

Westminster College
McKelvey Campus Center

Reservation Guidelines
&
Event Management
Planning

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ROOM RESERVATION POLICIES

RESERVABLE ROOMS

McKelvey Campus Center houses large event rooms, student lounges, dining facilities, and small conference rooms.

- **Witherspoon Room**, located on third level, can be used for large events or can be divided into two smaller rooms called **Lakeview (334)** and **Maple (335)**.
- **Berlin Lounge (261)**, located on second level, is another large space which serves primarily as a lounge for students and entertainment space for Campus Programming Council (CPC), but can occasionally be reserved for other uses.
- **Mueller Theater (219)**, also located on second level, is a theater style classroom which is used as a classroom during the day and for meetings and larger events on evenings and weekends.
- **Conference rooms** are located on the second and third level of McKelvey. They are **(252), Weisel (255), Watto (327)** and **Wile (352)**. These rooms can be reserved for meetings and events ranging from 10-25 people. Watto and Weisel can also be used to cater meals for very small groups.

Floor plan and room capacity of each room mentioned above can be found in the addendum.

SIZE OF EVENTS

Event planners should try to fit the size of the room to the size of their event. The Student Affairs Office may urge the event planner toward the use of a room where the size will be more appropriate so that the larger rooms may remain available for larger groups.

- Conference rooms and classrooms – 30 attendees
- Mueller or Phillips – 30-80 attendees
- Witherspoon Rooms (Lakeview/Maple), particularly catered for 80 plus attendees
- Club Room – 25 attendees

CARE OF RESERVED ROOMS

Each room has a standard set up and must be returned to that standard set up following events and meetings. Following large catered events, Sodexo will return the room to standard set up. In all other cases, Physical Plant will **not** return the room to a standard set up unless requested to do so. There is a charge associated with Physical Plant staff having to return the room to the

standard setup. Please be sure to communicate this request in your planning. Floor plans of standard set ups can be found in the addendum for reference.

FOOD SERVICE

Sodexo has exclusive catering rights throughout McKelvey Campus Center. Event planners may not supply their own food or beverage for events without consulting Sodexo staff for permission. To request catering for events, contact Catering Manager at (724) 946-7853.

PRIORITY OF WITHERSPOON ROOMS RESERVATIONS

Witherspoon Room (Lakeview/Maple) is the only space available that can host large scale events and catered meals, a priority system will be used. The College's functions will be given first priority for use of the Witherspoon rooms during the academic year, i.e. late-August to mid-May. This will include faculty, staff, student, and committee meetings as well as academic workshops and symposia.

The College will accept requests from employees for personal events and from off-campus groups. As a general rule of thumb, these outside requests will be considered after July 1 for the following academic year and as received for late May and the summer months of June, July, and early August.

Priority for Witherspoon Rooms will be given to campus events that serve the following purposes: [tradition](#) (e.g., Homecoming and Orientation), [recruitment](#) (e.g., Campus Visit Days or athletic recruitment events), [campus community celebrations](#) (e.g., Employee Recognition Luncheon or President's Christmas Reception), or [governance](#) (e.g., Board of Trustees or special meetings of the faculty, staff, and administration). These events will be scheduled between January and April of the previous academic year when possible.

Once the priority events are reserved (generally by April 1), scheduling of Witherspoon Rooms will be open to the campus community and reservations will be made on a first-come, first-serve basis. Possible exceptions include newly planned events that fall into the above priority categories. Additionally, catered functions that cannot be accommodated in other spaces will have priority over non-catered events slated for the Witherspoon Rooms. Smaller groups are strongly encouraged to make reservations in rooms more suited for their size to avoid being bumped from Witherspoon.

PRIORITY AND POLICIES OF BERLIN STUDENT LOUNGE AND CLUB ROOM

The Berlin Student Lounge and Club Room are not intended to host events, student organization meetings which have an exclusive membership. Campus Programming Council (CPC) events have priority on Friday nights and may bump other events scheduled in those rooms. Student organizations hosting events open to the entire campus serve as a second and important source of programming for the Berlin Student Lounge.

Berlin Student Lounge reservations are to be made via Ad Astra. Club Room reservations are also made via Ad Astra, but require special permission from the Associate Dean of Student Affairs. Food, beverages, and technical needs **DO NOT** come with the room reservation.

The Club Room cannot hold more than 25 participants. Larger events will require reserving both the Berlin Student Lounge and The Club Room. Club Room beverages will not be available for these events unless they occur during Club Room open hours.

Technical requirements (sound, microphones, lights, etc.) are fulfilled by Student Affairs Office student workers. Please complete a **Student Affairs Tech Request** in the Student Affairs Office within one week of the event. Late requests may not be able to be fulfilled.

Club Room food and beverages will be made available during events scheduled in Berlin Student Lounge which are held during regularly scheduled hours. To receive this support, the event **MUST** be open to all students. Events hosted for a limited population, student organization meetings, and academic/departmental events are not eligible for this amenity. However, these can be made available for a small fee.

Club Room bar and beverages fees

0-15 participants	\$5 per day
16-25 participants	\$10 per day
> 25 participants	(cannot be hosted in the Club Room; see above)

We strongly prefer that you bring your own cups and mugs, but they can be made available upon request. Hosting organizations/departments are responsible for washing dishes used during your meeting or event.

Club Room Hours:

Monday – Thursday
8 p.m. - 1 a.m.

Friday
7:30 p.m. – 1 a.m.

Saturday and Sunday
2 – 5 p.m.
8 p.m. – 1 a.m.

SUCCESSFUL EVENT PLANNING TIPS

Even the most amazing event can flop because of poor event planning. Here are some helpful tips that will help your event be successful while minimizing counter programming which can often compete with your potential audience.

SELECT YOUR DATE & TIME

Consult the online Events Calendar to avoid counter programming against other similar events. The Events Calendar shows events that are open to the public, but does not reflect everything that is happening on campus. Given the volume of events scheduled on this campus, you are not likely to find a date and time that is entirely free. But, you don't want to schedule an event against another student organization or lecture hosted by another academic department. The calendar is located on the home page of the College website.

Review the Scheduling Calendar available on Ad Astra located via My Westminster at Reserve a Campus Location. This calendar shows **approved room reservations** for all events and meetings even if they are not on the Events Calendar. To view this calendar,

+666 go to Reserve a Campus Location and select second tab **Calendars**, and then **Scheduling Calendar**. You can filter your search by date and location.

ROOM RESERVATION REQUESTS

Off Campus Group

Contact Janet Smith, Business Manager, (724) 946-7139, who will maintain the schedule for the Witherspoon Rooms for the summer months and vacation periods during the academic year and consults with Student Affairs about reservations during the academic year. **All** requests must indicate the number of people attending the event. It will be up to the discretion of the Business Manager to suggest a room other than the Witherspoon rooms if the anticipated meeting size can be accommodated in one of the other meeting spaces in the Campus Center. Additionally, if food service is requested, a guarantee of a minimum number of guests will be requested.

On Campus Group

All requests are to be made via My Westminster/Reserve a Campus Location (see detailed instructions below). Only exception is if your reservation request is within 48 hours of an event.

Important Tips:

Include **setup and tear down time in room reservation** request. Time will be needed between functions to allow for tear down and set up of events, especially those that require food service, so plan accordingly. For example: your non-catered event begins at 2 p.m. and you need ½ hour to set up. Your room request begin time should be 1:30 p.m. and is the time you will be allowed to access the room, no earlier.

Steps to Room Reservations

1. Go to My.Westminster home page. Do NOT log in.
2. Select "Reserve a Campus Location" found in the navigation pane in the far left column.
3. Home page to Ad Astra should appear. Do NOT log in.
4. At the top far left, select "Request an Event" to proceed to make a room reservation.
5. If you would like to look at the approved room reservations for a particular day(s): Skip #4 and select the second tab "Calendar"; then "Scheduling Calendars". Enter date you want to view; and filter room, if needed.
6. If you are unfamiliar with how to use Ad Astra, please review the instruction guide located at following link or in the addendum:
http://www.westminster.edu/resources/computing/pdf/astra_event_room_request_instructions.pdf
7. After you have "saved" your request, you will receive an email that indicates your request has been received and is under review.
8. A second email will be sent when your request is approved or denied.
9. Note: A tutorial is available on the home page.

