



Stony Brook
University

Campus Life Centers

STONY BROOK UNION SCHEDULING GUIDE

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HOW TO USE THE SCHEDULING GUIDE

The scheduling guide provides information on events in the Stony Brook Union.

- General building resources are grouped by equipment category.
- Space-specific resources are grouped according to the space in which they can be used.
- Diagram information includes:
 - Booking rules (when applicable)
 - Scaling as noted
 - Setup calculations required for alterations to standard diagrams

Seating Style Definitions

| | |
|----------------------|---|
| CLEAR ROOM | Standing Only No Tables or Chairs |
| CONFERENCE | 6' Tables Set in a Square |
| ROUND SEATING | 60" Round Banquet Tables |
| THEATER | Chairs Only |
| VENDOR | 6' Tables w/2 Chairs per table |

CAPACITY CALCULATIONS FOR NON-STANDARD SETUPS

| <i>All non-standard setups require approval by Assistant Director, Student Centers 2 Weeks in Advance.</i> | |
|--|--|
| LAYOUT | FORMULA |
| Clear Room | <ul style="list-style-type: none"> For every 6' or 1 round table reduce capacity by 3 |
| Lecture | <ul style="list-style-type: none"> For every 6' reduce capacity by 3 |
| Round Seating | <ul style="list-style-type: none"> For every 2 6' tables remove 1 round table |
| Theater Style | <ul style="list-style-type: none"> For every 6' table, remove 4 chairs |
| Vendor | <ul style="list-style-type: none"> For every 6' table, remove 4 chairs |

Union General Audio/Visual Resources

- The following equipment can be used anywhere in the Student Activities Center.
- Equipment must be reserved in 25Live at least 3 days prior to the event.
- No A/V tech will be assigned for the following equipment:
 - Union Portable Multimedia Kit

| 25Live RESOURCE | NOTES |
|-------------------------------------|--|
| Union Microphone, Wired | <ul style="list-style-type: none"> Wired, can be used throughout Ballroom or AUD |
| Union Laptop, Programming Spaces | <ul style="list-style-type: none"> Dell brand Assign to Programming Spaces ONLY |
| Union Presentation Remote, Wireless | <ul style="list-style-type: none"> Laser pointer & wireless remote |
| Portable Wireless Microphone | <ul style="list-style-type: none"> <i>Requires Union Portable Sound System</i> |

| | |
|-----------------------------|---|
| Union Portable Sound System | <ul style="list-style-type: none"> Consists only of a JBL Equalizer sound board & 2 powered speakers. Reserve additional components as required to amplify voice or sound: <ul style="list-style-type: none"> a) Union Microphone, Wired: 8 max b) Union Portable Wireless Microphone: 4 max |
|-----------------------------|---|

Union General Resources

| 25Live RESOURCE | NOTES |
|------------------------------|--|
| Union Chairs, Ballroom | <ul style="list-style-type: none"> Used in Union Ballroom or tabling events |
| Union Easel | <ul style="list-style-type: none"> Groups must provide own signs on poster board |
| Union Extension Cord | <ul style="list-style-type: none"> 25' long. 4 outlets. |
| Union Pipe & Drape Set | <ul style="list-style-type: none"> Black curtains 50 ft total. Each section measures up to 8' in adjustable height by 10' in fixed length. |
| Union Podium, Tabletop | <ul style="list-style-type: none"> Programming space specific |
| Union Stage Platform | <ul style="list-style-type: none"> Recommended set-up for lecture is 4 pieces 4ft X 8ft |
| Union Stage Railing | <ul style="list-style-type: none"> Assign if needed for DJ platforms (does not affect stairs) |
| Union Stage Steps | <ul style="list-style-type: none"> At least 1 needed for all stage usage. 3' 3" Wide x 2" 9.5" Deep |
| Union Table, Rectangular 6ft | <ul style="list-style-type: none"> 30" x 6', for use in all programming spaces & lobby |
| Union Table, Round 60in | <ul style="list-style-type: none"> 60" diameter Black |
| Union Wood Powered Podium | <ul style="list-style-type: none"> Plug-in anywhere capabilities Comes with a microphone Has speaker in podium |

Union Additional Resources

| 25Live RESOURCE | NOTES |
|-----------------------------|---|
| CLC A/V Tech | <ul style="list-style-type: none"> Required in any programming space or lobby for any event requesting A/V Must be assigned in 25Live at least one week prior to the event Staff require 1.5 hours pre-event for setup |
| CLC Custodial Staff | <ul style="list-style-type: none"> Assigned any time food is served |
| CLC Campus Catering | <ul style="list-style-type: none"> Indicates event is being catered by Campus Dining Custodial automatically assigned |
| Union Damage Fee | <ul style="list-style-type: none"> Charges for maintenance repairs due to user negligence (i.e. holes in walls, etc.) |
| CLC Off Campus Catering | <ul style="list-style-type: none"> <i>Requires a food permit</i> |
| CLC Extended Hours Staff | <ul style="list-style-type: none"> Charges to maintain an open building outside of operating hours. Approval required. |
| CLC Grounds Staff | <ul style="list-style-type: none"> Applicable to Union Patio events with food service. Assign 4 weeks before the event. Pricing is determined by headcount and event duration. |
| Union Lobby Setup | <ul style="list-style-type: none"> Applicable to Union Lobby when entire space is reserved |
| Union Meeting Room Setup | <ul style="list-style-type: none"> <i>Upon approval from the Director of Operations</i>, required for special meeting room setups. Applicable to events requiring room reset fees post-event. |
| Union Outdoor Setup | <ul style="list-style-type: none"> Required for events in the Union Patio. |
| CLC Outdoor Stage Platforms | <ul style="list-style-type: none"> 4ft X 8ft Platforms. Setups can be 8ft X 16ft or 12ft X 12ft |
| CLC Outdoor Stage Railings | <ul style="list-style-type: none"> needed when stage is assigned |
| CLC Outdoor Stage Steps | <ul style="list-style-type: none"> needed when stage is assigned |
| Union No Show Fee | <ul style="list-style-type: none"> Charges in accordance with reservation policies |
| Union Road Signs | <ul style="list-style-type: none"> Order signs through Conferences & Special Events |

Union Permit Resources

| <i>Refer to Facilities Operations website for policy details and forms</i> | |
|---|---|
| 25Live RESOURCE | NOTES |
| Union Alcohol Permit Required | <ul style="list-style-type: none"> • 6 week processing time |
| Union Media Permit Required | <ul style="list-style-type: none"> • 1 month processing time |
| Union Outsourced Catering | <ul style="list-style-type: none"> • Required for any event catered by an off-campus caterer. • Approved EH&S Food Permit required. • 10 day processing time |
| Union Vendor Permit Required | <ul style="list-style-type: none"> • Contact Cindy Saliba (FSA) to generate permits |
| Union Photo/Videotaping Notice | |
| Union Revocable Permit Required | <ul style="list-style-type: none"> • 6 week processing time |
| Union Parking Permit Required | |
| Campus Amplified Sound | <ul style="list-style-type: none"> • 2 week processing time |

UNION STAGING GUIDE

4 Stage Pieces

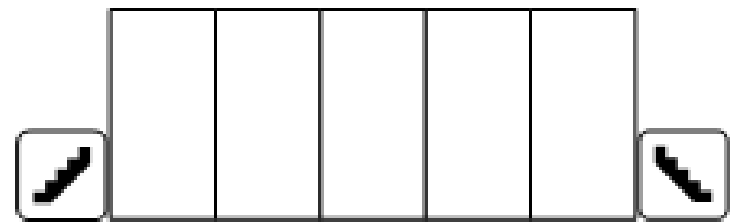
Suitable for: 2 6' Tables
4-6 Chairs
1 Podium



Each Stage Piece is 4 ft. X 8ft.

5 Stage Pieces

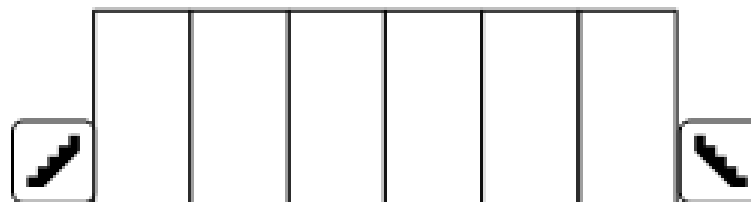
Suitable for: 2 6' Tables
4-6 Chairs
1 Podium



Each Stage Piece is 4 ft. X 8ft.

6 Stage Pieces

Suitable for: 3 6' Tables
6-9 Chairs
1 Podium



Each Stage Piece is 4 ft. X 8ft.

UNION AUDITORIUM (103-02) LAYOUT CAPACITIES

| <i>NO FOOD ALLOWED</i> | | |
|-------------------------------|-----------------|--|
| LAYOUT | CAPACITY | NOTES |
| Theater Style | 102 | <ul style="list-style-type: none"> • 102 fixed seating • 5 ADA seating |

SF: 1,729

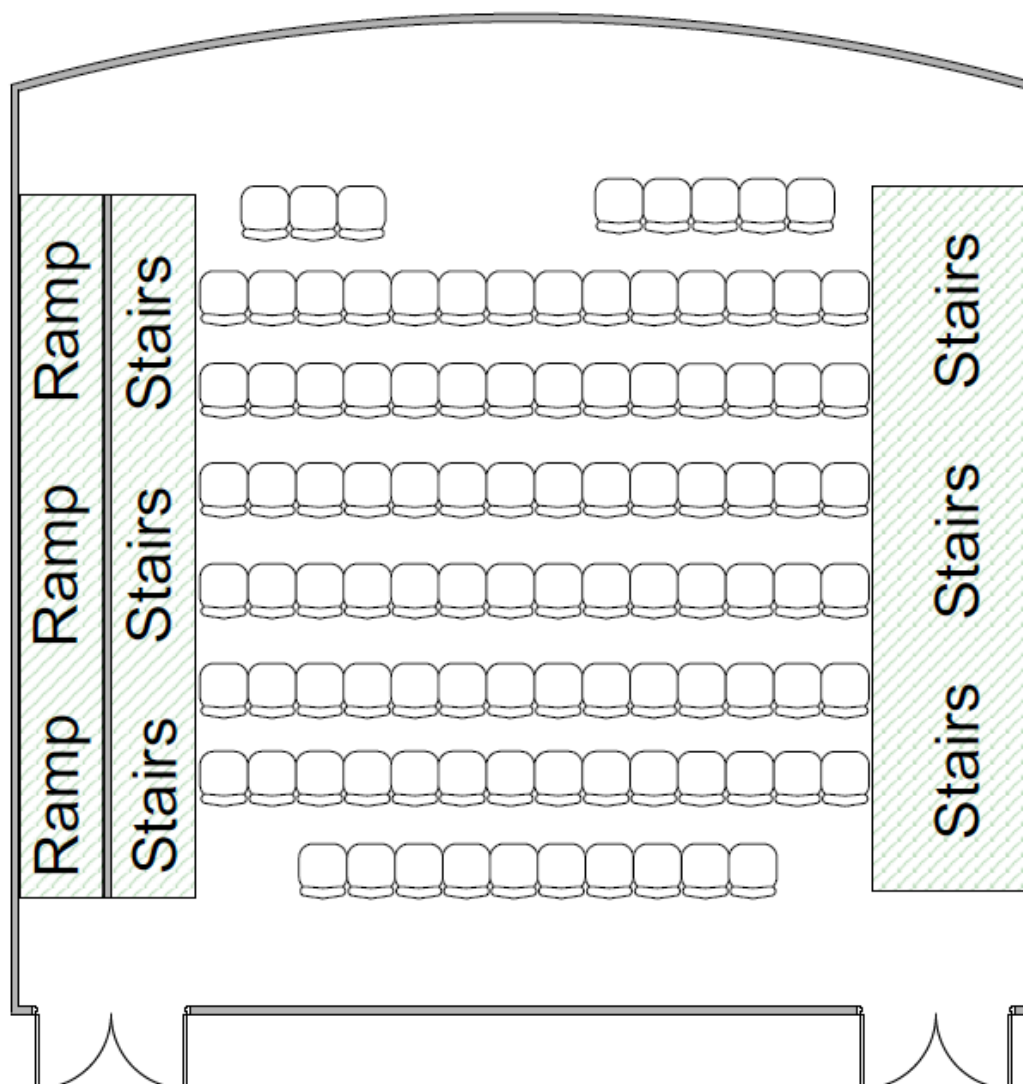
Union Auditorium (103-02) Resources

| 25Live RESOURCE | NOTES |
|--------------------------------------|--|
| Union Auditorium DVD Player | <ul style="list-style-type: none"> • 5 disc player installed in A/V booth • For audio and video |
| Union Auditorium Laser Projector | <ul style="list-style-type: none"> • <i>Can utilize a laptop for computer projections.</i> Users must supply computers, unless Union Laptop has been requested. Laptop can be connected to the podium or AV booth. <i>Indicate connection location in reservation comments.</i> |
| Union Auditorium Podium | <ul style="list-style-type: none"> • Wired into the room. • Self serve |
| Union Auditorium Screen | <ul style="list-style-type: none"> • Stationary, may be covered by sliding wood wall • 24' Wide x 12' High. |
| Union Auditorium Wireless Lapel Mic | <ul style="list-style-type: none"> • <i>Up to 4 wireless units in any combination</i> (lapel or handheld). |
| Union Auditorium Wireless Microphone | <ul style="list-style-type: none"> • Handheld • <i>1 Wireless Mic and 1 Handheld Mic</i> |

- Light settings can be controlled at podium or booth
 - General: All lights on
 - Conference: Audience lights are low.
 - Audio/Visual: Audience lighting is low. Lights focused on podium
 - Special: Audience light is low.
- ***Union A/V Tech is required anytime access to the A/V Booth is needed.***

Union Auditorium

Union Lecture Hall
Capacity: 102



Union Ballroom Layout Capacities

| LAYOUT | CAPACITY | NOTES |
|---------------|--------------|--|
| Clear Room | 600 | |
| Theater Style | 195 | <ul style="list-style-type: none"> • <i>Only available for specific events (Commencement)</i> <i>Allow for additional setup/takedown time</i> |
| Round Seating | 8/table: 224 | <ul style="list-style-type: none"> • 28 60" rounds w/8 chairs each |
| Vendor Style | 82 | <ul style="list-style-type: none"> • 41 6' tables with 2 chairs each |

