**UAPD:**

* Campus Police 626-6728.

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**City Licensing:**

* (520)791-4566; 255 W. Alameda, 1st Floor
* Depends on what's being sold, where, when and for how long
* A peddler's license is a city license
* Vendors should call for specific information
* A copy must be submitted with completed mall form

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**State Licensing:**

* 800-634-6494; 400 W. Congress, 1st Floor, South bldg.
* There is a fee for licensing
* License required by State to sell anything other than a service
* A copy must be submitted with completed mall form

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**Health Department:**

* (520)740-2760; 150 W. Congress
* ANY food or drink on the mall, regardless of event or fee or group, for sale or free samples, MUST have a health permit
* There is no charge for a health permit if items are homebaked, individually wrapped goodies and/or canned soda
* There is a fee for a temporary permit (up to 2 weeks - same event, same time period, consecutive dates; otherwise a separate permit will be issued for each event)
* No blanket permits are issued ex: Spring Fling - each booth must have their own permit

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**Dean of Students:**

* 1st Amendment issues are regulated/delegated to Kathy Adams-Riester, 626-0053
* Kathy Adams-Riester approves overnight structures and is the last signature required for the Campus Use Activity Request Form. She will not approve until Risk Management approves, if deemed necessary.

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**Disability Access:**

* Disability Resource Center, 626-5490
* <http://drc.arizona.edu/sites/drc.arizona.edu/files/documents/2018_DRC_EventAccess_PrintReady_FINAL%20%28Accessible%29.pdf>
* Tables, booths, etc. should be 6' from the sidewalks, curbs and curb cut
* Spaces between tables, booths, etc. should be at least 36" apart

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**Building Monitors**

* For information, call Fac. Mgmt. at 621-7559
* Building monitors have authority over anything that occurs within 15' of the particular building on the outside
* Nugent, Old Chemistry, Student Union Memorial Center and the Arizona State Museum have given that authority to the Campus Use Coordinator

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