RESERVATION CHANGES OR CANCELLATIONS

If you need to change or cancel your event, it **is your responsibility** to notify all parties involved. This action will allow the venue and resources to be made available to other groups planning an event.

ROOM SET UP

College staff members are responsible for requesting room set up. Sodexo employees will set up for catered events ONLY. Physical Plant (PPO) will set up all other events upon request. Guests are not permitted to alter meeting room facilities (e.g., wall postings, decorations, lighting configurations, etc.) without receiving consent to do so from the College's Business Manager.

PPO may need to be contacted if you need a special setup for any room in which you have made a reservation. When a reservation is approved, PPO is notified; however, the reservation does not indicate your set up needs. PPO has developed the “**One Event Form**” for this purpose. Forms are available at the Student Affairs Office and PPO. Request should be filled out as soon as possible. A sample of the form is located in the addendum.

If you plan to handle your own room set up, detailed information is located in the addendum in order for you to perform this task.

Custodians will unlock rooms in the mornings. If Sodexo, Physical Plant or Library and Information Services does a set up in a room, this department will then lock the room and will be responsible for opening it again at event time.

ADDITIONAL ROOM CLEAN UP

The College reserves the right to assess additional charges to individuals or groups if, because of the activity, extensive clean up or repair is required in the Witherspoon rooms.

AV & TECHNOLOGY NEEDS

Berlin Lounge/Club Room

Technical requirements (sound, microphones, lights, projector, etc.,) are fulfilled by Student Affairs student workers. Complete a ***Student Affairs Tech Request*** form no later than one week prior to the event. Late requests may not be able to be filled. Form is available at the Student Affairs Office, MCC 244. A sample of the form is located in the addendum.

For all other rooms, technical needs are serviced by Library and Information Services (LIS).

LIS circulates, provides training on, and maintains a variety of presentation devices for Westminster College faculty, student and staff use. The items available, along with a link to the equipment circulation policies, are on the LIS Equipment Request form at www.westminster.edu/lis. The Equipment Request form must be filled out in its entirety in order to be processed: incomplete forms, phone-in requests, and e-mail requests are not accepted.

Circulating equipment must be reserved **at least two business days in advance** of the event date, depending on the event type and equipment required. Patrons will receive a confirmation or denial of the request via e-mail. Academic events and college-requisite events always take priority. See the equipment circulation policies for additional details.

LIS also provides technical support and training/training materials upon request for Westminster’s registrar-scheduled smart classroom resources, as well as the presentation technology in McKelvey Campus Center’s Mueller Theater and the Witherspoon rooms.

LIS does not provide equipment operators. Please contact LIS for training on how to operate Mueller Theater, Witherspoon, or other equipment prior to your event, if needed, especially if your event is after business hours (M-F, 8:00-4:30).

Mueller Theater – microphones (podium, handheld wireless, or wireless lavalier) available upon request via LIS Equipment Request Form.

Witherspoon Rooms (Lakeview/Maple)

- Equipment available in the tech closets and Lock boxes is self-service and does not need reserved unless a setup beyond a basic laptop and/or microphone connection is requested. All equipment must be returned to the appropriate locations once the event concludes. Training sessions on basic setups as well as how to operate the technology in these rooms can be coordinated during business hours with LIS staff.
 - Self-service equipment includes:
 - wireless handheld microphone
 - wireless lavalier microphone
 - podium microphone
 - microphone stand
 - cable guard
 - XLR cable
 - VGA cable
 - Extension cord
 - Wired portable touch panel
 - Spare rechargeable batteries for the microphone only!
- Any additional equipment required must be reserved via the LIS Equipment Request Form.

Off-Campus Groups Planning On-Campus Events

Any off campus individual or group planning an on-campus event must contact Janet Smith, Business Manager, at 724.946.7139. Restrictions apply for equipment that can be used/loaned to off campus groups for their on-campus events. These restrictions can be seen on the policies page via the Equipment Request form at www.westminster.edu/lis

PUBLIC SAFETY

Your event parking, traffic and/or crowd control, or VIP protection can be discussed with JJ Walker, Director of Public Safety, 724-946-6216.

ADVERTISE YOUR EVENT

You've taken the time to plan an amazing event, but now you need to build your audience. There are a variety of ways to do this, but your advertising should be thoughtful, timely, clear, and provide all pertinent details. Additional details on some of these options are located in the addendum.

GUEST WIRELESS INTERNET ACCESS

Guest account credentials for wireless internet access is available, changes weekly and can be found at www.my.westminster.edu/ics/Help/Wireless_Network_Guest_Login_Information.jnz

ADDENDUM #1

EVENT PLANNING CHECKLIST

- Select date, time and location
- Submit room reservation(s) via **My Westminster**
- Receive email notification of approved room reservation
 - Denied, contact Student Affairs Office
- Submit request to post event to the online **Events Calendar**
- Submit **One Event Form** to Physical Plant (PPO), for request for room set up
Note: Catered events in Witherspoon rooms do not require One Event Form
- Submit request for technology needs
 - Contact LIS for all rooms except for Lounge & Club Room
 - Contact Student Affairs for Lounge & Club Room ONLY
- Contact Food Service, if needed
- Contact Public Safety, if needed
- Promote using other possibilities available
- Canceled event, notify all parties involved

IMPORTANT PHONE NUMBERS

Catering Manager.....	724.946.7853
Janet Smith, Business Manager (off-campus groups only)	724.946.7139
JJ Walker, Director of Public Safety.....	724.946.6216
Library and Information Services (LIS) Help Desk.....	724.946.6000
Physical Plant (PPO).....	724.946.6335
Public Safety.....	724.946.7777
Student Affairs Office.....	724.946.7110

ADDENDUM #2

RESERVABLE CAMPUS SITES AND RESERVATION CONTACT PERSONS

Anderson Amphitheater

Diane Gabriel - 724.946.7117

Athletic Fields

Tammy Swearingen - 724.946.7320

Beeghly Theater

Linda Travers - 724.946.7233

Burry Stadium

Tammy Swearingen - 724.946.7320

Buzz Ridl Gymnasium

Tammy Swearingen - 724.946.7320

Classrooms

Patti Hammer - 724.946.6336
(Hoyt, Old Main, Thompson-Clark
and Patterson (excluding Music
Dept))

Dining Services

Jeff Creveling - 724.946.6312

Grounds (Quad, Tub Patio, etc.)

Gina Vance - 724.946.7110

Intramural Gym

Tammy Swearingen - 724.946.7320

McCandless Conference Room

Kathy Gabriel - 724.946.7100

McGill Library

Alex Julio – 724.946.7330

- Miller Board Room
- Public Computer Lab
- Richard T. Robinson Room
- Study Rooms

McKelvey Campus Center

Kathy Suosio - 724.946.7110

Natatorium

Tammy Swearingen - 724.946.7320

Old 77

Tammy Swearingen - 724.946.7320

Orr Auditorium

Peggy Flynn – 724.946.7270
For any technical requirements in a
contract, it is essential to first clear
the contract (prior to signing) with
Paula Ferguson, Stage Manager,
724.946.7326.

Residence Hall Lounges

Director of specific residence hall.

Senior Terrace

Janet Smith - 724.946.7139

Tower Room

Patti Hammer - 724.946.6336

Wallace Memorial Chapel

Diane Gabriel - 724.946.7117

Advertising on Campus Guide

General Guidelines

- Please be considerate of others. Do not place your signs on top of other signs.
- If you want your sign to remain up, check with the appropriate department before posting your signs on bulletin boards.
- **When your event is over, please remove signs.**
- Think of new ideas: Table tents, mobiles, different sizes for signs will attract attention to them.
- If you have professional signs, try cutting them into pieces before putting them up; people will be more inclined to leave your publicity alone.
- **Do not place signs on painted or varnished surfaces.** When tape is removed, paint and/or varnish will come off with tape strips.
- **Signs are not permitted on any glass doors.** They pose a fire hazard and therefore are prohibited, and will be removed.