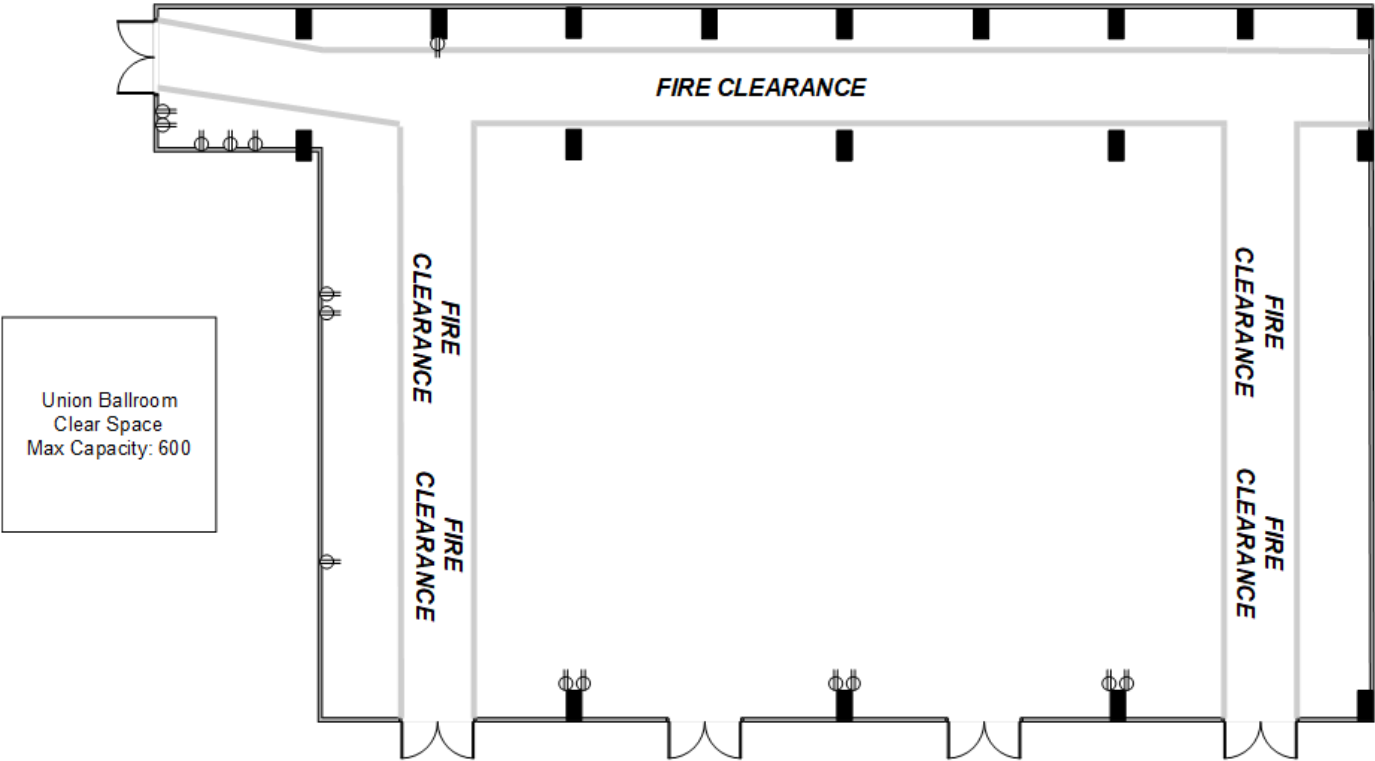
CEILING HEIGHT CLEARANCE: 20 FEET

SF: 4,990

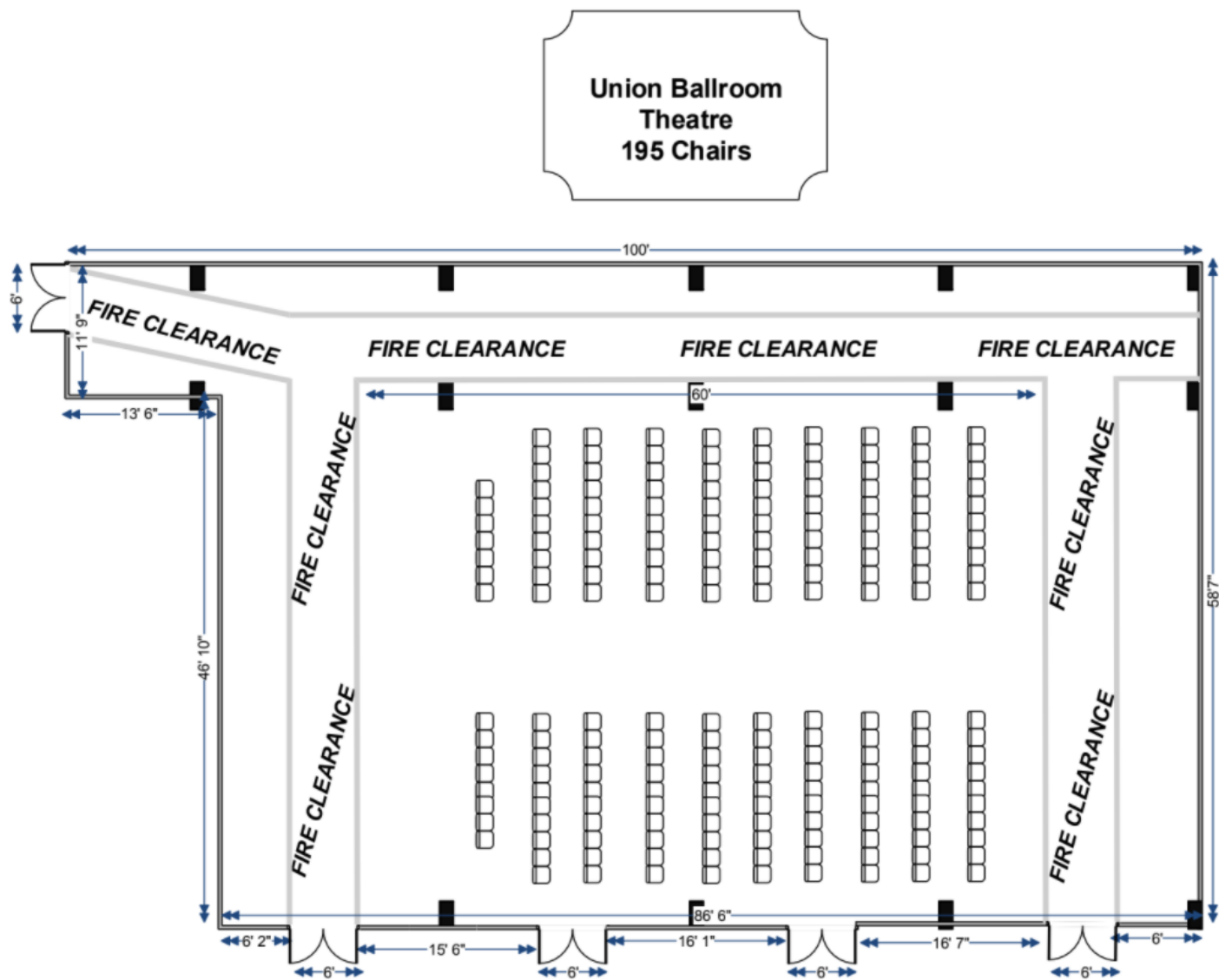
Union Ballroom Resources

| 25Live RESOURCE | NOTES |
|------------------------------------|--|
| Union Chairs | <ul style="list-style-type: none"> • 18" Wide x 18" Deep |
| Union Ballroom DVD/CD Player/ HDMI | <ul style="list-style-type: none"> • Single disc player installed in A/V booth |
| Union Ballroom Laser Projector | <ul style="list-style-type: none"> • Installed in A/V booth • Can project the same image in both ballrooms. <i>Request in reservation comments.</i> |
| Union Ballroom Podium | <ul style="list-style-type: none"> • Portable, light wood podium w/Stony Brook logo |
| Union Ballroom Screen | <ul style="list-style-type: none"> • Retractable Dimensions: 18ft High 26.5ft Wide |
| Union Ballroom Setup | <ul style="list-style-type: none"> • Required anytime Ballroom A is booked |
| Union Ballroom Wireless Microphone | <ul style="list-style-type: none"> • <i>Up to 4 wireless units in any combination</i> (lapel or handheld). |
| Union Ballroom Wireless Lapel Mic | <ul style="list-style-type: none"> • <i>Up to 4 wireless units in any combination</i> (lapel or handheld). |

