

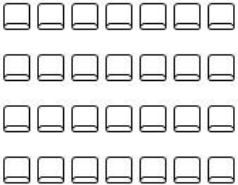
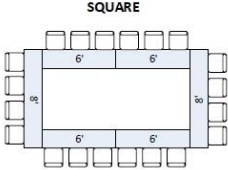
ROOM TYPES

To simplify searches, there are various room types. Each room or space is assigned one of these types. These types are self explain explanatory.

Type
Athletic Areas
Classroom
Classroom - Computer
Classroom - Lab
Classroom - Music
Classroom - Technology
Concert Hall
Conference/Meeting Room
Dining Area
Display area
Lecture Hall
Lobby Area
Lounge
Observatory
Off Campus
Office
Other
Outside
Parking
Recreation Facility
Residence
Retail
Theater

SETUP TYPES

SET UP TYPE	DESCRIPTION
Banquet	<p>This set up type consists of groupings of round tables with chairs set in such a way as to facilitate the serving of food, small group dialogues, etc. Depending on the venue selected, banquet is offered with 5' round tables which comfortably seats eight (8) and 6' round tables which comfortably seats ten (10).</p> <div data-bbox="1161 367 1372 609" style="text-align: center;"> <p>BANQUET</p> </div>
Expo/Trade Show	<p>Exhibition style setup with tables (or booths) for vendors, displays, products, etc. Specify the number of tables and/or chairs required in the note section of your request.</p>
Classroom	<p>This set up type consists of rows of tables with chairs facing the front of a room. It is appropriate for a long lecture or other events that require extensive note taking.</p> <div data-bbox="1161 829 1339 997" style="text-align: center;"> <p>CLASSROOM STYLE</p> </div>
Conference	<p>This set up type consists of rectangle tables grouped in the center of a room with chairs placed around all sides. It is appropriate for small meetings.</p> <div data-bbox="1144 1039 1356 1186" style="text-align: center;"> <p>CONFERENCE STYLE</p> </div>
Empty Space	<p>When an event requires a room with an open floor space (for example, a student dance). Tables, chairs, audio visual equipment, and other resources may be added to this setup type for catering and other event related requirements.</p>
Horseshoe	<p>This set up type consists of rectangle tables set up in the shape of a horseshoe with chairs placed around the perimeter of the tables facing in. It is appropriate for small to medium sized meetings or presentations. If used for presentations the screen will be set facing the center section so participants do not have to turn their chairs.</p> <div data-bbox="1079 1459 1372 1669" style="text-align: center;"> <p>HORSESHOE</p> </div>
Horseshoe with Head Table	<p>The same as Horseshoe with a head table and chairs setup in the front of the room.</p>

<p>Information Table</p>	<p>Please select this set up type when reserving a table in the Campus Center or Student Center for bake sales, to advertise events and services, promote your organization, etc.</p>
<p>Outdoor Fair</p>	<p>This set up type is for outdoor events that require tables, chairs, tents, and other equipment. Elaborate on all table and chair requirements in the note section of your request.</p>
<p>Reception</p>	<p>When an event will be utilizing a space for a reception that will require a large open floor space for guests to interact as well as a combination of round tables for seating and rectangle tables for catering and other event related requirements.</p>
<p>Row Seating</p>	<p>This set up type consists of rows of chairs facing a stage, podium, or other focal point. It is appropriate for a short lecture or larger groups that do not require extensive note taking. If note taking is required, please select classroom. If a gentle curve or other specific set up feature is required, please add a note to your reservation.</p> <div style="text-align: right;"> <p>ROW SEATING</p>  </div>
<p>Performance with Side Stage</p>	<p>This set up type is only available in the O'Neill Center. The seating arrangement for this set up consists of bleachers, chair backs, and rows of chairs facing a stage located at the North side of the Feldman Arena. Include any special table and/or chair requirements with your request.</p>
<p>Specific Setup</p>	<p>Please submit a venue diagram showcasing the type of custom set up required for your event.</p>
<p>Square</p>	<p>This set up type consists of rectangle tables formed into a square or rectangle, with chairs placed around all sides. It is appropriate for small and medium size meetings.</p> <div style="text-align: right;"> <p>SQUARE</p>  </div>
<p>Standard</p>	<p>Please select this set up type when reserving a space that has seating and/or furniture permanently assigned to it (for example, an academic classroom, performance hall, executive board room, lounge, etc.).</p>

SPACE INVENTORY

Currently, the following spaces are available for on-line requests through the events portal. This list continues to expand.