Possibilities for Posting Sites

- The Marketing & Communications Department publishes and updates a complete listing of campus activities online, also known as the “Events Calendar”, accessible through the College website or the My.Westminster site. To submit an event to the “Events Calendar” go to www.westminster.edu/about/news/marketing-request-form.cfm

Art Gallery

- Do not place any signs on the Art Gallery doors or on the exhibit walls.

TUB Banners

The College welcomes recognized student organizations to display event banners on the second level and Carlson Atrium located in the McKelvey Campus Center. While the College supports freedom of speech, banners that do not reflect the mission of the College will be removed. We request that you adhere to the following guidelines:

- Organizations may display one banner per event.
- Multiple events sponsored by an organization during the same time period may be noted on that banner. Special permission maybe granted for those events which need more than one banner.
- Do not move or take down another organization’s sign.
- Banners may be no larger than 4’ H x 6’ L.

- They should not overlap other banners and wooden handrails, or interfere with pedestrian traffic on the stairs. Do not hang banner over the “TUB” signage. Under special circumstances, larger banners may be approved by contacting Gina Vance in Office of Student Affairs PRIOR to making the banner. If you proceed to hang an oversized banner without prior approval, the banner will be removed and discarded by Student Affairs.
- Banner may be attached to the metal railing with zip ties, ribbon, or string.
- Use of any other type of fasteners that would harm the woodwork or paint is prohibited. Organizations will be responsible for any repair. (Hanging kit is available at the Information Desk at no charge.)
- Banner may stay up for a maximum of two (2) weeks.
- The two week period will be in advance of any event. Greek organizations announcing their new members must remove the banners no more than two weeks following the formal bid day.
- Recognized student organizations will have priority to hang banners in the TUB area.
- Banners belonging to campus departments or other organizations should follow the timelines listed below, but may be taken down to make room for those belonging to recognized student organizations before the two week period concludes.
- Banners announcing weekly organizational meetings may stay up for one week at the beginning of each academic year.
- **Banners announcing an event must be taken down by the student organization within 24 hours of the last date of the event. After the 24 hour window, Student Affairs will remove and discard the banner.**
- Banners that must be taken down by MCC staff will be discarded.

Chalking Blackboards

- Use one corner of a classroom Blackboard to write your announcement.
- Please be sure to check with your professor first.

Dining Halls

- Table tents in dining areas
- Check with Food Service personnel before leaving advertisements.

Field House

- The office secretary will post information.

Health Center

- Bulletin board

Hoyt Science Center

- Bulletin board on the first floor by the math department

Kiosk

- Located between Old Main and Thompson-Clark.

Library

- Use the bulletin boards located in the McGill entry way, the McGill Computer Lab, and by the photocopier on the ground floor of McGill.
- Please do not post on woodwork or painted surfaces.

McKelvey Campus Center

- Blue “W” bulletin boards located on all levels of the building.
- Bulletin boards on the corners of the Information Desk.
- See the Information Desk staff to hang banners.

Old 77

- Do NOT post on glass or painted surfaces.
- All postings must be approved by staff.

Old Main

- Take postings for enclosed cases to the Academic Affairs Office.
- Do NOT post on painted surfaces.
- Do NOT post on exterior/interior doors or glass.

Patterson

- Music Department
- Snack machine area
- Outside practice rooms
- Bulletin board outside music lounge/library

Physical Plant

- Bulletin board

Residence Halls

- Please bring copies to the Student Affairs Office and Residence Life Staff will post in appropriate residence hall locations.

- We suggest enough signs for each RA or approximately six for each of our residence halls.
- We prefer to have your advertisement at least 48 hours before you would like them posted.

The Rock (by Lake Britain)

- Only the rock may be painted, not surrounding area.
- You must clean up after painting and discard trash.

Sidewalks

- Chalking is not permitted in immediate path outside of the doors since chalk dust tacks into buildings.
- Chalk may only be used in areas where rain will wash chalk away.
- If rain does not wash the surface, you will be responsible for cleanup.

Thompson-Clark

- Bulletin boards located in main stairwell.
- **No signs are permitted on painted surfaces or door glass.**

Titan Digital Signage

- To submit advertisement request go to Library & Information Services on My.Westminster

Veterans' Memorial on the Quad

- Out of respect to our nation's veterans, this memorial is not to be used for any advertising, notices, or chalking.

Social Media

- Don't forget Facebook, Twitter, Instagram and others social media networks are also great ways to advertise an event! Go to www.westminster.edu/about/news/marketing-request-form.cfm

Don't forget these other advertising options:

The Holcad, Westminster Weekly, Titan Radio and Westminster College Network.

Only exception for posting: SGA's weekly schedule of campus events, "Toilet Paper" as designated areas in restrooms.

Please remember to remove signs and tape when event is over.

WITHERSPOON ROOMS (LAKEVIEW/MAPLE)
STANDARD ROOM SET UP AND STORAGE CLOSET USE

Standard Room Set Up

Maple Room

- Cushioned chairs (50) stacked along the east wall in the north corner. Chairs are to be stacked 5 high. Catering door and exits cannot be blocked.
- Tables can be found in the hall or the closet

Lakeview Room

- Lakeview will be set up with 4-8 round tables with 8 plastic chairs at each.

Furniture Storage Locations (unlocked)

Table storage room – 388B

- Roundtables (14) in the corner, parallel to the door (7 each of wood and plastic). Wood should always be stacked behind plastic, so plastic can be accessed first.
- Roundtables (6-10) perpendicular to the door depending upon the number in Lakeview.
- A total of 28 round tables should be in the Witherspoon Room between the table storage room and Lakeview.

Chair storage room – 366

- Remainder of plastic chairs, stacked 12 high on carts.
- Chair dolly (1)

Hallway Cubby

- 12 – 8 ft. tables

Balcony (Berlin Student Lounge)

- The balance of the cushion chairs are to be stored in the lounge balcony, along the wall, stacked 5 high. Do not block either of the exits.
- Plastic chairs, stacked 8 – 12 high, must be stacked properly or with more than 8 the stack will fall over.
- Cart with remainder of round tables (usually 5).
- Hand truck (2)

Important:
If furniture is setup or rearranged, room must be restored to standard set up at conclusion of event.

Technology Storage Locations

Do not block access to any of the AV technology available in the following rooms.

Lakeview Technology Closet – 338

- White board easel
- Easel from Alumni Affairs
- Tech equipment and cables for room
- Vacuum

Maple Technology Closet – 339

- Tech equipment and cables for room

Witherspoon Technology Closet – 340 (locked)

- Contains Master Touch Panel
- Backbone equipment
- Authorized access only!

Also available...
in the technology closets are
WC seal podiums, floor or
tabletop.

ADDENDUM #5

WESTMINSTER COLLEGE Physical Plant Activities Reservation and Set-Up Form

Submission Date: _____

Event/Function: _____	
Date: _____	Time: From _____ To _____
Sponsor: _____	Phone #: _____
Contact: _____	Phone #: _____
Charge to Account #: _____	
Facility:	
Building: _____	Room(s): _____
Number Attending: _____	
Special Services and Equipment:	
Tables: _____	Podium: _____ Other Maintenance: _____
Chairs: _____	Free Standing: _____
Piano: _____	Table Top: _____
Microphone – Call AV Services, ext. 7188 Other Services: _____	
Custodian on Duty: _____	Security on Duty: _____
Diagram of Layout for Special Set-Ups Attached: Yes _____ No _____	
<i>Form must be at the Physical Plant office at least two (2) days prior to date of event to assure completion of physical arrangements. An account number or prepayment for services is mandatory.</i>	
Office Use Only:	
Employee _____	Signature _____
Date/Time Completed _____	
Hours Worked – Regular _____	Overtime _____

Distribution: Original & 1 copy – Physical Plant office
 1 copy – Contact
 1 copy – Security
 1 copy – Sponsor

