



# CAMPUS FACILITIES GUIDE

2011-2012

Office of Student Involvement &  
Leadership



**U**ALBANY

State University of New York

Updated 12/2011

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# AVAILABLE VENUES FOR STUDENT GROUP EVENTS

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There are a variety of options available to student organizations for their events. It is important that you consider the following aspects of a space when considering it for your event:

**Location**  
**Size**  
**Capacity**  
**Amenities**  
**Acoustics**  
**Accessibility**  
**Cost**

The following listing provides general information about the various campus facilities available to student organizations. The Reservation Assistants and your Student Involvement & Leadership Liaison are available to answer your questions and to assist you in choosing an appropriate facility for your program.

# CAMPUS CENTER FACILITIES

Post 5pm & Weekend Only	SPACE	Square Footage	Max Capacity	Available Arrangements	Attributes
NC	CC 367	396	25	Discussion ONLY	Chairs, Speakers Table, Blackboard, Carpet,
NC	CC 370	396	25	Discussion ONLY	Chairs, Speakers Table, Blackboard, Carpet,
\$30	CC 375	1200	Rounders Only (80)	Rounders ONLY	Conference Tables/Chairs, Blackboard, Carpet, Podium Network Connection, TV / Cable Connection
\$30	Assembly Hall	2400	160	Auditorium	Chairs, Conference Tables, Round Tables, Blackboard, Carpet, In- House P.A., TV / Cable Connection, Podium Network Connection
\$150	Ballroom	6540	700(max)	Auditorium	Chairs, Conference Tables, Round Tables, Pipe & Drape Dividers (Limited), Stage Units, In-House P.A. (for lectures), Parquet Floor, 22' High Ceiling Strong WiFi Internet signal
\$200 Party			400(max)	Banquet	
			To be determined based on event request	Discussion Exhibition	
			600	Party	
\$30	Terrace Lounge	900	50	U- Shape	TV / Cable Connection, White Board, Conference Tables; Direct Access To External Veranda, Podium Network Connection Strong WiFi Internet signal
Based on Equipment Request	Campus Center Terrace	N/A	N/A	N/A	Available Under Certain Conditions For Rallies, Receptions, Exhibitions, Entertainment Strong WiFi Internet signal
Based on Equipment Request	CC Fountain	N/A	N/A	N/A	Available Under Certain Conditions For Receptions, Exhibitions, Entertainment
Based on Equipment Request	Parents Fountain	N/A	N/A	N/A	Available Under Certain Conditions For Rallies, Receptions, Exhibitions, Entertainment

# CAMPUS CENTER FACILITIES

To Be Determined	West Lounge	1504	50	Lounge Chairs	Lounge Chairs, Carpet, TV / Cable Connection, <i>(Shares Acoustical Space With Adjacent Fireside Lounge And Student Assoc. Office) Medium - Heavy Walk-Thru Traffic</i>
	*Reserved By Permission of Facility Manager*				
To Be Determined	Fireside Lounge	1999	N/A	Lounge Chairs	Lounge Chairs, Carpet, Fireplace, TV / Cable Connection <i>(Shares Acoustical Space With Adjacent West Lounge &amp; Assembly Hall) Medium - Heavy Walk-Thru Traffic</i>
	*Reserved By Permission of Facility Manager*				
Post 7pm & Weekend Only	<b>SPACE</b>	Square Footage	Maximum Capacity	Available Arrangements	Attributes
\$50	Campus Center Commons	6300	300	Cafe Dining, Lounge furniture	Dining Tables/Chairs, Carpet, Strong WiFi Internet signal <i>Note – Heavy Walk-Thru Traffic; food service sales open 7:30am-8pm, M-F during University session; Available weeknights &amp; weekends only.</i>

NC = No Charge

Connotes a \$20 maintenance surcharge when food/beverages are part of your event at any time or day.

Patroon Room	3300	120	Limited Set - Up	Chairs, Dining Tables, TV / Cable Connection, Carpet. <i>(Not available for reservations during lunch hours, M-F, when University is in session)</i>
Café 222	440	22	Banquet Discussion	Chairs, Dining Tables, Carpet

\*\*\*Requests to reserve either of these rooms (Patroon/ Café) should be directed to the Chartwells Catering Office, located in the back of the Patroon Room (442-5986).\*\*\*