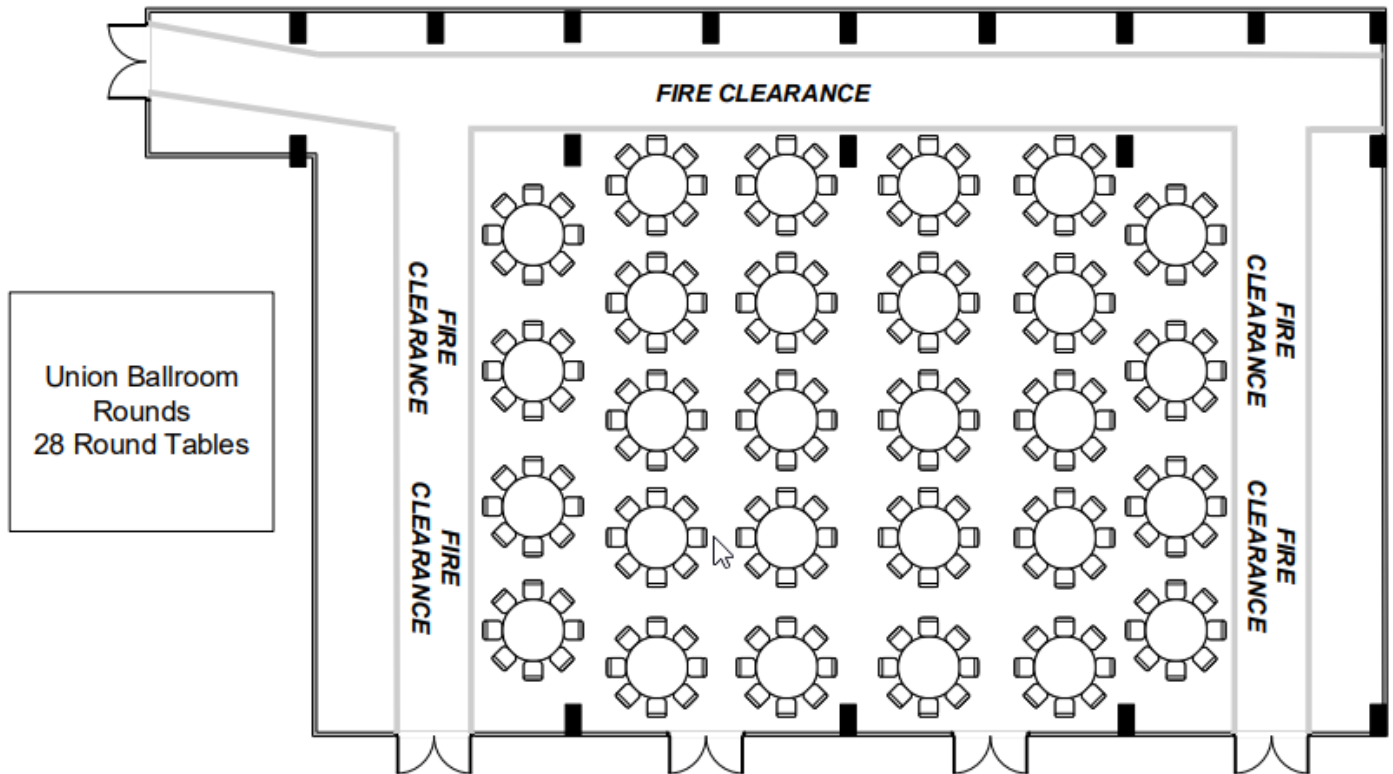
Union Ballroom Clear Room



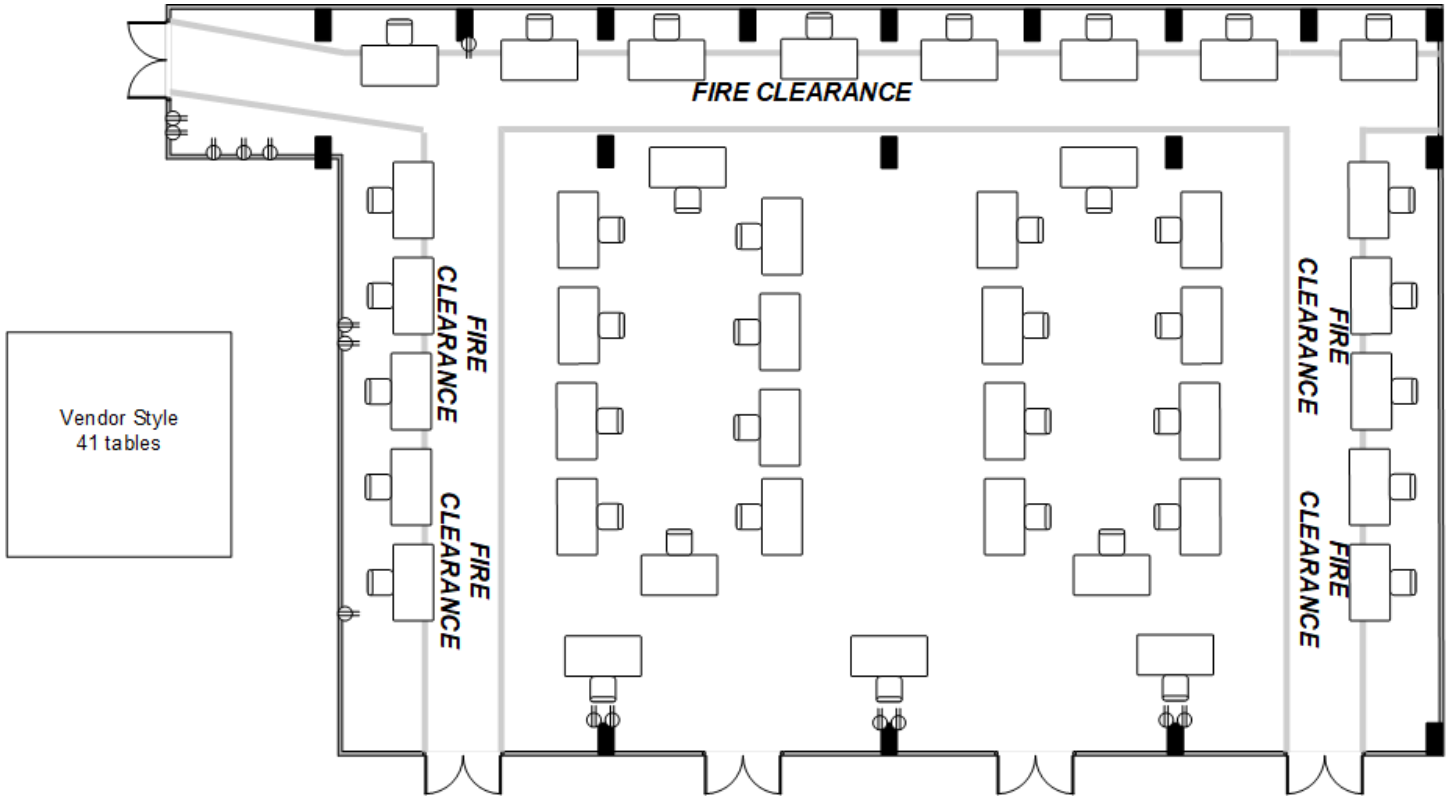
Union Ballroom Theatre Style



Union Ballroom Round Seating



Union Ballroom Vendor Style



UNION CRAFT ROOM LAYOUT CAPACITIES

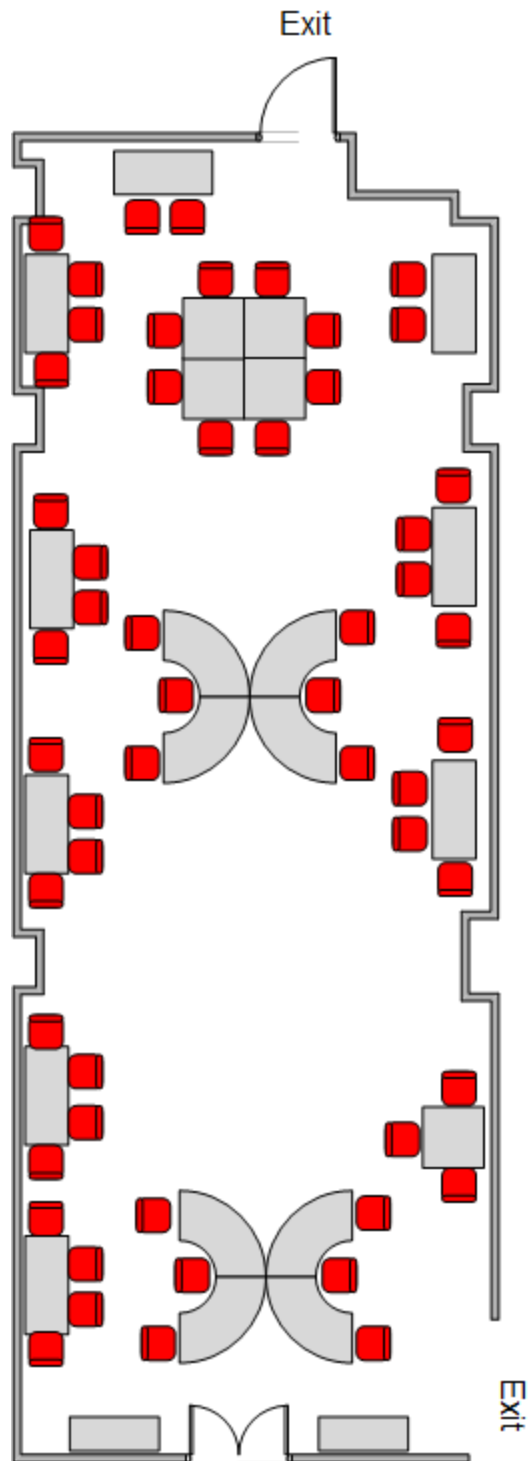
| <i>NO FOOD ALLOWED</i> | | |
|------------------------|----------|--|
| LAYOUT | CAPACITY | NOTES |
| Theater Style | 55 | <ul style="list-style-type: none"> As-is setup. Furniture cannot be moved |

SF:

Union Craft Room Resources

| 25Live RESOURCE | NOTES |
|-------------------------|--|
| Union Craft Room Tables | <ul style="list-style-type: none">• Various tables in space. Some high, some are low |
| Union Craft Room Chairs | <ul style="list-style-type: none">• Various chairs in space. Some high, some are low |

Union Craft Room

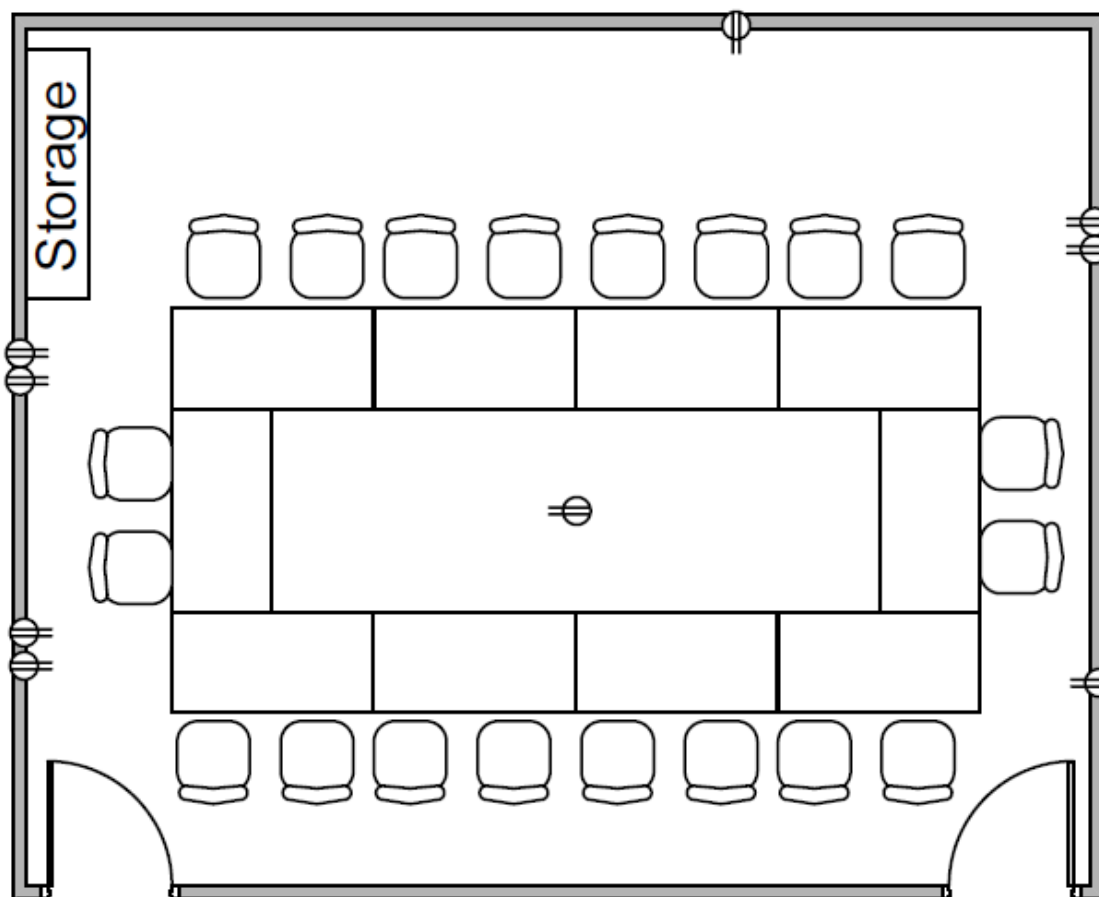


Union Meeting Room Layout Capacities

| <i>No special setups: Spaces come "AS IS"</i> | | |
|---|----------|---|
| LAYOUT | CAPACITY | NOTES |
| Conference Style | | <ul style="list-style-type: none"> • Union 205-44/45 is only reservable for Student Life. • Union 203-11 cannot be reserved on the following dates and times: <ul style="list-style-type: none"> ◦ Wednesdays - Noon-6pm ◦ Thursdays - 8:30am-6pm ◦ Fridays - 8:30am-6pm • All Meeting Rooms come set as is. All furniture must be moved back to its original location if changed during an event. • Event Organizers are subject to a Meeting Room Fee if a reset is not complete. • A/V available for projection and virtual conferencing. • Each room comes with a whiteboard. |
| • 203-11 | 20 | |
| • 203-12 | 8 | |
| • 203-13 | 8 | |
| • 205-44 | 10 | |
| • 205-45 | 23 | |
| • L03-12 | 10 | |
| • L03-13 | 16 | |
| • L03-14 | 10 | |
| • L03-15 | 10 | |
| • L03-16 | 10 | |