ONE EVENT ONLY

SAMPLE FORMS

McKelvey Campus Center Student Affairs Tech Request	
Please complete the following and submit to the Student Affairs Office (SAO) Only the SAO Technician and/or authorized personnel may setup and operate the equipment	
Name _____	Event Date _____
Phone _____	Event Prep Start Time _____
Email _____	Event Start - _____
Event _____	Event End - _____
Organization _____	Expected Attendance _____
Box # _____	
BERLIN STUDENT LOUNGE	
MINOR EVENTS Please fill out this section if your event is minor (i.e. speaker, group meeting) If something you will want is not listed below, you're event may be major, please contact the SAO	
<input type="checkbox"/> Microphone 1 + Stand *	<input type="checkbox"/> Projector Cart+Screen**
<input type="checkbox"/> Microphone 2 + Stand *	<input type="checkbox"/> Radio Off
<input type="checkbox"/> Microphone 3 + Stand	<input type="checkbox"/> Laptop (must be picked up from SAO)
<input type="checkbox"/> Microphone 4 + Stand	<input type="checkbox"/> Monitor
<input type="checkbox"/> Clip on Microphone	
MAJOR EVENTS Please fill out this section if your event is major (i.e. concert, dance) An SAO Technician or an authorized individual will be present at the event prep start time.	
Description of event	
Please tell us briefly what the event is that you would like to do. This will help us to better accommodate you.	

CLUB ROOM	
<input type="checkbox"/> Wall Open	
<input type="checkbox"/> Student Worker (Bar)	
*Wireless unless otherwise specified **Please give the room number if not in the Lounge	
PROJECTOR CART	
Room # _____	
RESERVED BY _____	DATE _____
Yellow, Applicant Copy; White SAO Copy	
Office Use Only	
APPROVED BY _____	DATE _____
TECHNICIAN _____	Rev. 3/10/2014

