

STUDENT INVOLVEMENT 101

Campus Facilities Guide (2009-2010)



UA**LALBBANY**

State University of New York

**Office of Student Involvement
& Leadership**

Revised 8/2009

AVAILABLE VENUES FOR STUDENT GROUP EVENTS

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 Coordinators 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 & Wknd Only	SPACE	Square Footage	Maximum Capacity	Available Arrangements	Attributes
NC ☉	CC 364	396	25	Discussion ONLY	Chairs, Speakers Table, Blackboard, Carpet,
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 (10)	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

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)</i> Medium - Heavy Walk-Thru Traffic
		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 & Assembly Hall)</i> Medium - Heavy Walk-Thru Traffic
		Reserved By Permission of Facility Manager			
Post 5pm & Wknd Only	SPACE	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 Note – Heavy Walk-Thru Traffic; food service sales open 7:30am-8pm, M-F during University session; Available weeknights & weekends only
NC = No Charge					
☉ Connotes a \$20 maintenance surcharge when food/beverages are part of your event at any time or day.					

** All student organizations are eligible for free set up in the Ballroom, CC 375, Assembly Hall, and the Terrace Lounge. Groups may use these spaces at no cost in “as is” condition.

MISCELLANEOUS CAMPUS CENTER CHARGES	
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.)

CAMPUS CENTER AUDIO VISUAL EQUIPMENT FEES

	Inside CC (nights & weekends only)	Outside CC * (Pick up at CC Info Desk)
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		

ADDITIONAL CAMPUS CENTER EQUIPMENT

<ul style="list-style-type: none"> ▪ Chalkboard ▪ Dry-Erase Board ▪ Easel ▪ Lectern – no sound (floor, table top, or wheel chair height) 	<ul style="list-style-type: none"> ▪ Microphone (w/ table top or floor stand) ▪ Overhead Projector ▪ Pipe & Drape ▪ Screen (portable) 	<ul style="list-style-type: none"> ▪ Slide Projector ▪ Staging ▪ Tables (rectangular & round) ▪ VCR/DVD player ▪ Video projector
<p>▪ <i>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.</i></p>		

PATROON ROOM

SPACE	Square Footage	Maximum Capacity	Available Arrangements	Attributes
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> <i>Reserve through Dining Services: Call (518) 442-5986</i>

Café 222	440	22	Banquet Discussion	Chairs, Dining Tables, Carpet <i>Reserve through Dining Services: Call (518) 442-5986</i>
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**Requests to reserve either of these rooms should be directed to the Chartwells Catering Office,
located in the back of the Patroon Room (442-5986).**

AMENITIES CODING FOR LECTURE CENTERS / CLASSROOMS

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

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 nd 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.

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