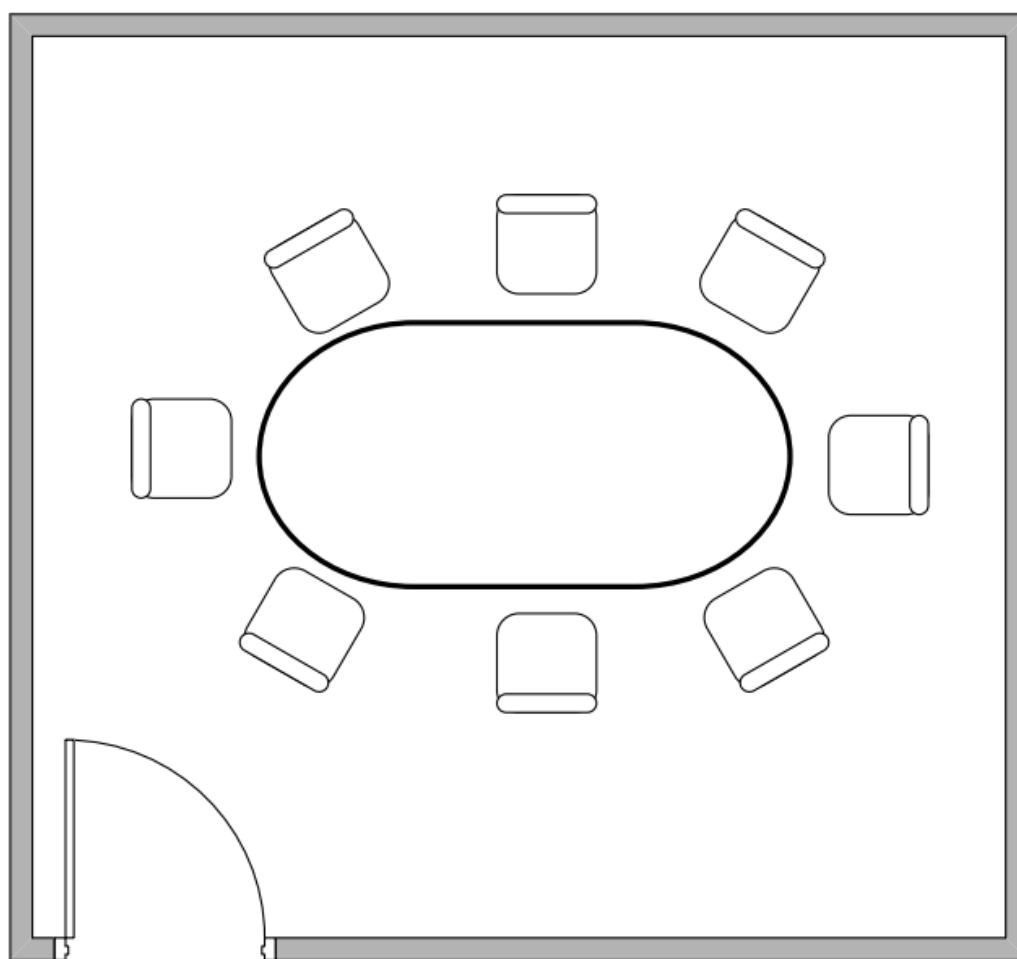
Union 203-11 Conference Style

203 – 11
Capacity: 20



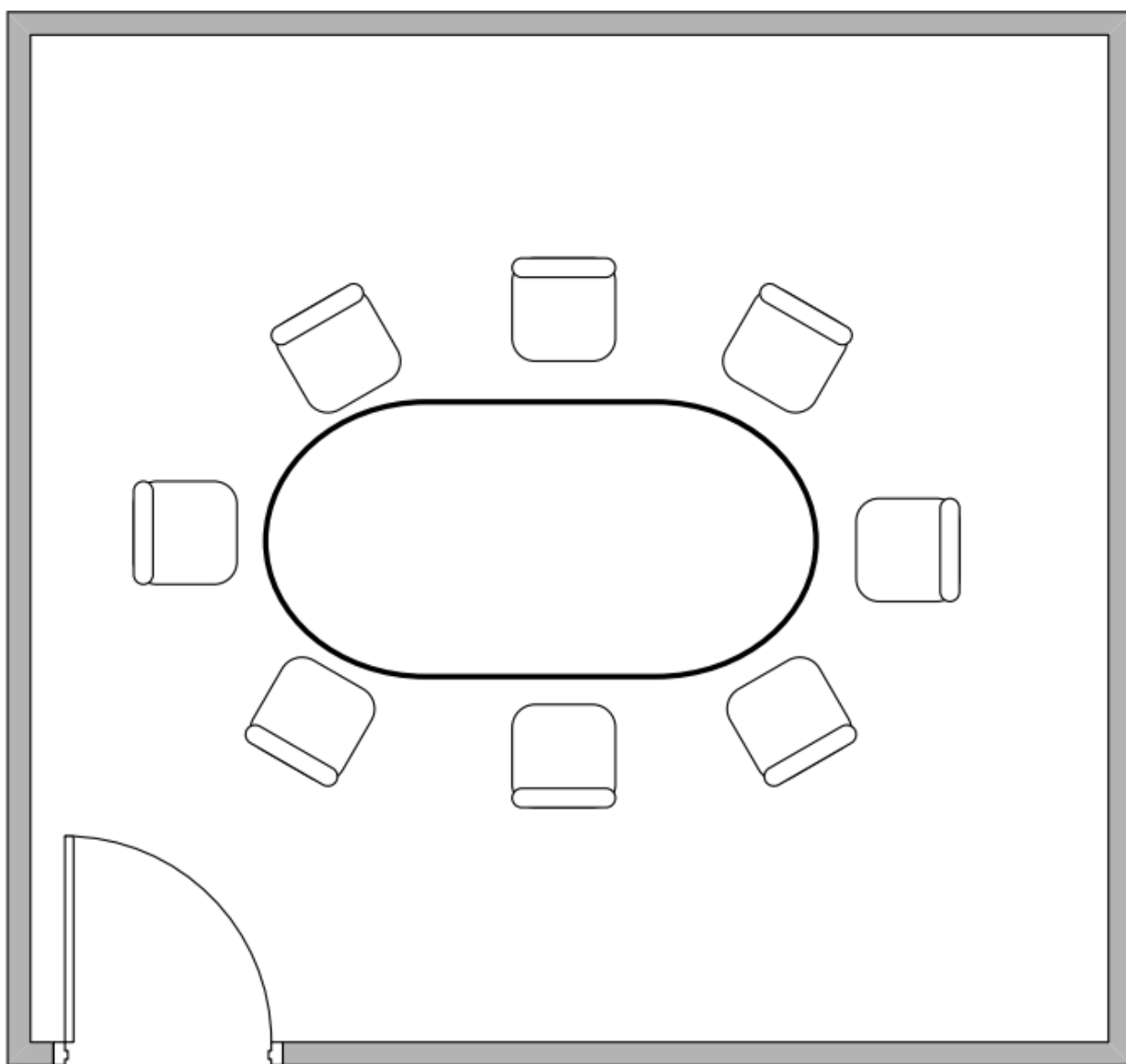
Union 203-12 Conference Style

203-12
Capacity: 8



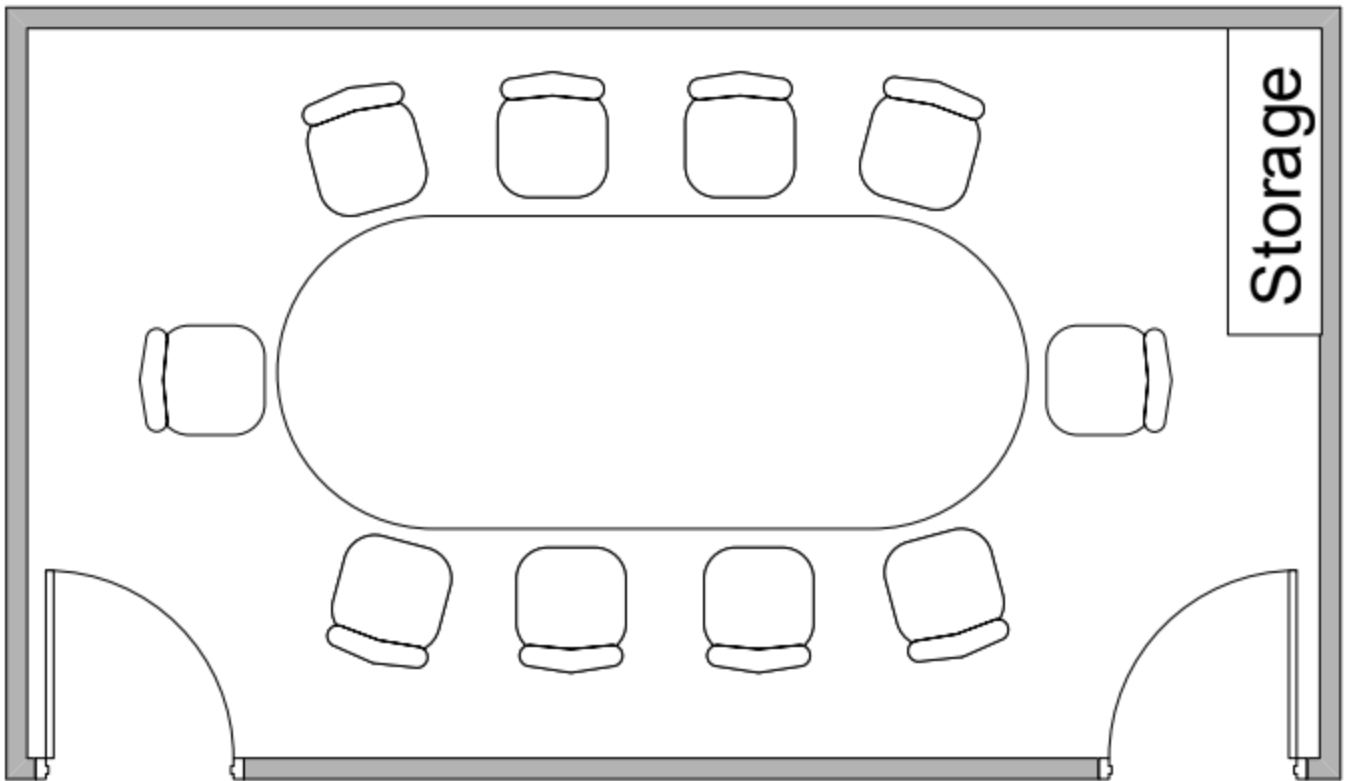
Union 203-13 Conference Style

203-13
Capacity: 8

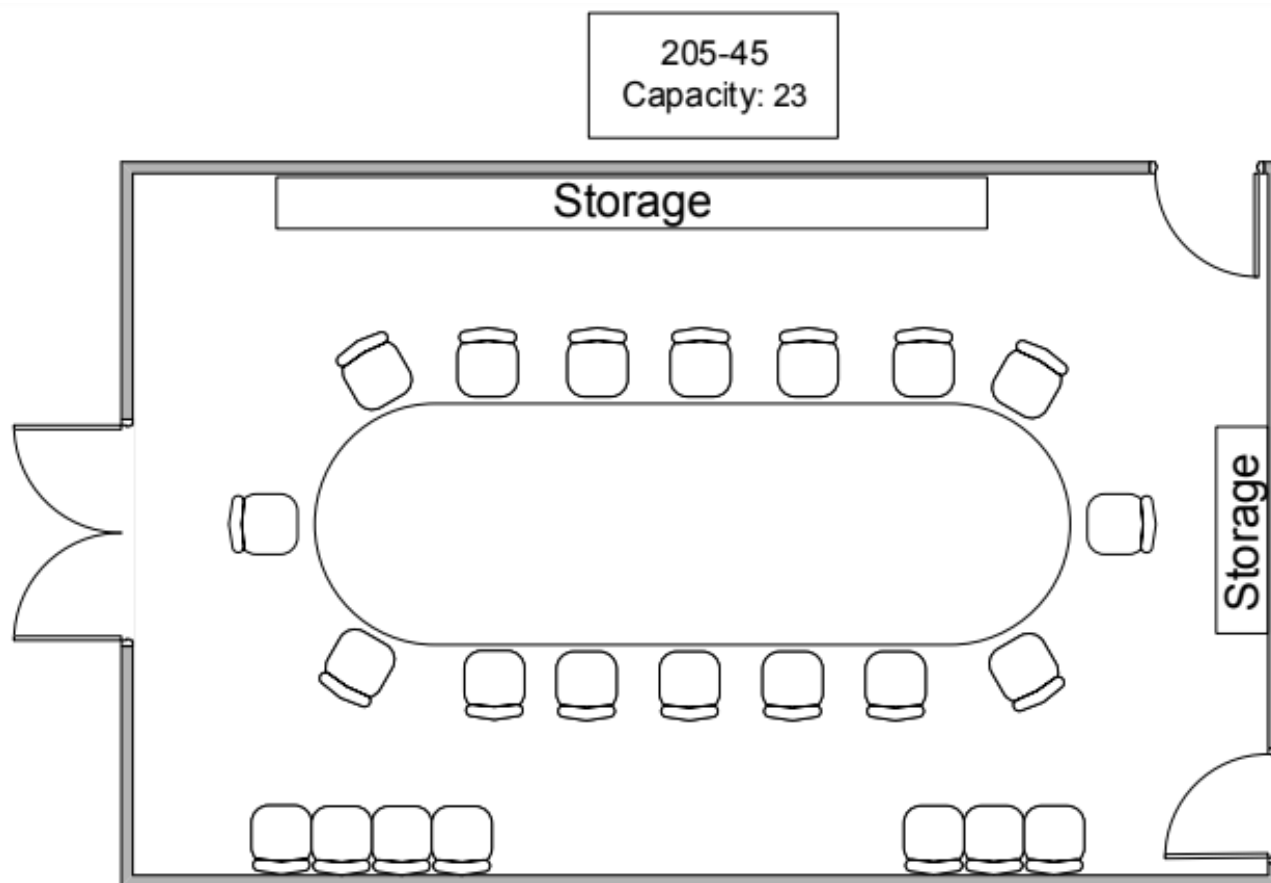


Union 205-44 Conference Style

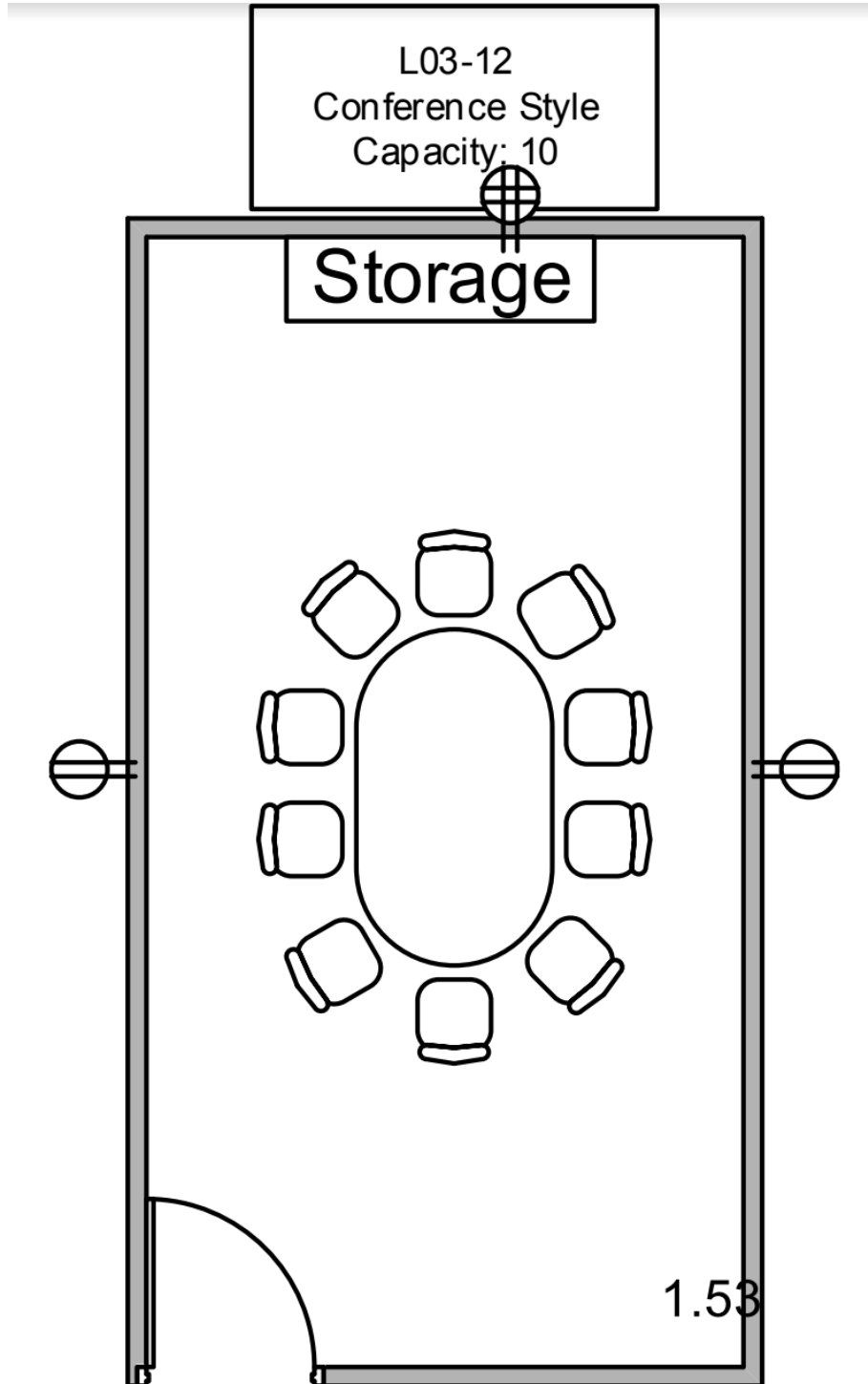
205-44