ADDENDUM #6

FLOOR PLANS AND ROOM CAPACITY

MCC 219 – Mueller Theater

MCC 252 – Conference Room

MCC 255 – Weisel Conference Room

MCC 261 & 260 – Berlin Lounge and Club Room

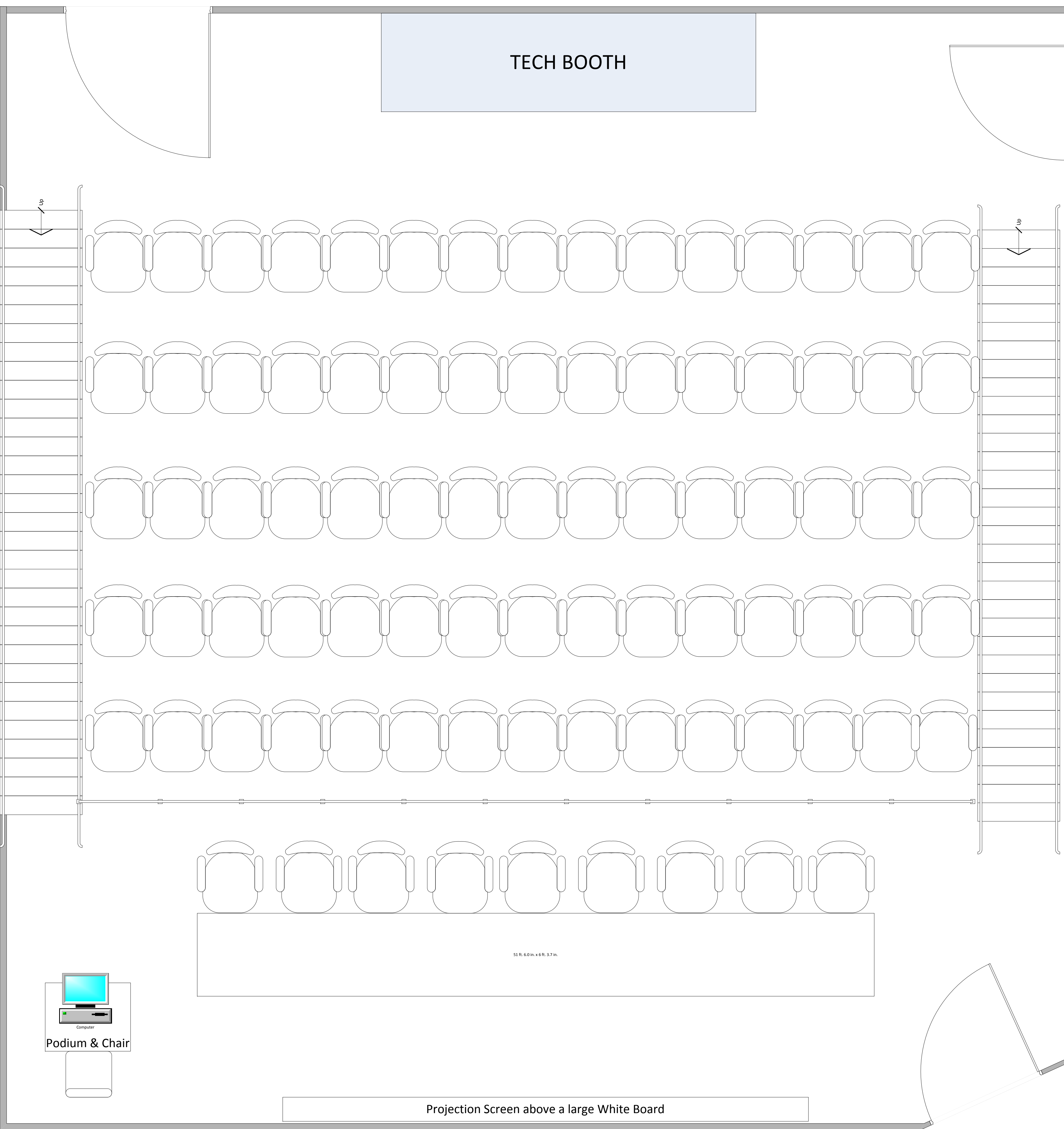
MCC 327 – Watto Room

MCC 334 – Witherspoon Lakeview

MCC 335 – Witherspoon Maple

MCC 334 & 335 – Witherspoon Room

MCC 352 – Wile Conference Room



TECH BOOTH

ROOM 219- MUELLER THEATER

SEATING FOR 84

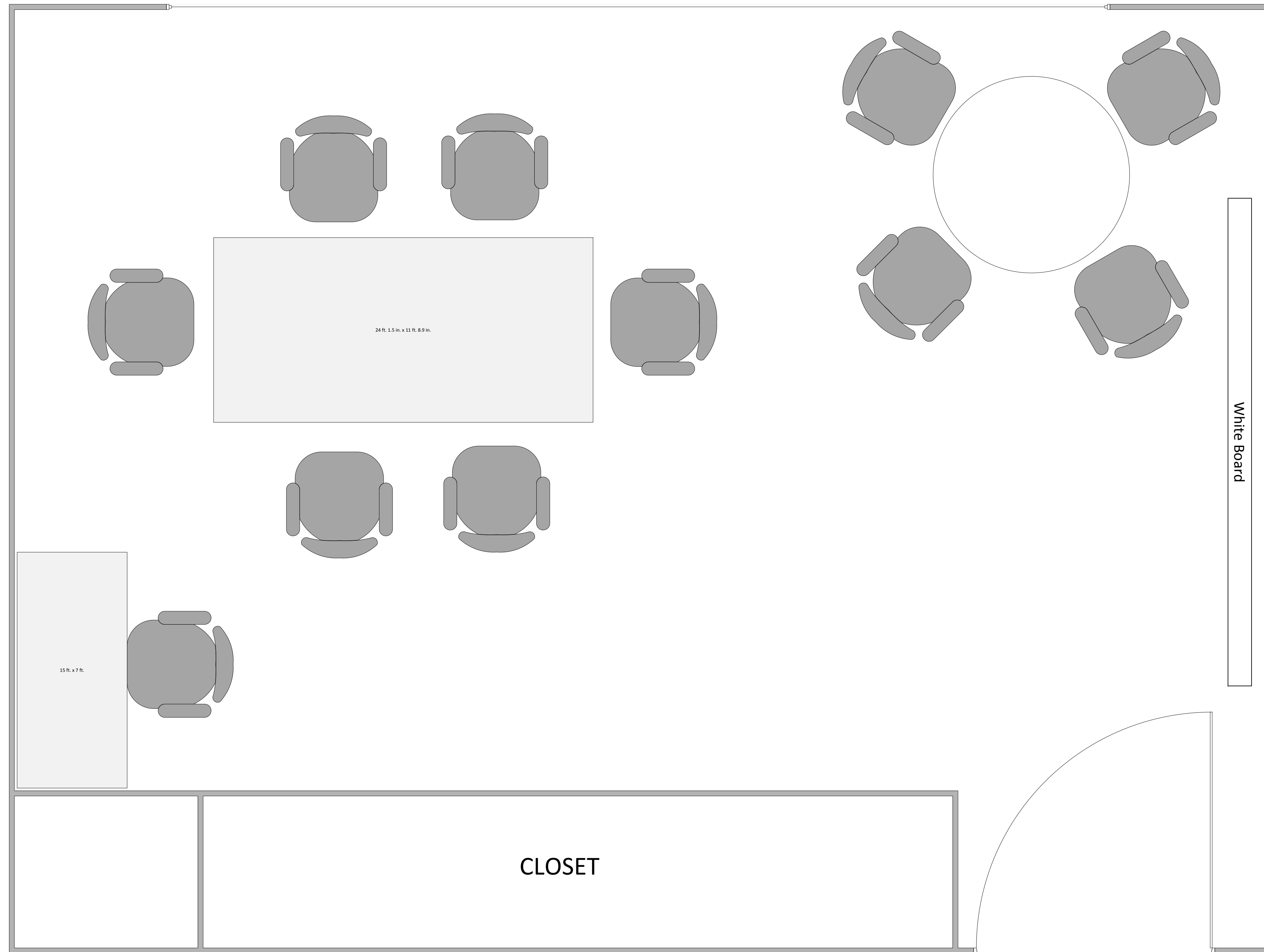
- 9 rolling chairs at table in front
- 75 auditorium-style seats (5 rows of 15)
- Fold down arm desks for each
- Handicap accessible

FEATURES

- Smart Classroom
- Large projection screen
- 3 dry-erase boards
- Internet connection at front table
9 ports for each of 9 seats

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).



ROOM 252 – CONFERENCE ROOM

SEATING FOR 11

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).

ROOM 255 – WEISEL CONFERENCE ROOM

2 stacks of 5 chairs

Seating for 30

-Arrangement Choices:

auditorium-style seats 26 with 4 seats at head table

OR

conference type seats 20

Features:

-Movable tables

-Stackable chairs

-Dry-erase boards

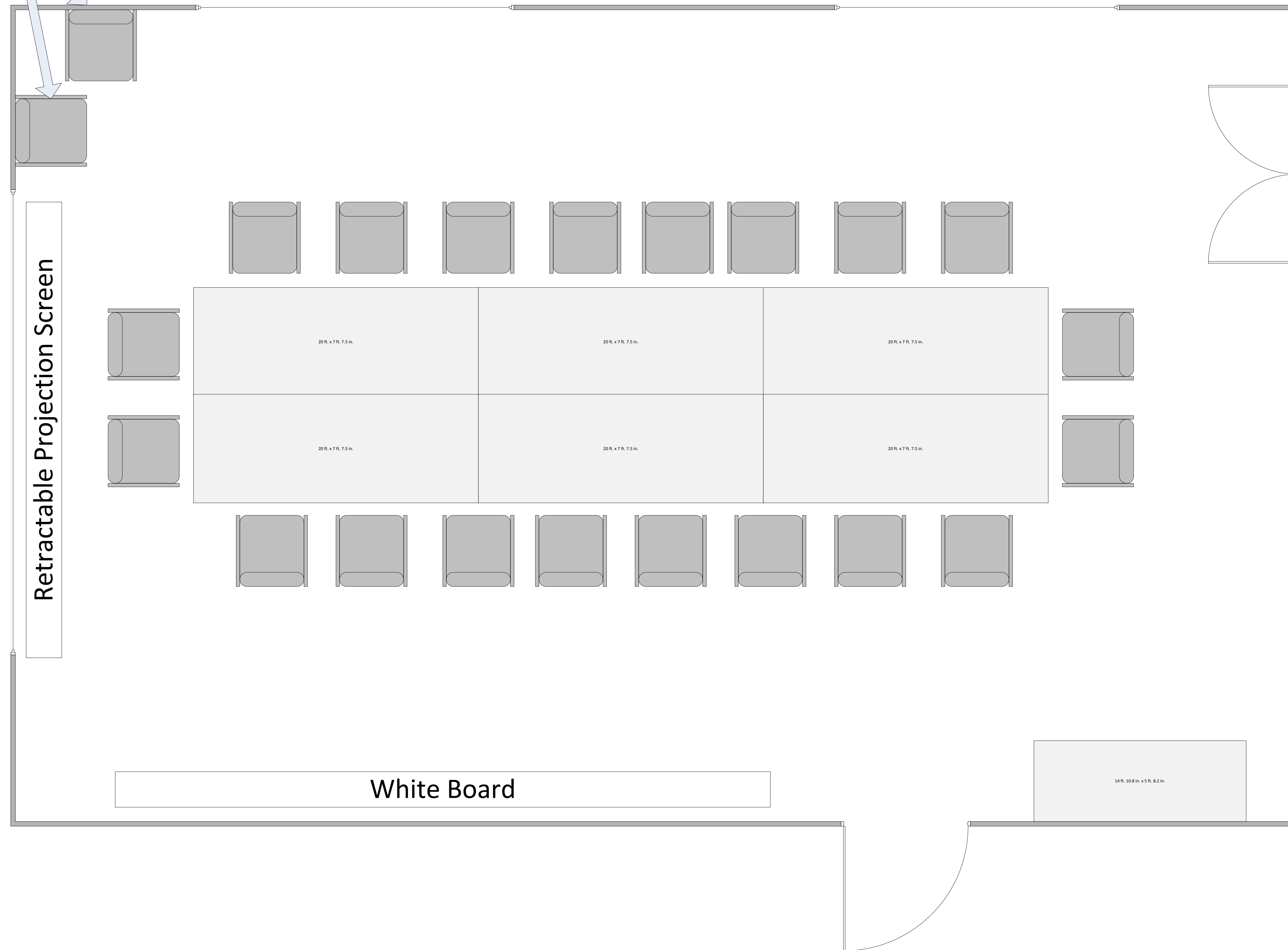
-Electric projection screen

Note:

-Double doors to Club Room are not accessible (locked)

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).



Retractable Projection Screen

20 ft. x 7 ft. 7.5 in.

20 ft. x 7 ft. 7.5 in.

