

A GUIDE FOR STUDENT ORGANIZATIONS

As the “living room” for the University at Albany community, Campus Center Management strives to ensure space for all students, staff, and faculty to study, eat, visit, and meet with others. To guarantee available space for all, there are certain classifications of meetings that require a reservation.

You may require a reservation if...

- ◆ Six or more individuals are meeting
- ◆ Meetings are disruptive
- ◆ Meeting is re-occurring

Please see the reverse side of this card for more specific information about reserving rehearsal space.



CAMPUS CENTER

UNIVERSITY AT ALBANY
State University of New York

Campus Center 137

518-442-5491

Reservations Guidelines:

**Organizations must be registered on myinvolvement.org to reserve space.
The following areas are designated rehearsal spaces:*

<u>Location</u>	<u>Policies</u>	<u>How to Reserve</u>
Main Lounge , Campus Center	Registered Organizations M-F 5pm-11pm Weekends 9am-11pm 2 hour blocks	Emily Feuer Assistant Director efeuer@albany.edu
Lecture Center 7/18/24/25	Registered Organizations M-F 8:45pm-11pm Weekends 8am-11pm	http://uaems.albany.edu/virtualems/
PE Dance Studio PE B090	Registered Organizations M-TH 7pm-11pm Friday 5pm-8pm Weekends 12:30pm-6:30pm Closed/Adjusted hours on Holidays Maximum 4 hours/week Maximum 2 hours/day	http://uaems.albany.edu/virtualems/ Sam Axley Director of Campus Recreation saxley@albany.edu (518)442-3166

For non-rehearsal reservations for the Campus Center LCs, please consult Virtual EMS
<http://uaems.albany.edu/virtualems/>