Capacity:10



Union 205-45 Conference Style

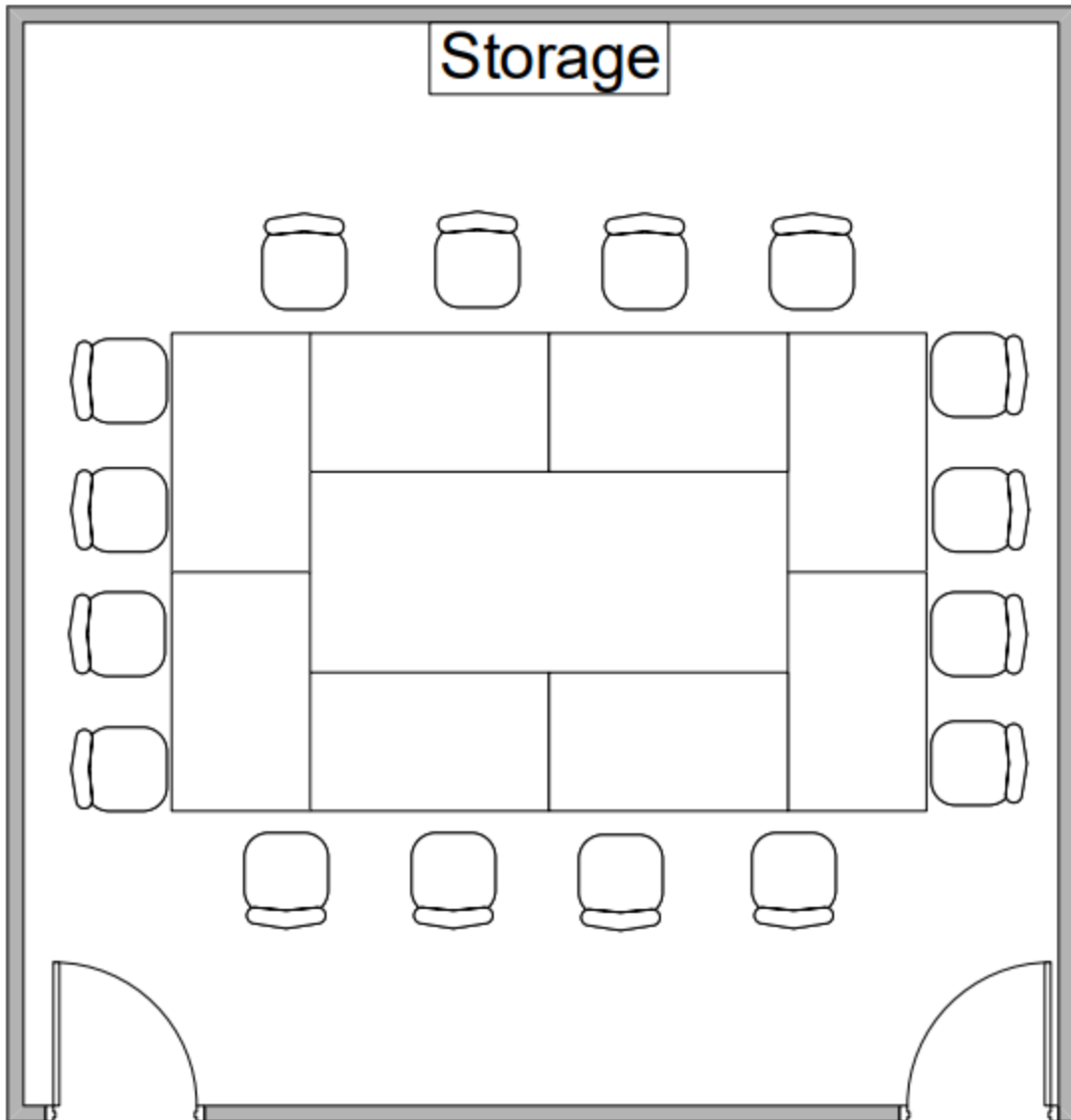


Union L03-12 Conference Style

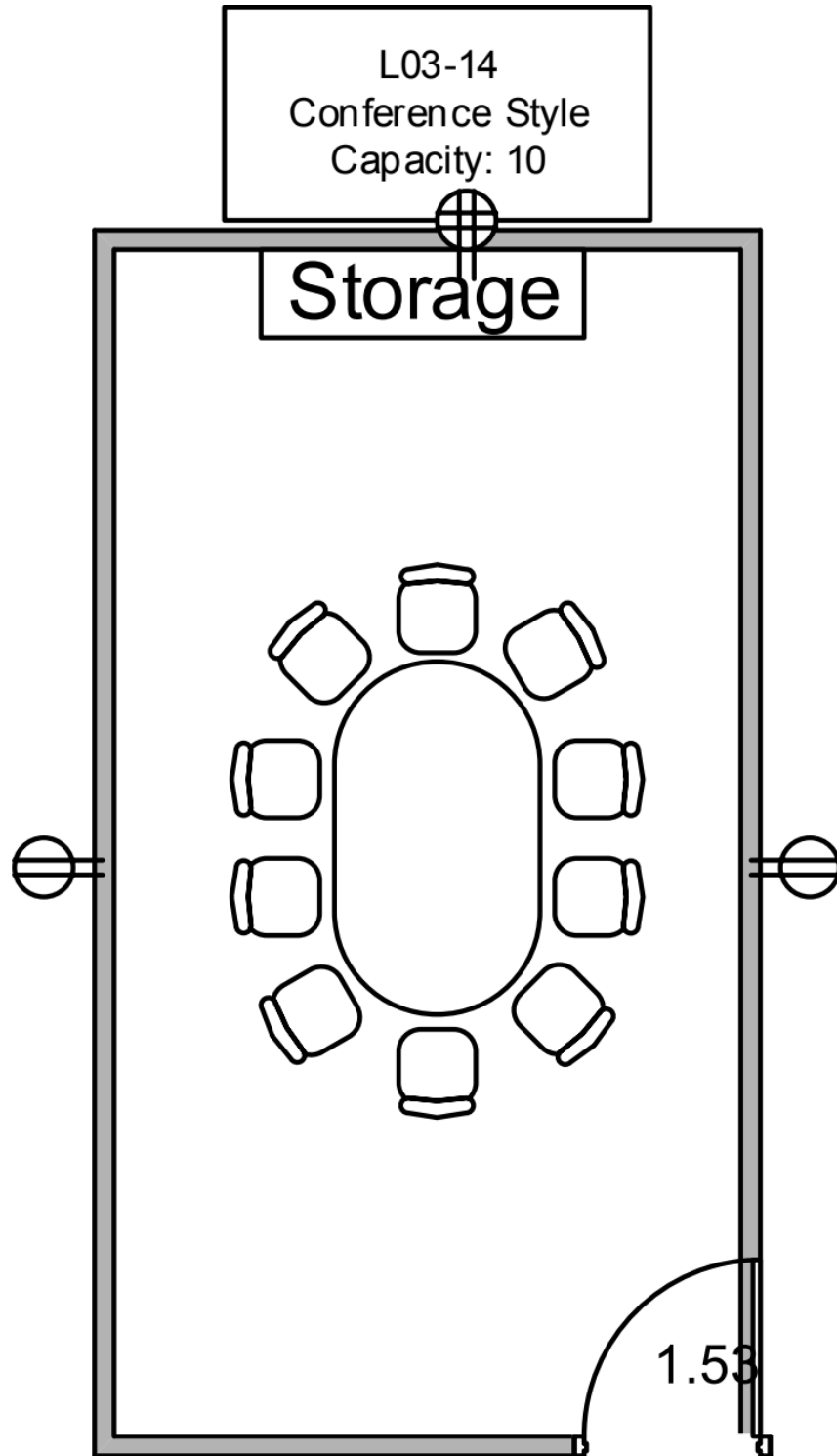


Union L03-13 Conference Style

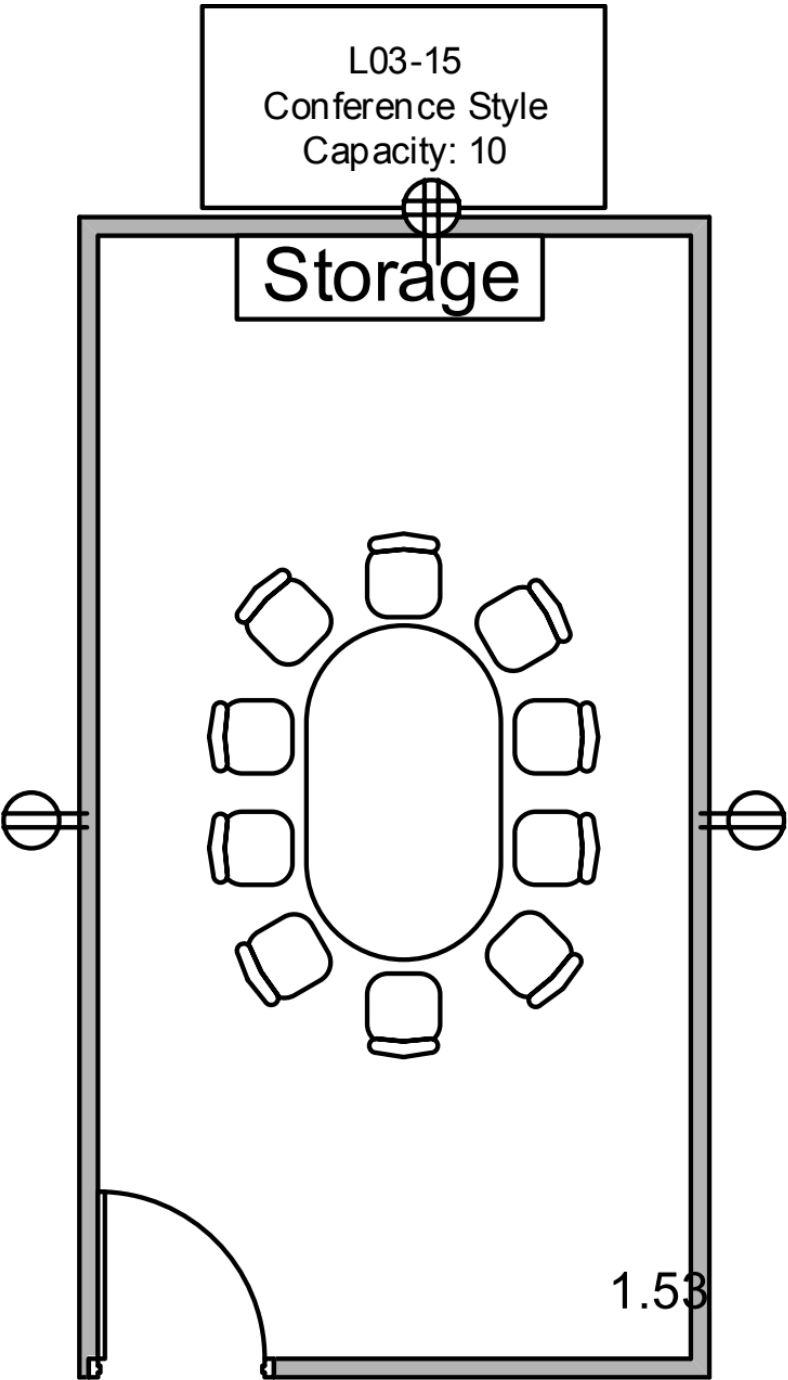
L03-13
Capacity: 16

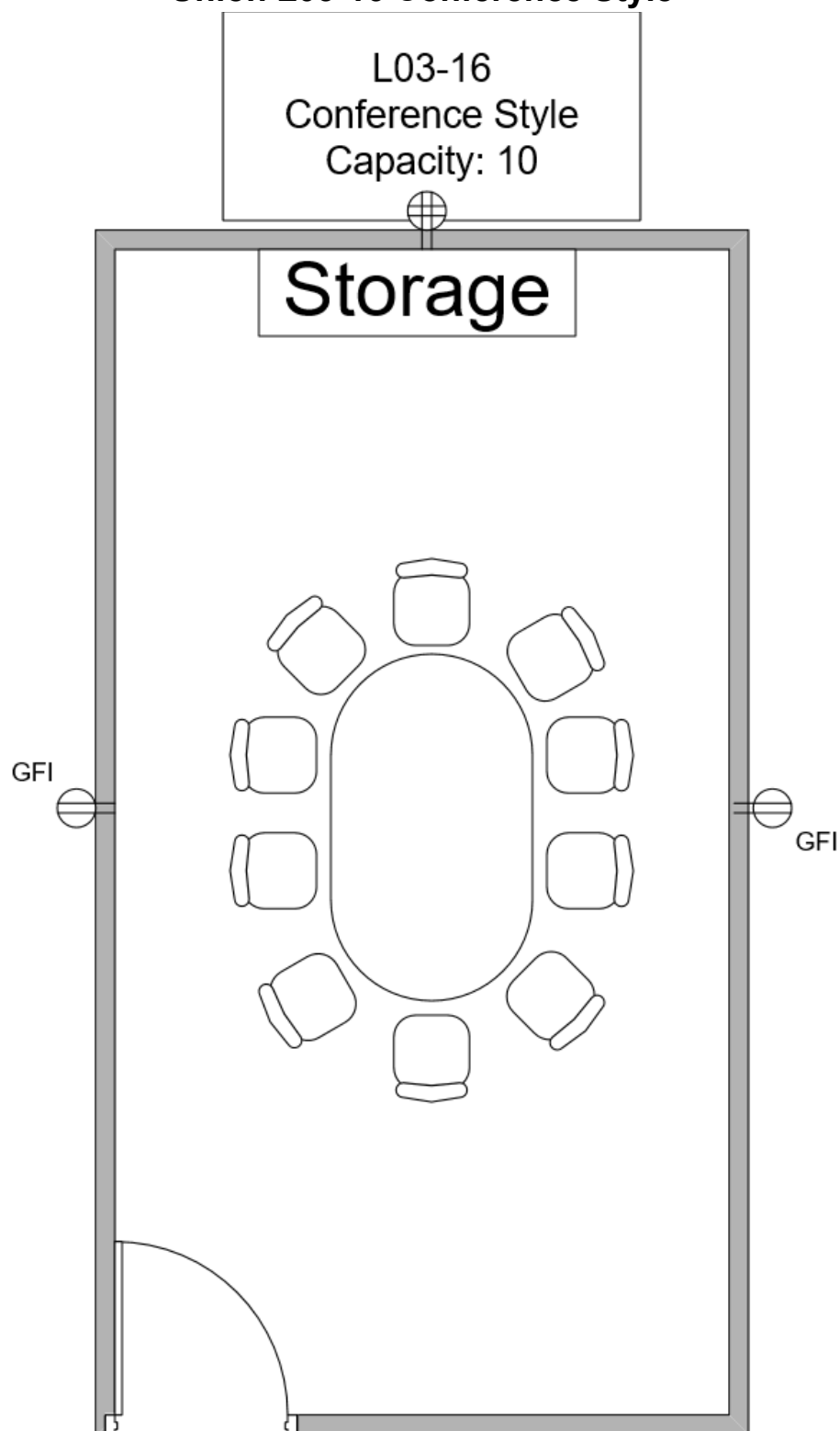


Union L03-14 Conference Style



Union L03-15 Conference Style

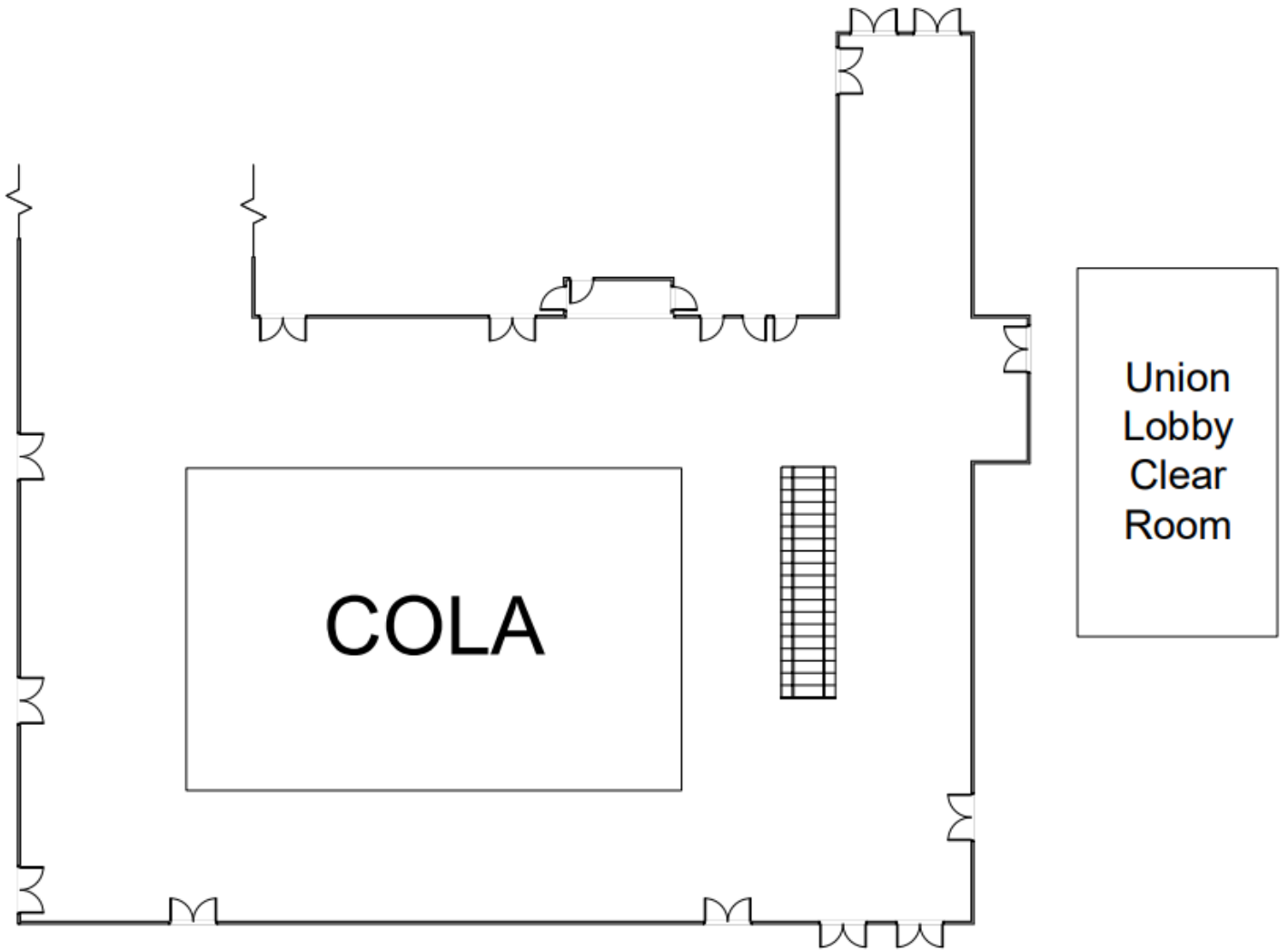