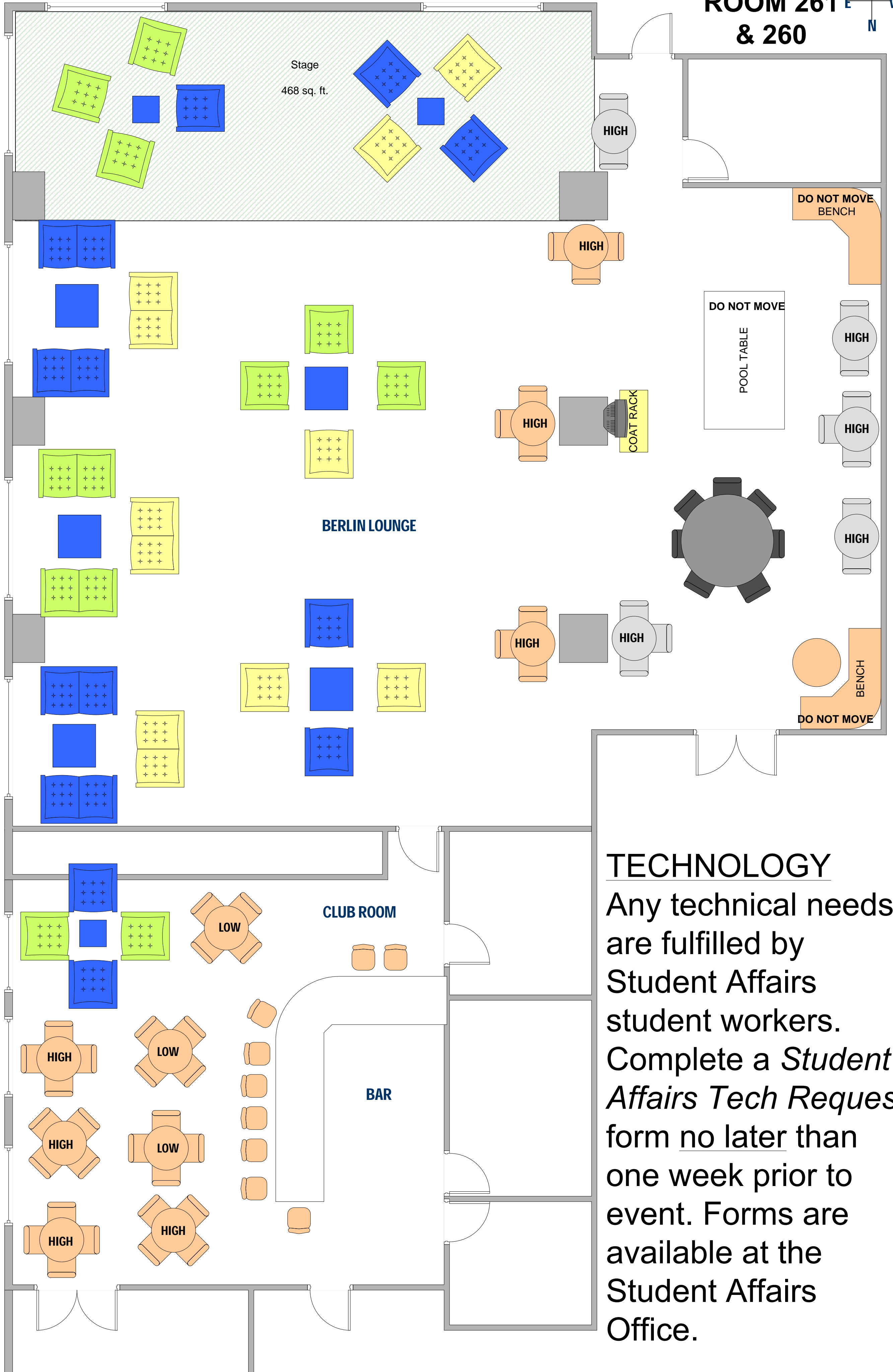
20 ft. x 7 ft. 7.5 in.

White Board

16 ft. 10.8 in. x 5 ft. 8.2 in.

McKelvey Campus Center – BERLIN LOUNGE and CLUB ROOM

ROOM 261 & 260



Stage
468 sq. ft.

BERLIN LOUNGE

CLUB ROOM

BAR

HIGH

HIGH

HIGH

HIGH

HIGH

HIGH

HIGH

HIGH

DO NOT MOVE
BENCH

DO NOT MOVE

POOL TABLE

COAT RACK

BENCH

DO NOT MOVE

TECHNOLOGY

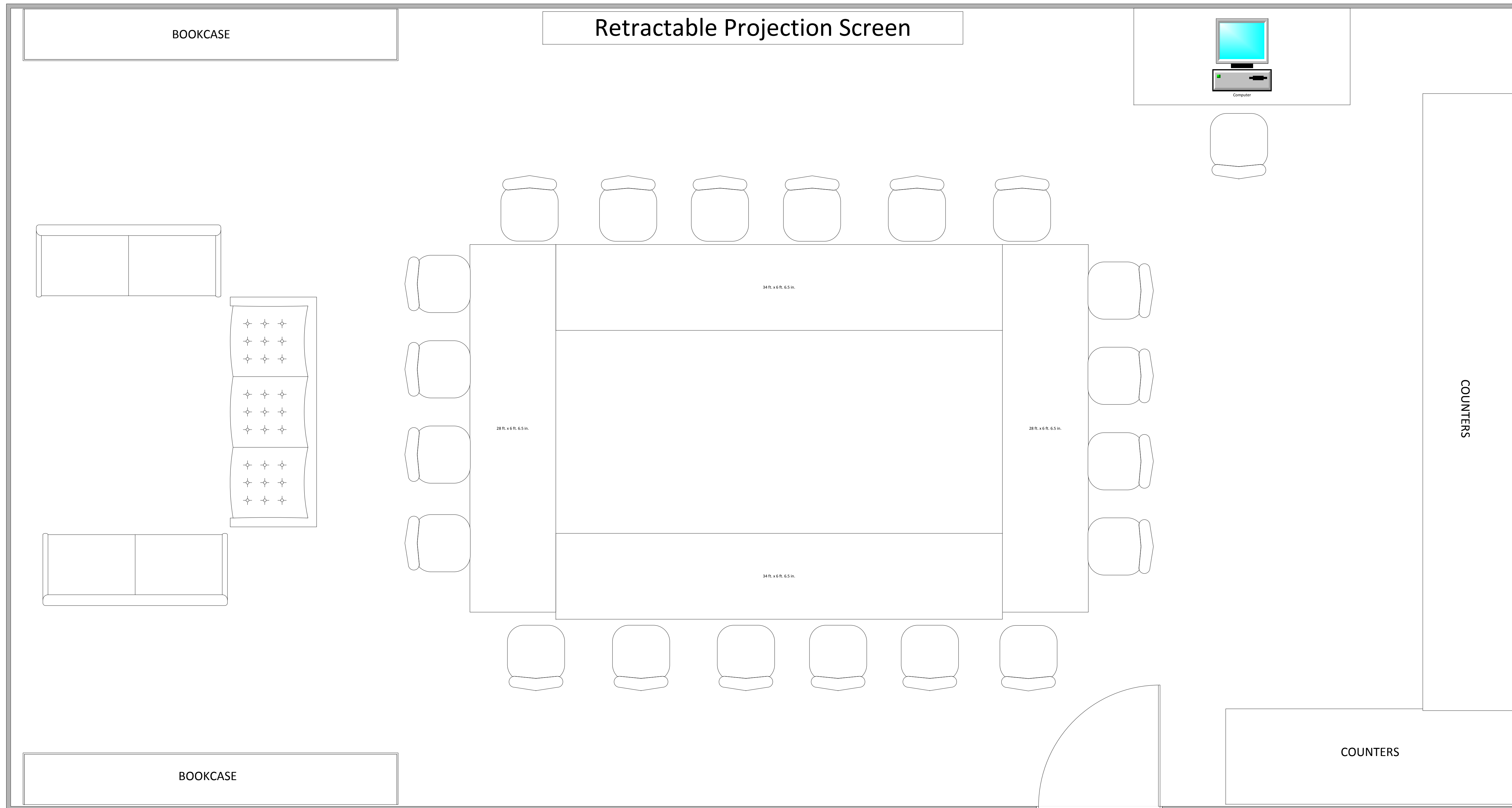
Any technical needs are fulfilled by Student Affairs student workers. Complete a *Student Affairs Tech Request* form no later than one week prior to event. Forms are available at the Student Affairs Office.

ROOM 327 - WATTO CONFERENCE ROOM

SEATING FOR 20
(NOT INCLUDING SOFAS)

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).



ROOM 334 - WITHERSPOON LAKEVIEW

- *Curved wall is all windows
- *Dotted line represents retractable wall
- *Seating for 144 when folding partition is open
- *Seating for 136 when folding partition is closed

- Standard set up is 6-8 round tables with 8 chairs at each.