# CAMPUS CENTER EQUIPMENT & CHARGES

<b>CAMPUS CENTER AUDIO VISUAL EQUIPMENT FEES</b>		
	<b>Inside CC (nights &amp; weekends only)</b>	<b>Outside CC * (Pick up at CC Info Desk)</b>
Sound Lectern	\$20.00 / event / day	* N/A
TV w/ VCR or DVD Player	\$25.00 / event / day	* \$40.00 / event / day
Overhead or Slide Projector (w/ screen)	\$15.00 / event / day	* \$30.00 / event / day
Ballroom In-House PA (Includes 1 – 2 wired microphones)	\$40.00 / 4 hrs	NA
Assembly Hall In-House PA (Includes 1 – 2 wired microphones)	\$30.00 / 4 hrs	NA
“Shelf” sound system (w/ cassette and CD player)	\$25.00 / day	* \$40.00 / event / day
Microphone to L.C.s	---	* \$20
Video Projector	\$75.00 / day	NA
* Indicates “if supply allows” – use in Campus Center has preference		

<b>ADDITIONAL CAMPUS CENTER EQUIPMENT</b>		
Chalkboard Dry-Erase Board Easel Lectern – no sound (floor, table top, or wheel chair height)	Microphone (w/ table top or floor stand) Overhead Projector Pipe & Drape Screen (portable)	Slide Projector Staging Tables (rectangular & round) VCR/DVD player Video projector
Please note that some of the “Additional Campus Center Equipment” may have an associated rental fee. For specific pricing information, please see a Reservation Coordinator who can submit a request for an estimate from the Campus Center Director. Also, please remember that this equipment is limited.		

<b>MISCELLANEOUS CAMPUS CENTER CHARGES</b>	
Overtime	\$75.00 3 hrs or less \$40.00/ additional hr over 3 hrs
Use of Closed Building	\$150/ 8 hrs
Tables – Outside CC	\$5 /table (Limited to areas adjacent to the Campus Center)
Stage Units – Outside CC	\$ 7.50 per each 4’ X 8’ unit
“Pass Thru” Charges	20 % administrative charge added to rental or service cost
Commercial Tables CC Lobby / CC Fountain	\$10.00 / Table / Day (Waiver may be available for charitable fund raising and university event ticket sales.)

# LECTURE CENTER & CLASSROOM FACILITIES

Room	Capacity	Amenities
<b>Lecture Centers</b>		
LC 1	208	1,4,13,15,20,22,25,28,33,45,49,51,52,53
LC 2	208	1,2,13,15,20,22,25,26,28,33,45,49,51,53
LC 4	138	1,2,13,15,20,22,25,45,57
LC 5	138	1,2,13,15,20,25,26,45,49,51,52,53
LC 6	138	1,2,4,13,15,20,25,51,52
LC 7	490	1,4,12,15,20,22,25,26,28,31,33,45,49,51,53
LC 18	464	1,3,9,12,15,20,22,25,26,31,33,45,49,51
LC 19	138	1,4,13,20,25,26,28,31,33,45,49,51,53,55
LC 20	138	1,2,13,15,20,22,25,26,28,31,33,45,51,53
LC 21	138	1,2,13,15,20,22,25,26,28,31,33,45,51,53
LC 22	138	1,2,4,13,15,20,25,26
LC 23	170	1,2,4,13,15,20,25,26,41
LC 24	208	1,2,13,15,20,22,25,26,28,31,33,40,45,49,51,53
LC 25	208	1,4,13,15,20,22,25,26,28,31,33,45,49,50,51,53
<b>Business Administration</b>		
BA 209	31	1,2,5,10,15,18,28,33,36,46,52,53,57
BA 210	31	1,2,5,10,15,18,28,33,36,46,49,52,53,57
BA 211	31	1,2,5,10,15,18,28,33,36,46,49,53,57
BA 215	31	1,2,5,10,15,18,28,33,36,46,49,52,53,57
BA 216	31	1,2,5,10,15,18,28,33,36,46,49,52,53,57
BA 224	30	1,2,5,10,15,18,28,33,36,46,49,52,57

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# LECTURE CENTER & CLASSROOM FACILITIES

Room	Capacity	Amenities
<b>Humanities</b>		
HU 22	14	1,4,11,15,18,28,33,36,46,49,52,57
HU 113	30	1,4,7,10,15,18,28,33,36,41,46,49,52,57
HU 115	30	1,4,7,10,15,18,28,33,36,41,46,49,52,57
HU 116	30	1,4,7,10,15,18,28,33,36,41,46,49,52,57
HU 122	14	1,4,7,11,15,18,28,33,36,41,46,57
HU 127	16	1,4,11,15,18,28,33,36,41,46,49,57
HU 130	16	1,4,11,15,18,28,36,41,46,49
HU 134	16	1,4,10,15,18,28,33,36,46,57
<b>Education</b>		
ED 21	33	1,2,5,10,15,18,28,33,36,46,49,52,53,57
ED 22	23	1,2,5,10,15,18,28,33,36,45,49,57
ED 126	19	1,2,10,15,18,28,33,36,45,49,52,57
<b>Biology</b>		
BI 152	30	1,2,5,8,10,15,18
<b>Performing Arts Center</b>		
PC 355	30	1,2,7,10,15,18,28,36,46,49,52,53,57
<b>Physics</b>		
PH 116	29	1,2,5,10,15,18,28,33,36,46,49,57

# AMENITIES CODES FOR LECTURE CENTERS & CLASSROOMS

On the previous two pages, each lecture center and classroom has numbers listed under the “amenities” column. These are the features that this particular space has to offer. The amenities codes table below explains what each number stands for and lets you know what each space has when determining an appropriate space for your event.