Union L03-16 Conference Style

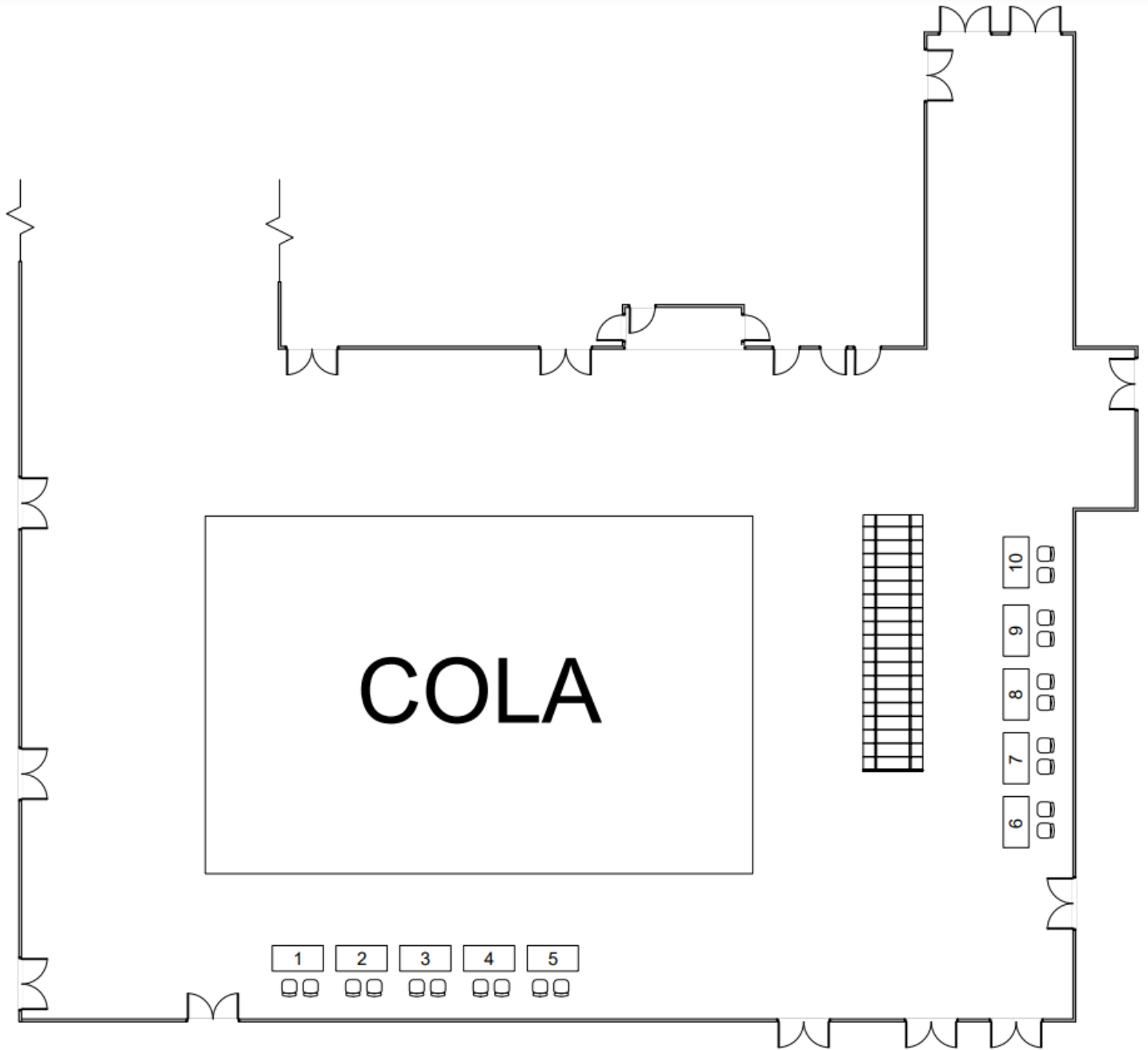
Union Lobbies and Patio, Layout Capacities

| SPACE | LAYOUT | CAPACITY | NOTES |
|-----------------|-------------------|----------|---|
| Union 1st Floor | Clear | 150 | |
| | Literature/Vendor | 22 | |
| Union 2nd Floor | Literature/Vendor | 8 | <ul style="list-style-type: none"> Includes Bridge |
| Union Patio | | 500 | |
| UCC Patio | | 300 | |