Midtown Campus

Outdoor Space

- Alumni Circle
- Berkshire Front Lawn
- Centennial Grove
- Entry Gate
- Fairfield – Back Lawn
- Fairfield – Front Lawn
- Higgins Annex – Outdoor Patio
- Higgins – Front Lawn
- Litchfield – Outdoor Patio
- Litchfield – Side Lawn
- Quad
- Recreation Field (Science Bldg)
- Science Bldg – Lawn
- Warner Hall – Side Lawn
- White Hall – Front Lawn

Student Center

- 201
- 201 A
- 201 B
- 202
- 202 A
- 202 B
- 209
- 216
- 221
- 226
- 228
- Game Room
- Lobby Area – 5 locations
- Plaza – 8 locations
- Second Floor Landing
- Theatre
- Veranda

Warner Hall

- Lyceum 101 – White Hall Side
- Lyceum 102 – Haas Side
- Lyceum 103 – Conference Room
- Lyceum Full

White Hall

- Classroom 022
- Classroom 023
- Classroom 112
- Classroom 301
- Classroom 302
- Ives Concert Hall
- Ives Lobby
- Meeting Room 122
- Meeting Room 127
- Viewing Room 1
- Viewing Room 2

Westside Campus

Campus Center

- 212
- 212/214
- 213
- 214
- 300 H
- 315
- Ballroom
- Ballroom North
- Ballroom South
- Lobby Lower Area – 3 locations
- Lobby Upper Area – 3 locations
- South Plaza

Facilities & Locations Capacity

Midtown - Outdoor Locations

Space	Setup Type	Min Capacity	Max Capacity
Alumni & Friends Circle	Row Seating	0	70
	Information Table	0	12
	Reception	0	70
	No Set Up Required	0	0
	Outdoor Fair/Event	0	12
Berkshire Hall - Front Lawn	Information Table	1	10
	No Set Up Required	0	0
	Outdoor Fair/Event	1	10
Centennial Grove	Banquet	0	96
	Information Table	0	12
	Reception	0	96
	No Set Up Required	0	0
	Outdoor Fair/Event	0	12
Midtown - Entry Gate	Information Table	0	4
	No Set Up Required	0	0
	Outdoor Fair/Event	0	4
Fairfield Hall - Back Lawn	Information Table	1	8
	No Set Up Required	0	0
	Outdoor Fair/Event	0	8
Fairfield Hall - Front Lawn	Information Table	1	60
	No Set Up Required	0	0
	Outdoor Fair/Event	1	60
Higgins Annex - Outdoor Patio	Information Table	0	0
	Reception	1	32
	No Set Up Required	0	0
	Outdoor Fair/Event	0	0
Higgins Hall - Front Lawn	Information Table	1	8
	No Set Up Required	0	0
	Outdoor Fair/Event	1	8

Midtown - Outdoor Locations

Space	Setup Type	Min Capacity	Max Capacity
Litchfield Hall - Outdoor Patio	Information Table	1	6
	No Set Up Required	0	0
	Outdoor Fair/Event	1	6
Litchfield Hall - Side Lawn (8th Ave)	Banquet	0	96
	Information Table	1	20
	No Set Up Required	0	0
	Outdoor Fair/Event	0	20
Quad	Row Seating	0	1,200
	Information Table	0	70
	Performance w/ End Stage	0	1,200
	No Set Up Required	0	0
	Outdoor Fair/Event	0	70
Recreation Field	Volleyball	0	100
	Football	0	100
	Rugby	0	100
	Soccer	0	100
	Field Hockey	0	100
	Lacrosse	0	100
	No Set Up Required	0	0
Science Building - Lawn	Information Table	0	24
	No Set Up Required	0	0
	Outdoor Fair/Event	0	24
Warner Hall Side Lawn	Banquet	0	64
	Information Table	0	6
	Reception	0	64
	No Set Up Required	0	0
	Outdoor Fair/Event	0	6
White Hall - Front Lawn	Banquet	0	96
	Information Table	0	12
	Reception	0	96
	No Set Up Required	0	0
	Outdoor Fair/Event	0	12

Westside Campus Center

Room	Setup Type	Min Capacity	Max Capacity
Campus Center 212	Classroom	0	20
	Empty Space	0	60
	Row Seating	0	50
	Horseshoe w/ Head Table	0	15
	Conference	0	20
	Horseshoe	0	15
	Banquet	0	20
	Circle of Chairs	0	20
	Square	0	20
	See Diagram (Custom)	0	0
Campus Center 212 & 214	Classroom	0	37
	Empty Space	0	100
	Row Seating	0	100
	Horseshoe w/ Head Table	0	25
	Conference	0	30
	Horseshoe	0	25
	Banquet	0	64
	Circle of Chairs	0	45
	Square	0	30
	Campus Center 213	Classroom	0
Empty Space		0	40
Row Seating		0	40
Horseshoe w/ Head Table		0	15
Conference		0	15
Horseshoe		0	15
Banquet		0	20
Circle of Chairs		0	20
Square		0	18
Campus Center 214		Classroom	0
	Empty Space	0	40
	Row Seating	0	50
	Horseshoe w/ Head Table	0	15
	Conference	0	20
	Horseshoe	0	15
	Banquet	0	20
	Circle of Chairs	0	20
	Square	0	20