<b>AMENITIES CODES TABLE</b>			
<b>1</b>	Air-Conditioning	<b>27</b>	Computer – Student Stations
<b>2</b>	Chalkboard	<b>28</b>	A.V. – CD/DVD/VCR
<b>3</b>	Blackboard - Portable	<b>31</b>	A.V. – Document Camera
<b>4</b>	Board - White	<b>33</b>	A.V. – Internet Connection
<b>5</b>	Windows - Blinds	<b>36</b>	A.V. - TV
<b>6</b>	Windows - Curtains	<b>40</b>	A.V. – Wireless Communication
<b>7</b>	Windows - Shades	<b>41</b>	Acoustical Baffles
<b>9</b>	Stage	<b>42</b>	Lecture Center
<b>10</b>	Seating - Moveable Tablet Arm	<b>43</b>	Interactive Smart Board
<b>11</b>	Seating - Moveable Tables/Chairs	<b>44</b>	Physical Education Room
<b>12</b>	Seating - Stationary Tblt Arm	<b>45</b>	Flooring – Carpet
<b>13</b>	Seating - Stationary Tbls/Chairs	<b>46</b>	Flooring – Tile
<b>14</b>	Seating – Benches w/Stools	<b>48</b>	Projector – Data
<b>15</b>	Screen	<b>49</b>	Projector – Overhead
<b>16</b>	Classroom - Conference	<b>50</b>	Projector - Slide
<b>17</b>	Classroom - Basic	<b>51</b>	Lectern – Podium
<b>18</b>	Classroom - Standard	<b>52</b>	Lectern – Table Top
<b>19</b>	Classroom - Technology	<b>53</b>	Wheelchair Accessible Workstation
<b>20</b>	Classroom - Smart	<b>54</b>	Entrance – Swipe Card
<b>21</b>	Classroom - Computer	<b>55</b>	Entrance – Key Pad Entrance
<b>22</b>	Tiered	<b>57</b>	Location – Uptown
<b>23</b>	Laboratory	<b>58</b>	Location – Downtown
<b>24</b>	Studio Room	<b>59</b>	Location – East Campus
<b>25</b>	Document Camera	<b>60</b>	Computer – User Room – Uptown
<b>26</b>	Computer – Instructor Station	<b>61</b>	Computer – User Room - Downtown

# PERFORMING ARTS CENTER FACILITIES

Space reservations may be arranged by phone at (518) 442-3995 (Cathy) and in person at the PAC Director's Office, PAC Room 266. For more information please see the Performing Arts Center website at [www.albany.edu/pac/](http://www.albany.edu/pac/).

Location	Rental Fee	Capacity	Facility Attributes
Arena Theatre	\$50	196	Stage: 24 ft diameter
Studio Theatre	\$50	150	Stage: 29 ft. wide, 25 ft. deep, 6 ft. apron
Lab Theatre	\$50	100-150	50 ft. square "black box" theatre
Recital Hall	\$85	234 (194 orchestra level; 40 in nine circular boxes)	Stage: 21 ft. wide, 25 ft. deep
Page Hall	\$100	810 (440 orchestra level; 370 balcony)	33 ft. wide, 22 ft. deep, 12 ft. deep semi-circular apron
Main Theatre	\$100	490	Stage: 48 ft. wide, 40 ft. deep
Futterer Lounge	\$50	100	2 <sup>nd</sup> floor of the PAC, entrance way for both the Recital Hall and Lab Theatre 30 ft. x 80 ft.
Rehearsal Room B 28	\$25	40	Band Rehearsal Room
Rehearsal Room B 78	\$25	100	Choral Rehearsal Room, tiered step flooring

## PAC SERVICE FEES

Service	Fee
Piano Tuning	\$29-\$49 (if requested and required)

## PAC PERSONNEL FEES

\*\*PAC reserves the right to decide what staffing is necessary for an event. All personnel are paid a four-hour minimum and are paid time and one-half for every hour past eight hours.

Theatre Supervisor	\$15.00/hr
Stage Supervisor	\$10.00/hr
House Manager	\$10.00/hr
Ushers	\$10.00/hr
Projectionist	Please inquire