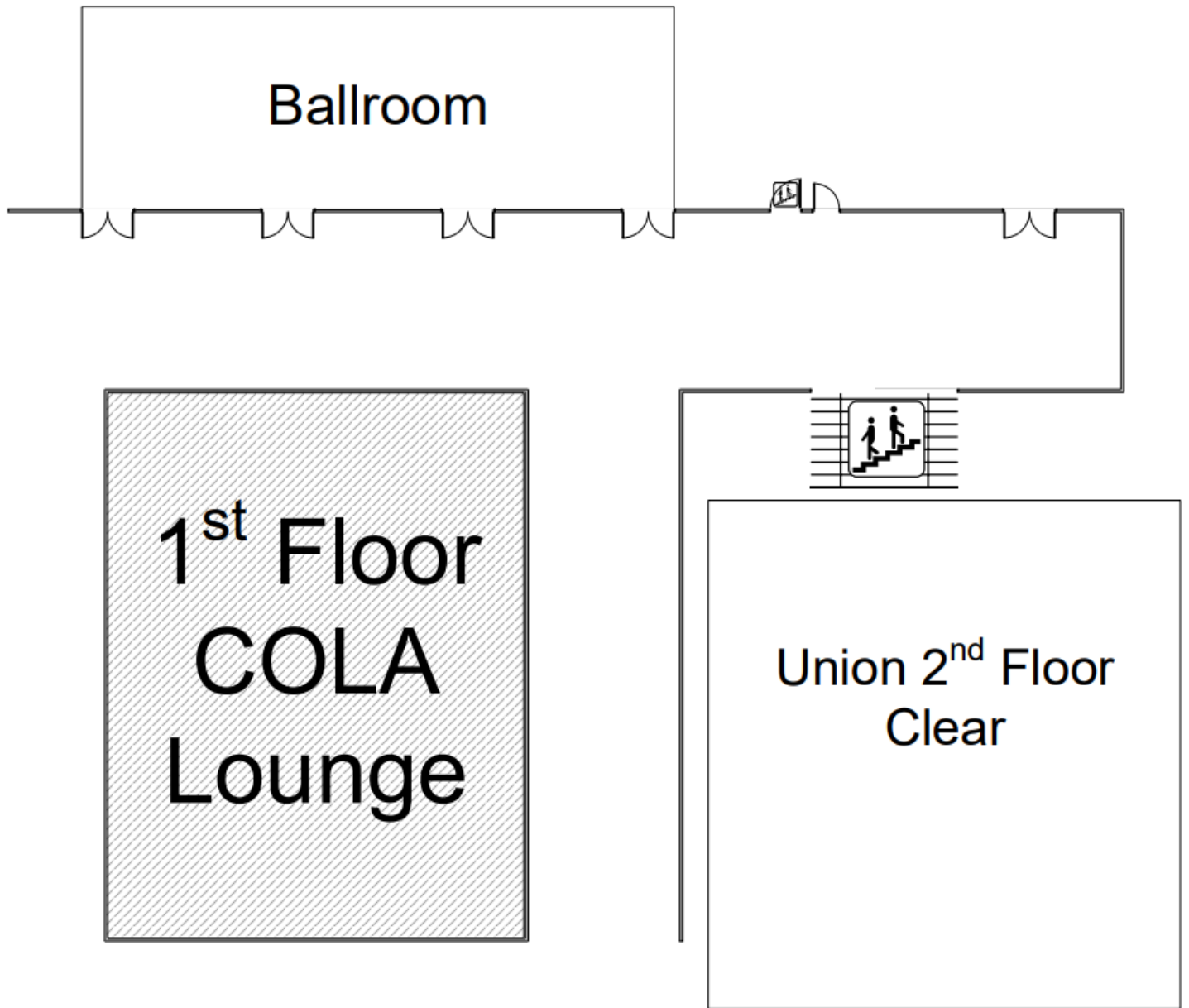
Union Lobby Clear Room



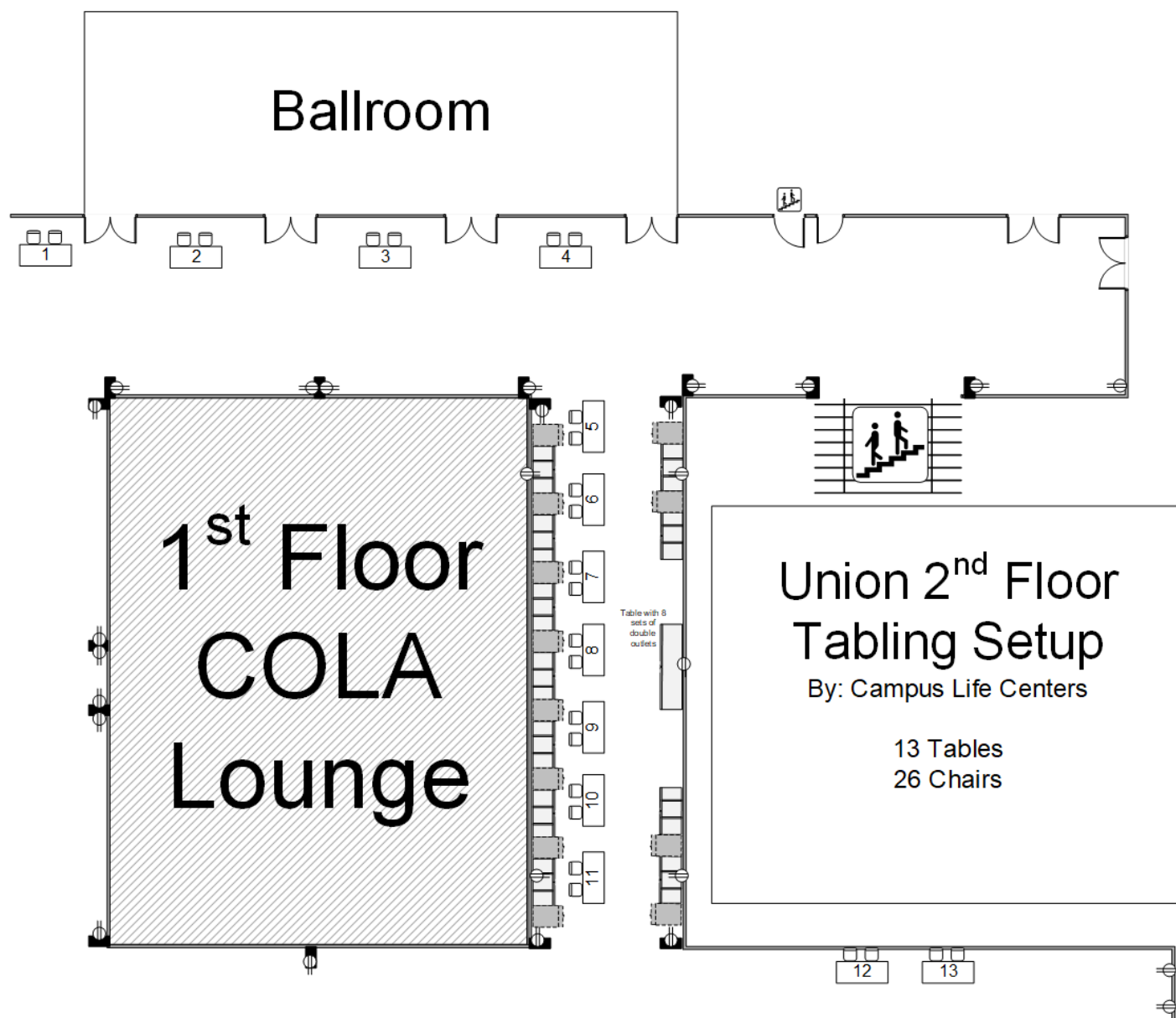
Union Lobby Clear Literature Tables



UNION 2ND FLOOR CLEAR

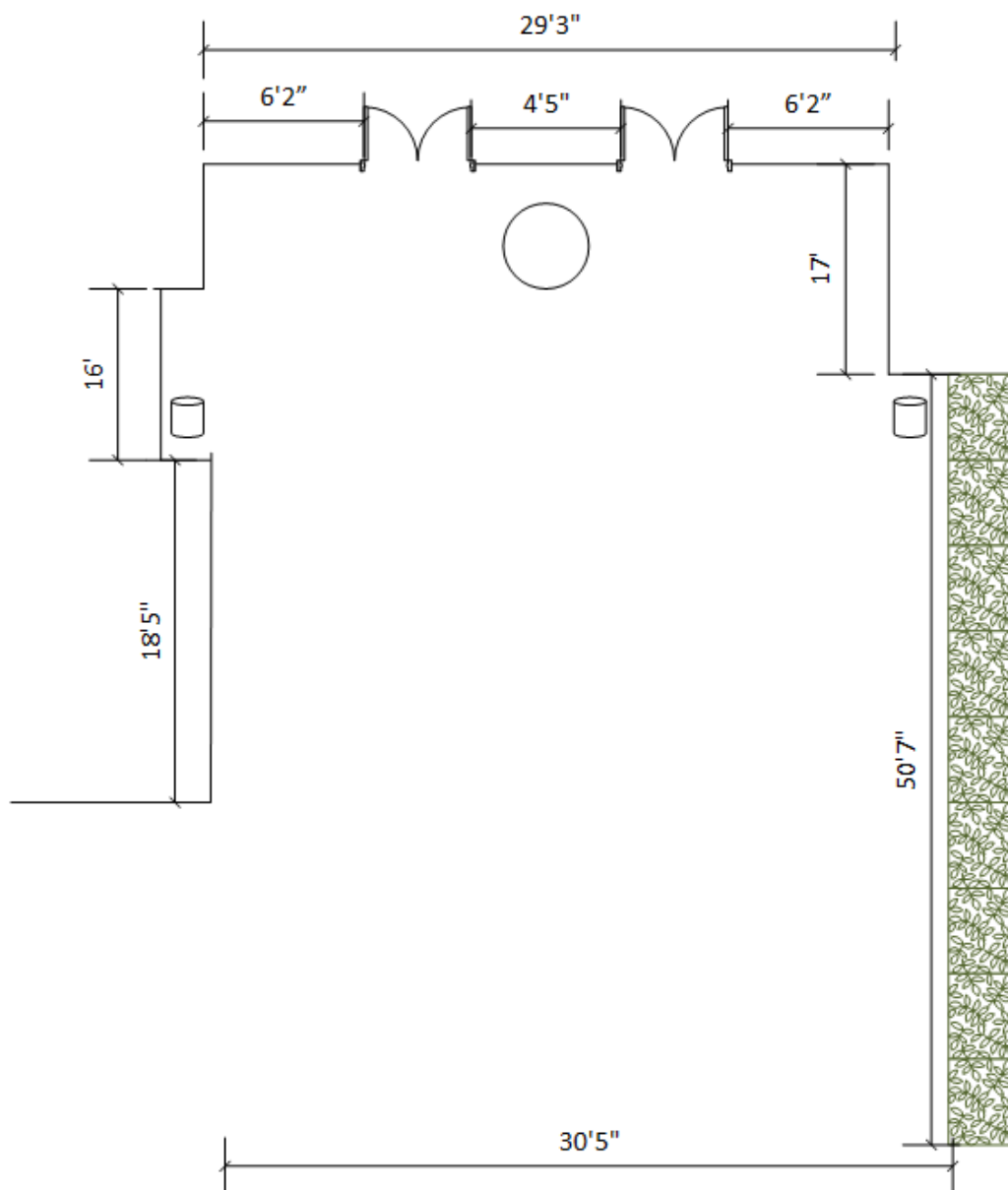


UNION 2ND FLOOR TABLING

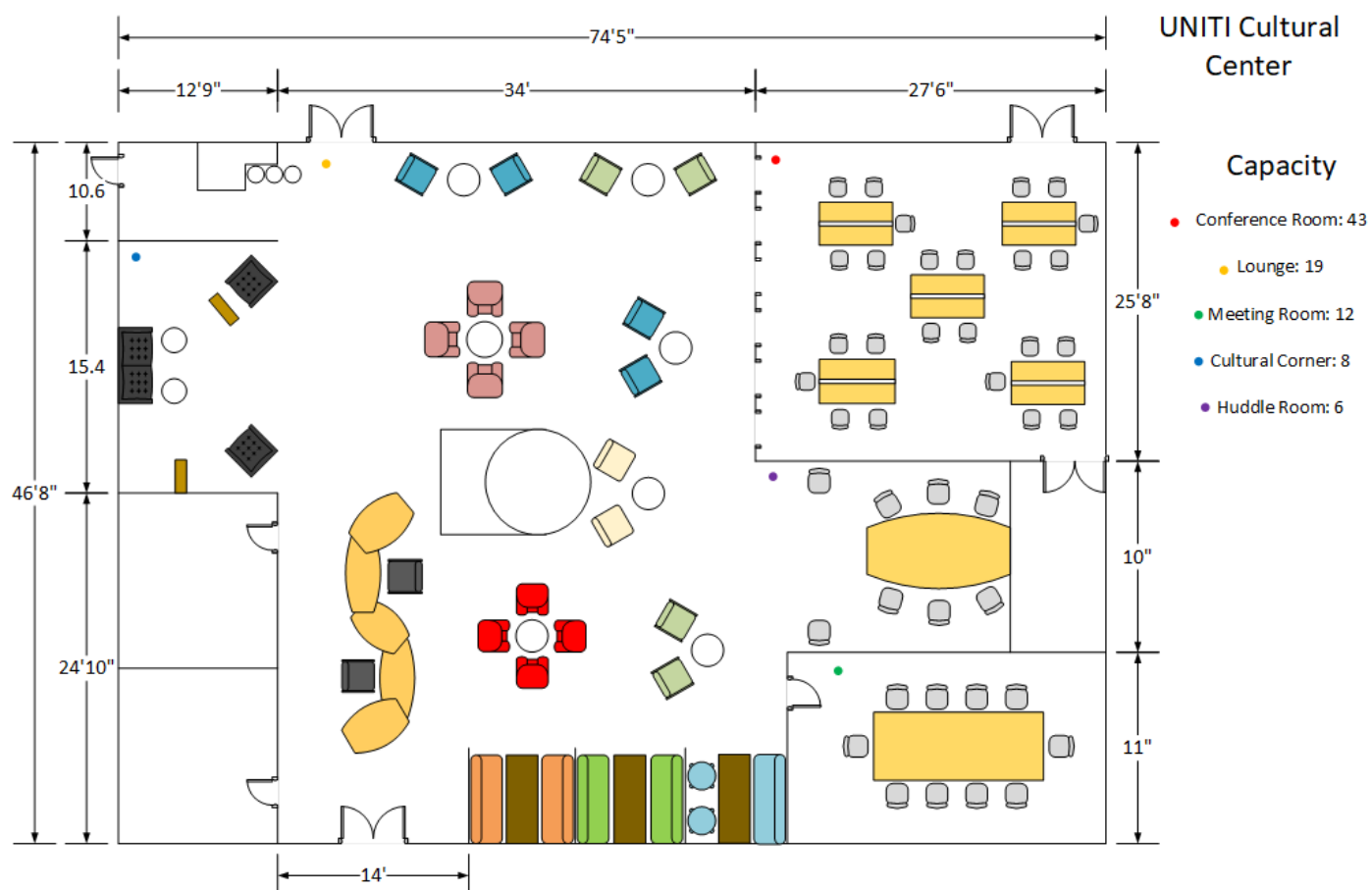


Union Patio

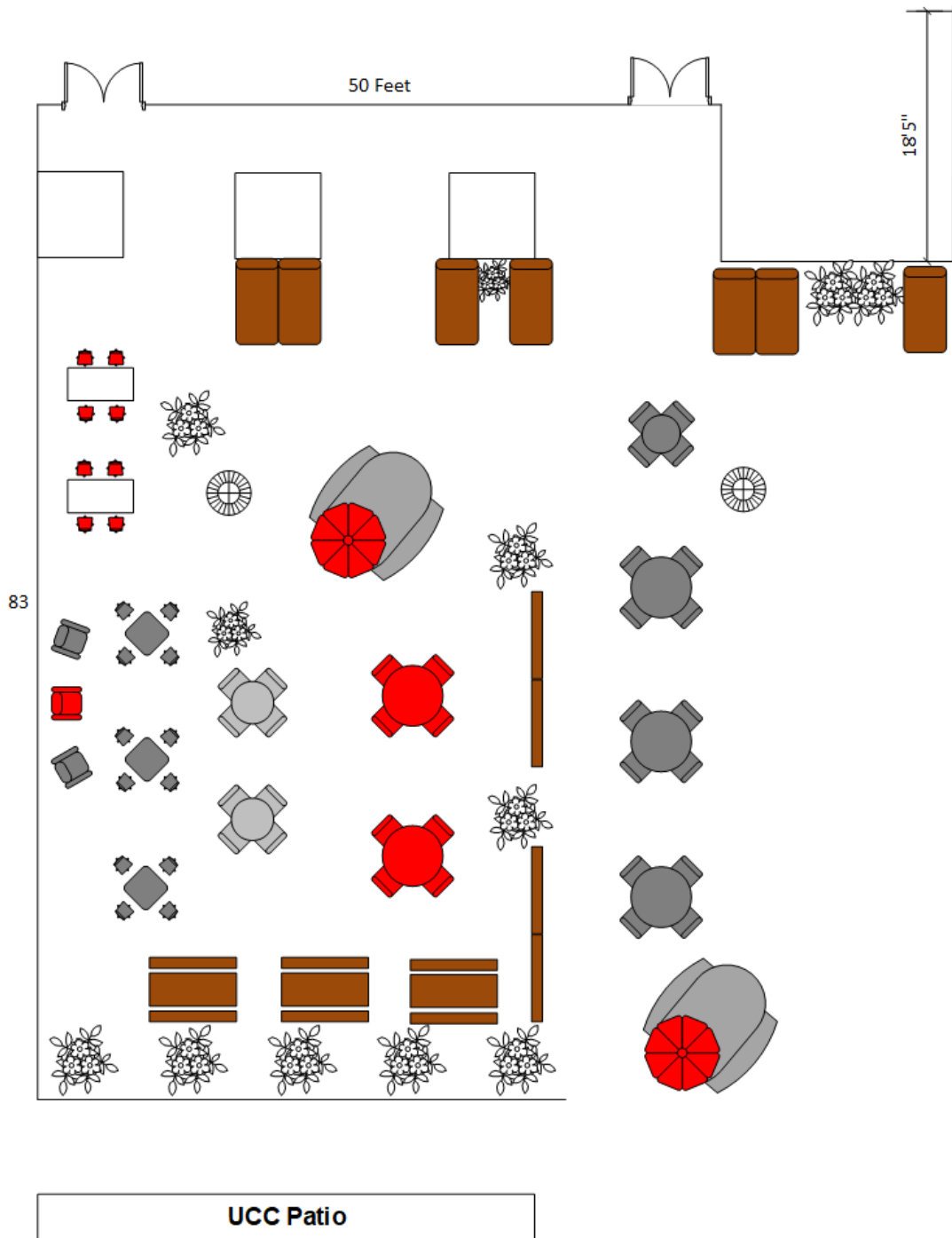
Capacity: 500



UNITI CULTURAL CENTER

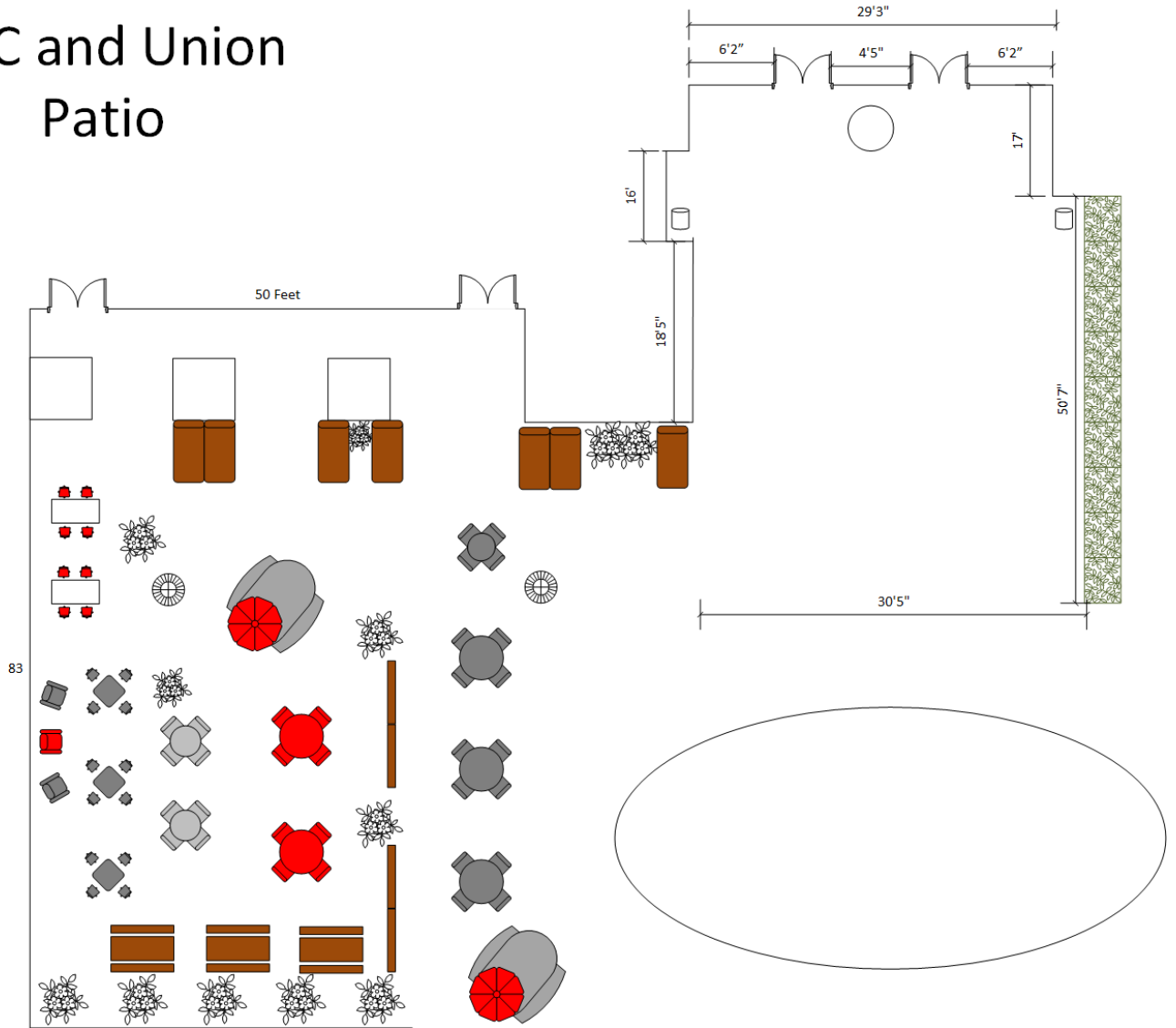


UNITI CULTURAL CENTER PATIO



UNION AND UCC PATIO COMBINED

UCC and Union Patio

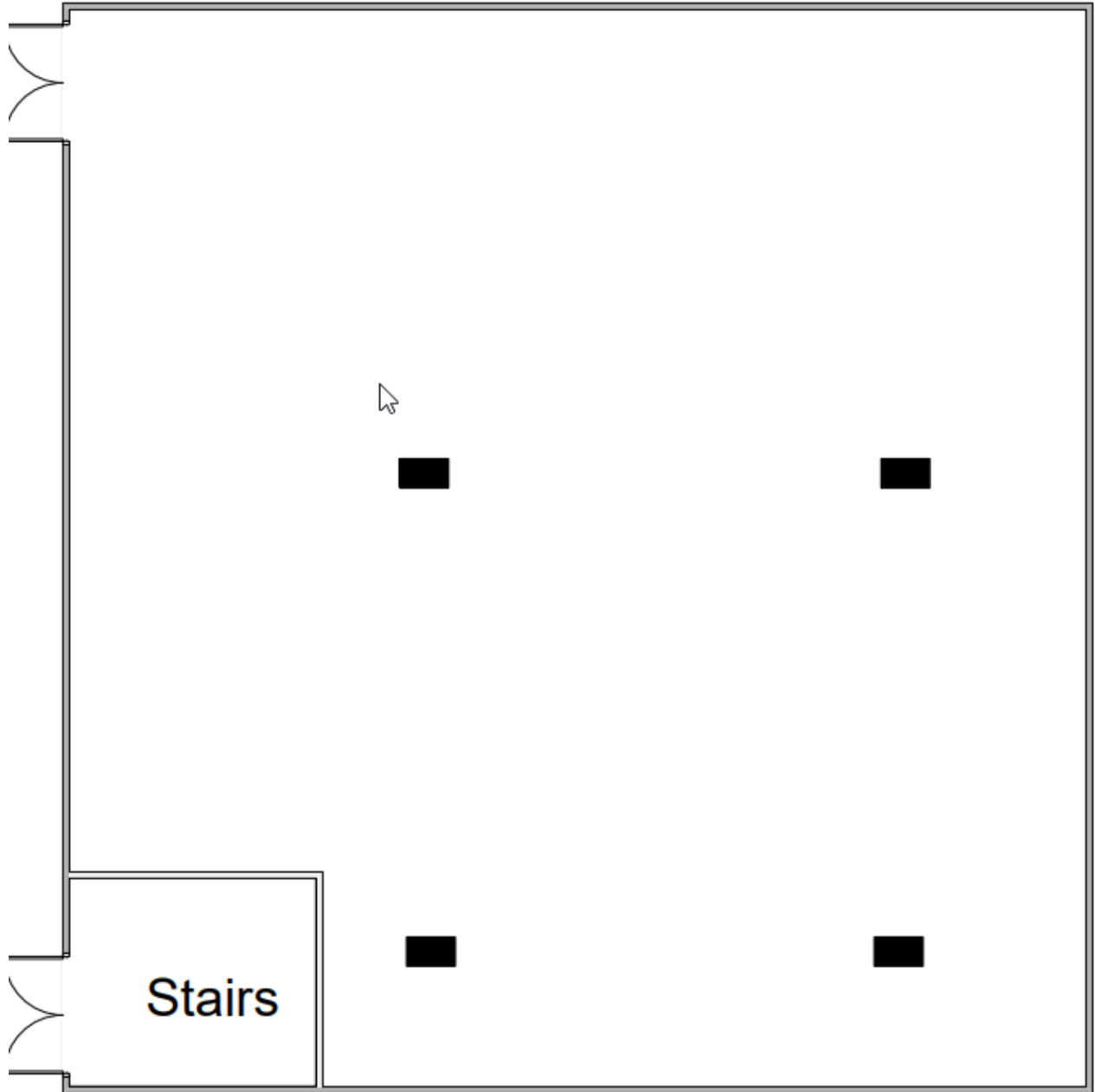


UNION ANCILLARY SPACES CAPACITIES

| SPACE | CAPACITY | NOTES |
|----------------------------------|----------|-----------------------|
| Union Rehearsal Room (L03-01) | 153 | Furniture comes as is |

Union Rehearsal Space (L03-01)

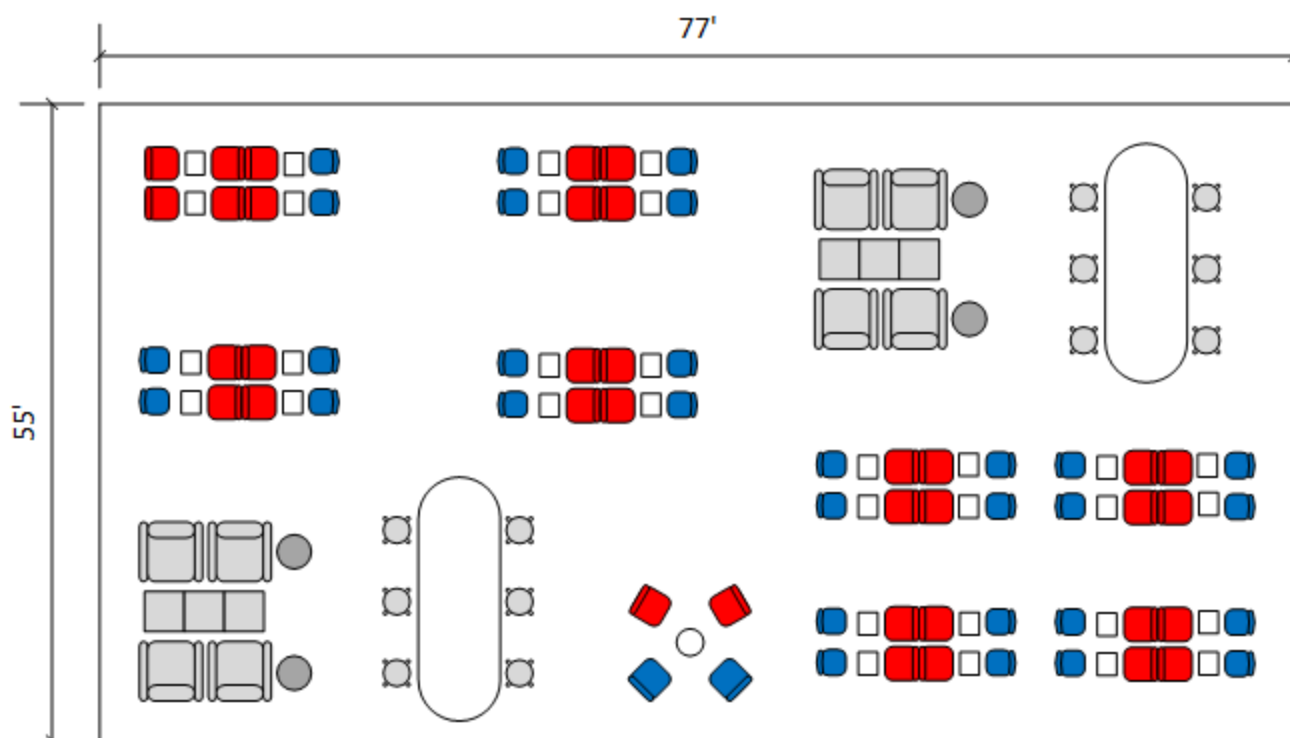
L03-01
Band Multipurpose Room
Capacity: 153



Union Non-Reservable Space Capacities

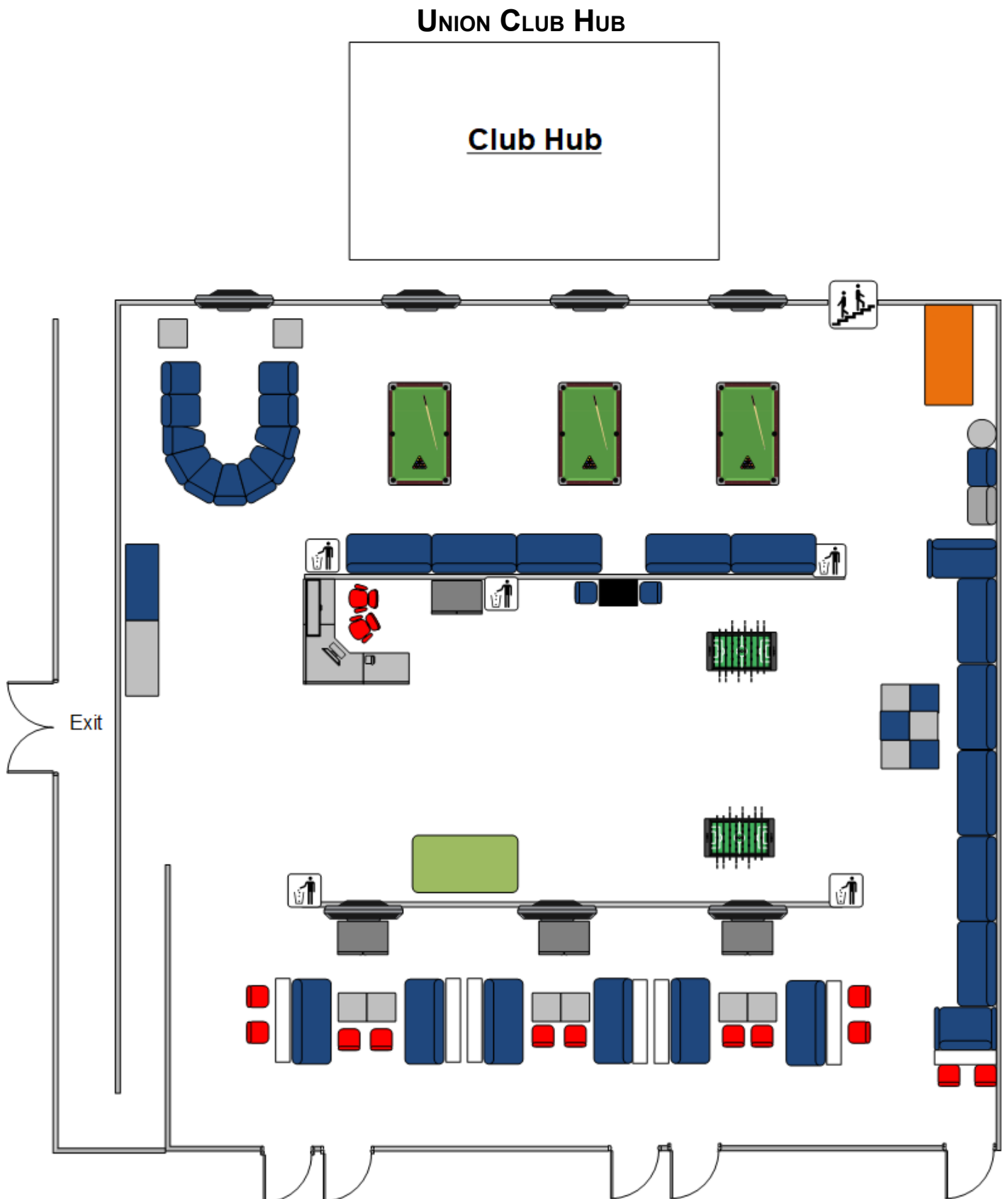