Room	Setup Type	Min Capacity	Max Capacity
Campus Center 315	Standard	0	12
	Conference	0	12
Campus Center Ballroom	Classroom	20	150
	Empty Space	20	550
	Row Seating	20	550
	Horseshoe w/ Head Table	20	60
	Conference	20	100
	Horseshoe	20	60
	Banquet	20	270
Square	20	100	
Campus Center Ballroom N	Classroom	20	100
	Row Seating	20	300
	Horseshoe w/ Head Table	20	50
	Conference	20	40
	Horseshoe	20	50
	Banquet	20	150
	Circle of Chairs	20	100
Square	20	60	
Campus Center Ballroom S	Classroom	20	80
	Empty Space	20	200
	Row Seating	20	200
	Horseshoe w/ Head Table	20	40
	Conference	20	30
	Horseshoe	20	40
	Banquet	20	120
	Circle of Chairs	20	50
	Square	20	50
Lower Lobby Areas	Information Table	0	3
Campus Center S. Plaza	Empty Space	5	150
	Banquet	10	100
	Information Table	1	30
Upper Lobby Areas	Information Table	0	3

Midtown Student Center

Room	Setup Type	Min Capacity	Max Capacity
Executive Dining Room	Standard	0	8
Student Center 201	Classroom	0	60
	Empty Space	0	200
	Row Seating	30	200
	Horseshoe w/ Head Table	26	45
	Conference	0	50
	Horseshoe	26	55
	Banquet	10	120
	Circle of Chairs	6	60
	Square	31	54
Student Center 201A	Classroom	9	30
	Row Seating	20	60
	Horseshoe w/ Head Table	12	25
	Conference	5	24
	Horseshoe	12	25
	Banquet	16	48
	Square	12	30
Student Center 201B	Classroom	9	30
	Empty Space	10	60
	Row Seating	20	60
	Horseshoe w/ Head Table	12	25
	Conference	15	24
	Horseshoe	12	25
	Banquet	16	48
	Square	10	30
Student Center 202	Classroom	18	36
	Empty Space	1	150
	Row Seating	50	120
	Horseshoe w/ Head Table	15	36
	Conference	15	30
	Horseshoe	15	36
	Banquet	30	64
	Square	24	42

Midtown Student Center

Room	Setup Type	Min Capacity	Max Capacity
Student Center 202A	Classroom	9	18
	Empty Space	1	50
	Row Seating	10	50
	Horseshoe w/ Head Table	12	20
	Conference	15	25
	Horseshoe	12	20
	Banquet	12	32
	Square	20	30
Student Center 202B	Classroom	9	18
	Empty Space	1	50
	Row Seating	10	50
	Horseshoe w/ Head Table	12	20
	Conference	5	25
	Horseshoe	12	20
	Banquet	12	32
	Square	12	30
Student Center 209	Standard	0	15
	Conference	0	15
Game Room	Standard	0	40
Student Center 216	Standard	0	12
	Conference	0	12
Student Center 221	Standard	0	8
	Conference	0	8
Student Center 223	Standard	0	4
Student Center 226	Standard	0	22
	Conference	0	22
Executive Conference Room	Standard	0	15
	Conference	0	15
Lobby Areas	Information Table	1	3

Midtown Student Center

Room	Setup Type	Min Capacity	Max Capacity
Plaza Areas	Information Table	1	3
Second Floor Landing	Information Table	1	3
Theater	Empty Space	0	171
	Standard	25	171
	No Set Up Required	0	171
Veranda	Standard	1	30
	No Setup Required	1	30

Warner Hall

Room	Setup Type	Min Capacity	Max Capacity
Warner Hall 101 - South Lyceum	Empty Space	0	0
	Row Seating	20	120
	Banquet	20	96
	Circle of Chairs	10	24
	Expo/Trade Show	20	70
	Reception	20	100
Warner Hall 102 - North Lyceum	Empty Space	0	0
	Row Seating	20	120
	Banquet	20	96
	Circle of Chairs	10	24
	Expo/Trade Show	20	70
	Reception	20	100
Warner Hall 103 - Conference Room	Classroom	10	24
	Horseshoe w/ Head Table	10	24
	Conference	10	24
	Horseshoe	10	24

White Hall

Room	Setup Type	Min Capacity	Max Capacity
Ives Concert Hall	Row Seating	0	770
	Standard	0	770
Ives Concert Hall - Main Lobby	Empty Space	0	150
	Standard	0	150
	Reception	0	75
White Hall 122 - Meeting Room	Classroom	15	60
	Empty Space	15	100
	Row Seating	20	98
	Horseshoe w/ Head Table	15	34
	Banquet	24	72
	Square	15	46
White Hall 127 - Meeting Room	Classroom	15	60
	Empty Space	15	100
	Row Seating	20	112
	Horseshoe w/ Head Table	15	38
	Banquet	24	72
	Square	15	52
White Hall 022 - Classroom	Classroom	0	42
	Standard	0	42
White Hall 023 - Classroom	Classroom	0	42
	Standard	0	42
White Hall 025 - Viewing Room 1	Row Seating	0	50
	Standard	0	50
White Hall 026 - Viewing Room 2	Row Seating	0	43
	Standard	0	43
White Hall 112	Standard Classroom	0	39
White Hall 301 - Classroom	Classroom (Computer Lab)	0	30
	Standard	0	30
White Hall 302 - Classroom	Classroom (Computer Lab)	0	30
	Standard	0	30