Physical Plant

- Podiums and event set ups that don't involve catering are handled by physical plant. Also if any additional seating is required, physical plant needs to be notified.
- A One Event Form must be submitted to request a set up

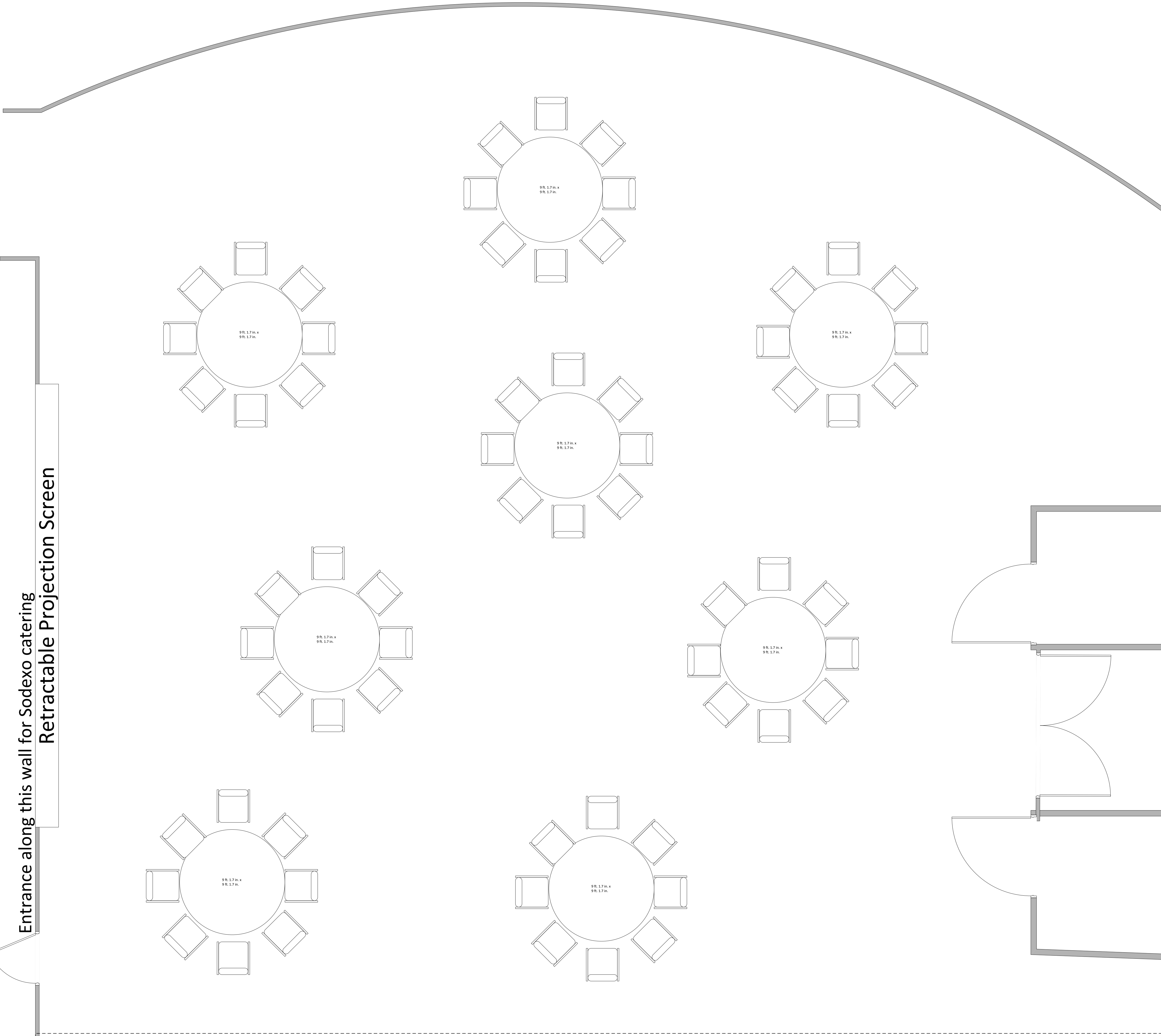
TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).

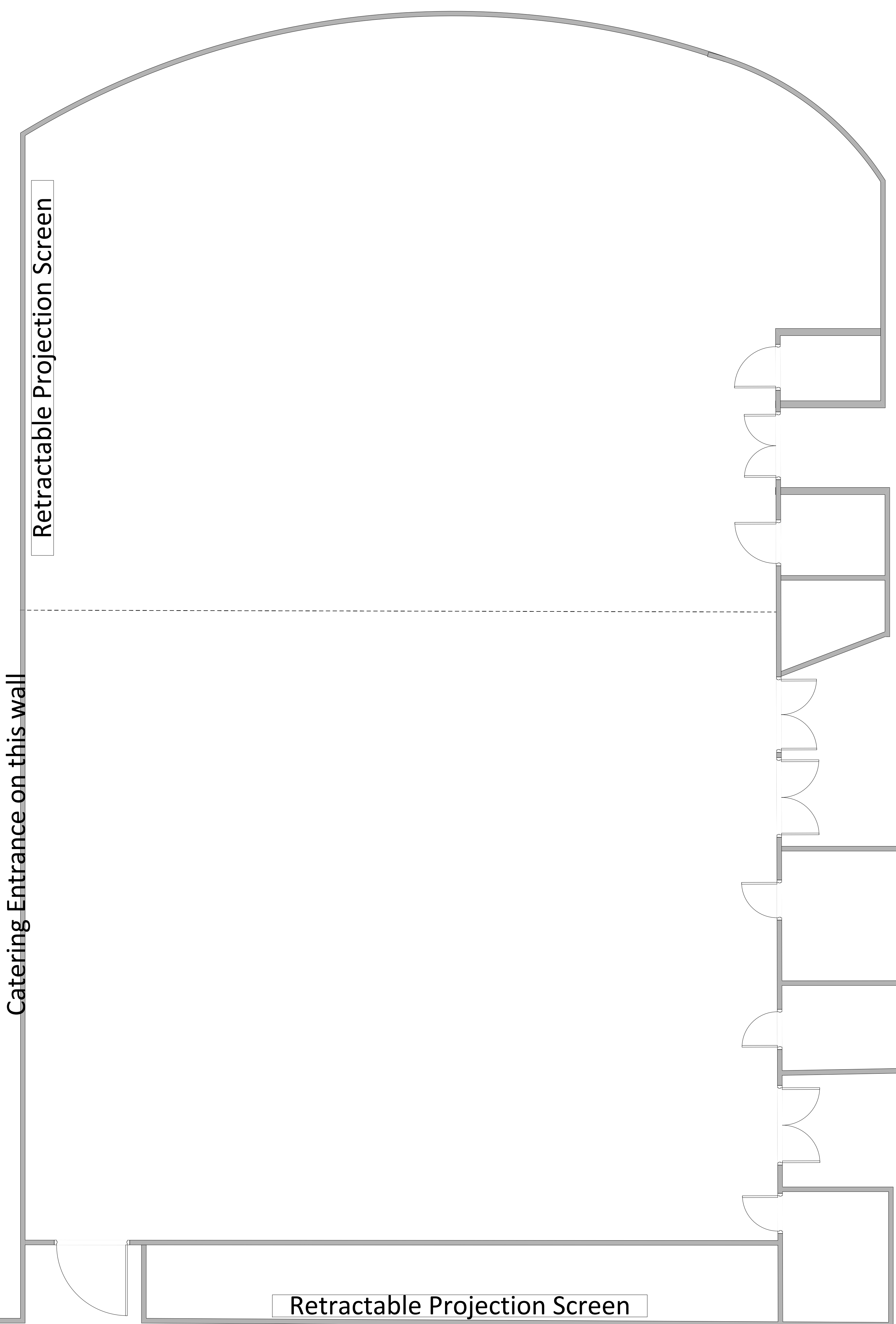
Equipment available in the tech closets and Lock boxes is self-service and does not need reserved unless a setup beyond a basic laptop and/or microphone connection is requested.

Self-Service Equipment Includes:

- Wireless handheld microphone
- Wireless lavalier microphone
- Podium microphone
- Microphone stand
- Cable guard
- XLR cable
- VGA cable
- Extension cord
- Wired portable touch panel
- Spare rechargeable batteries for the microphone only!