| SPACE | CAPACITY | NOTES |
|-------------------------|----------|-----------------------|
| Union COLA Lounge | 145 | |
| Union Club Hub (L06-01) | 102 | Furniture comes as is |

UNION COLA LOUNGE



UNION COLA LOUNGE

Capacity: 145



HELPFUL LINKS

- **ACADEMIC CALENDAR**

- [HTTPS://WWW.STONYBROOK.EDU/COMMCMS/REGISTRAR/CALENDARS/ACADEMIC_CALEDARS](https://www.stonybrook.edu/commcms/registrar/calendars/academic_calendars)

- **CAMPUS DINING**

- [HTTPS://WWW.STONYBROOK.EDU/COMMCMS/DINING/](https://www.stonybrook.edu/commcms/dining/)

- **WANG CENTER**

- [HTTPS://WWW.STONYBROOK.EDU/CONFERENCE-SERVICES/](https://www.stonybrook.edu/conference-services/)
CLICK ON **FACILITY > SPACE RENTAL**

- **PARKING & TRANSPORTATION**

- [HTTPS://WWW.STONYBROOK.EDU/COMMCMS/MOBILITY-AND-PARKING/PARKING/PARKING_SERVICES.PHP](https://www.stonybrook.edu/commcms/mobility-and-parking/parking/parking_services.php)