Entrance along this wall for Sodexo catering
Retractable Projection Screen



**ROOMS 334 & 335 –
WITHERSPOON ROOMS**

- One Large Multipurpose Room
- Maximum Seating for 304 using entire room
- 30 tables with 8 chairs per table
- Both rooms have electric sources

- *Sodexo catering is required for Witherspoon rooms
- *can be divided into two smaller rooms

Physical Plant

- Podiums and event set ups that don't involve catering are handled by physical plant. Also if any additional seating is required, physical plant needs to be notified.
- A One Event Form must be submitted to request a set up

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).

Equipment available in the tech closets and Lock boxes is self-service and does not need reserved unless a setup beyond a basic laptop and/or microphone connection is requested.

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- Wireless handheld microphone
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- Podium microphone
- Microphone stand
- Cable guard
- XLR cable
- VGA cable
- Extension cord
- Wired portable touch panel
- Spare rechargeable batteries for the microphone only!

ROOM 335 – WITHERSPOON MAPLE

- *Seating for 144 when folding partition is open
- *Seating for 136 when folding partition is closed
- *Dotted line represents retractable wall

Physical Plant

- Podiums and event set ups that don't involve catering are handled by physical plant.
- Also if any additional seating is required, physical plant needs to be notified.
- A One Event Form must be submitted to request a set up

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).

Equipment available in the tech closets and Lock boxes is self-service and does not need reserved unless a setup beyond a basic laptop and/or microphone connection is requested.

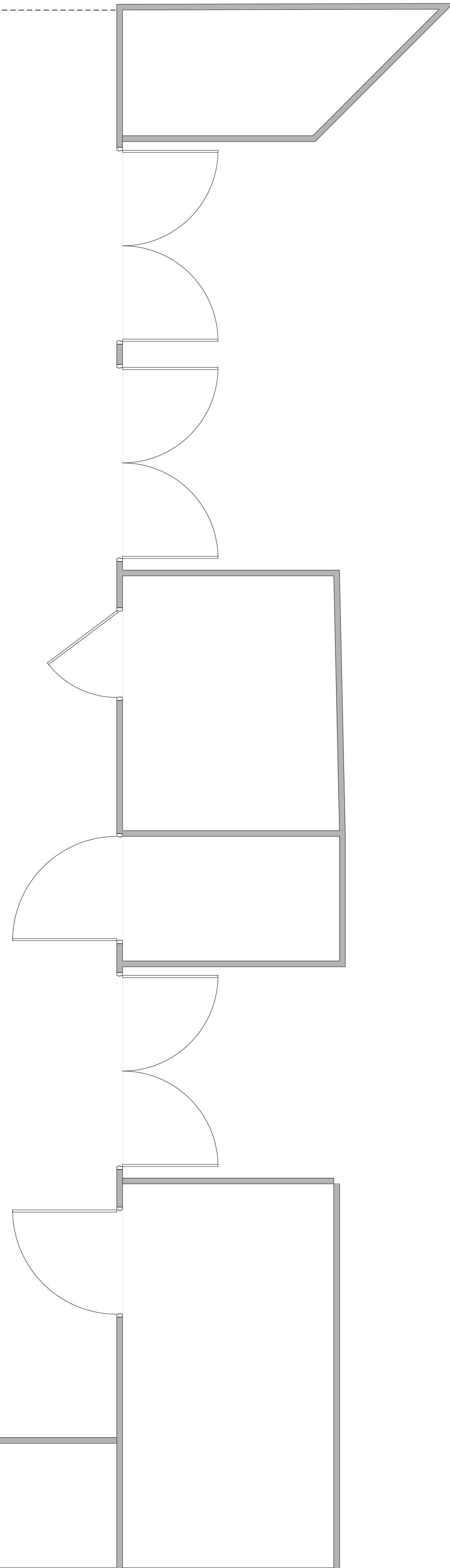
Self-Service Equipment Includes:

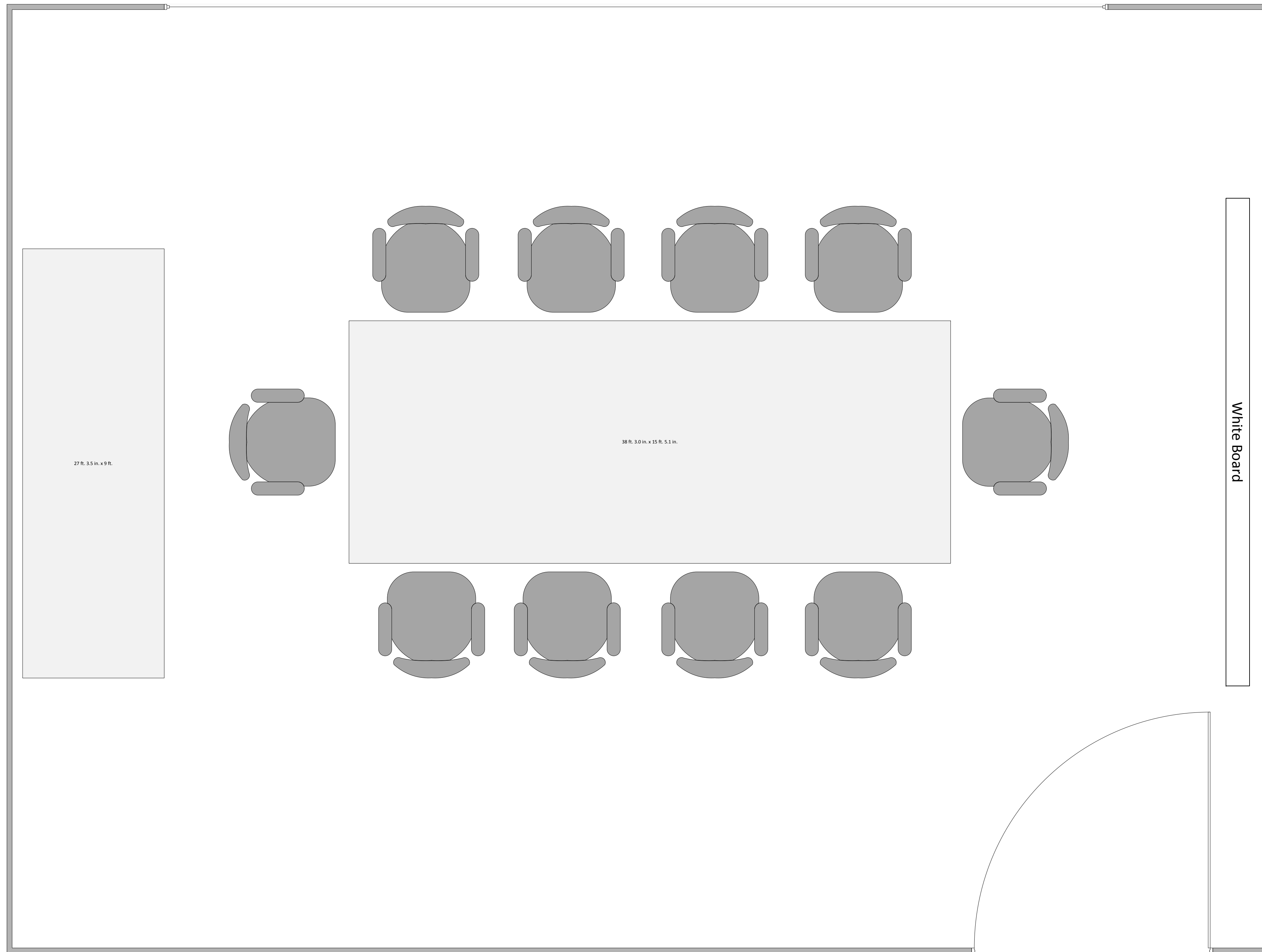
- Wireless handheld microphone
- Wireless lavalier microphone
- Podium microphone
- Microphone stand
- Cable guard
- XLR cable
- VGA cable
- Extension cord
- Wired portable touch panel
- Spare rechargeable batteries for the microphone only!

Catering Entrance on this wall

Stacks of 100-150 chairs

Retractable Projection Screen





ROOM 352 - WILE CONFERENCE ROOM

SEATING FOR 10

FEATURES:

Dry-erase board

TECHNOLOGY

Technology needs are serviced by Library and Information Services (LIS).