



STUDENT ACTIVITIES CENTER SCHEDULING GUIDE

TABLE OF CONTENTS

How to use the Reservations Book	1
Seating Style Definitions	2
Capacity Calculations for Non-Standard Setups	2
SAC Facility Usage Fees	3
SAC Resource Fees	4-5
SAC General Audio Visual Resources	6
SAC General Resources	7
SAC Additional Resources	8
SAC Permit Resources	9
SAC Telnet Jack Numbers	10-11
SAC Wireless Network Coverage	11
SAC Staging Guide	12-13

SAC PROGRAMMING SPACES

SAC Auditorium Layout Capacities	14
SAC Auditorium Resources	15
SAC Auditorium Electric Capabilities	16
SAC Auditorium Clear Room	17
SAC Auditorium Theater Style	18
SAC Ballroom A Layout Capacities	19
SAC Ballroom A Resources	20
SAC Ballroom A Electric Capabilities	20
SAC Ballroom A Clear Room	21
SAC Ballroom A Lecture Style	22
SAC Ballroom A Round Seating	23
SAC Ballroom A Vendor Style	24
SAC Ballroom B Layout Capacities	25
SAC Ballroom B Resources	26
SAC Ballroom B Electric Capabilities	26
SAC Ballroom B Clear Room	27
SAC Ballroom B Lecture Style	28
SAC Ballroom B Round Seating	29
SAC Ballroom B Theater Style	30
SAC Ballroom B Vendor Style	31
SAC 169 Layout Capacities	32
SAC 169 Clear Room	33
SAC 169 Round Seating	34
SAC 169 B Lecture Style	35
SAC 169 B Theater Style	36

SAC MEETING ROOMS

SAC Meeting Rooms Layout Capacities	37
SAC 223	38
SAC 302	39
SAC 303	40
SAC 304	41
SAC 305	42
SAC 306	43
SAC 311	44
SAC 312	45

SAC LOBBIES, COURTYARDS, AND LOUNGES

SAC Lobbies, Courtyards, and Lounges Layout Capacities	46
SAC Lobby Clear	47
SAC Lobby Literature/Vendor	48
SAC Why Lobby Clear	49
SAC Why Lobby Reception	50
SAC Plaza & SAC Plaza Circle	51
SAC Plaza Water Access	52
SAC Plaza Wireless Network Coverage	53
SAC Sculpture Garden	54

SAC ANCILLARY SPACES

SAC Ancillary Spaces Capacities	55
SAC Pantry	56
SAC Upper Dining Hall	57


SAC NON-RESERVABLE SPACES

SAC Non-Reservable Spaces Capacities	58
SAC Food Court	59
SAC Traditions Lounge	60

HOW TO USE THE SCHEDULING GUIDE

The scheduling guide provides information on events in the Student Activities Center.

- 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
- Diagram key:

	110 volt outlet
<div data-bbox="521 953 672 1104" style="border: 1px solid black; padding: 5px; display: inline-block;"> 5628 V1, V2 D1, D2 </div>	Telnet Jack #s Voice Terminals Data Terminals

Seating Style Definitions

CLEAR ROOM	Standing Only No Tables, Chairs or Staging
CONFERENCE	6' Tables Set in a Square
LECTURE	6' Tables w/2 or 3 Chairs per table
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, Facilities Operations 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 • For every piece of SAC stage, reduce capacity by 5
Lecture	<ul style="list-style-type: none"> • For every piece of SAC stage remove 2 6' tables & 4 chairs
Round Seating	<ul style="list-style-type: none"> • For every 2 6' tables remove 1 round table • For every piece of SAC stage, remove 1 round table
Theater Style	<ul style="list-style-type: none"> • For every 6' table, remove 4 chairs • For every piece of SAC stage, remove 8 chairs
Vendor	<ul style="list-style-type: none"> • For every piece of SAC stage remove 2 6' tables & 4 chairs

SAC FACILITY USAGE FEES

Effective July 1, 2021 – December 31, 2024
(Pricing based on 8-hour increments)

SPACE	EXTERNAL Organization	<ul style="list-style-type: none"> • Internally <i>sponsored</i> External event • NONPROFIT Organization • GOVERNMENT Agency 	Internal-External Extended Usage (Applicable set up costs apply)	SBU Internal DEPARTMENT	STUDENT Group
Auditorium	\$1800.00	\$1080.00	\$112.50/hour	N/C for Facility	No charge for programs.
Ballroom A	\$1900.00	\$1140.00	\$100/hour		Cancellations inside 1 week are responsible for all applicable staff, AV and set-up charges.
Ballroom B	\$1300.00	\$780.00	\$75/hour		
Literature/ Vendor Table	\$90.00	\$90.00	\$10.63/hour	\$0.00	\$0.00
Lobby	\$1400.00	\$840.00	\$100/hour	N/C for Facility	No charge for programs.
Meeting Rooms	\$250.00	\$150.00	\$23.24/hour		Cancellations inside 1 week are responsible for all applicable staff, AV and set-up charges.
Pantry	\$75.00	\$75.00	\$6.25/hour		
Plaza	\$1250.00	\$750.00	\$75/hour		
Sculpture Garden	\$600.00	\$360.00	\$37.50/hour		
Why Lobby	\$150.00	\$100.00	\$12.50/hour		

SAC RESOURCE FEES

Effective July 1, 2021 – December 31, 2024
(Pricing based on 8-hour increments)

25Live RESOURCE	SBU Internal DEPARTMENT	•EXTERNAL Organization •NONPROFIT Organization •GOVERNMENT Agency •External Organization SPONSORED by Internal Department	STUDENT Group
EVENT STAFFING			
Catering	\$35.00	Included in usage fee	N/C
SAC/SBU A/V Tech	\$18/hour		
SAC/SBU DJ	\$80.00/hour		
SAC/SBU Extended Hours Staff	\$200.00/hour		
SAC/SBU Grounds Staff	Varies by event		
Student Staffing	\$18/hour	Included in usage fee	\$0/hour
ROOM SETUP			
SAC AUD Set-up	\$96.00	Included in usage fee	N/C
SAC Ballroom A Setup	\$96.00		
SAC Ballroom B Setup	\$72.00		
SAC/SBU Lobby Setup	\$48.00		
SAC/SBU Meeting Room Setup	\$48.00		
SAC/SBU Outdoor Setup	\$72.00		

AUDIO-VISUAL			
LCD Projector	\$20.00	Included in usage fee	N/C
SAC Laptop	\$80.00		
SAC Multi-media kit (laptop, projector, speakers & cables)	\$100		
SAC/SBU Ethernet Jack	\$10.00		
SAC/SBU Phone Jack	\$186.00 = \$93 on + \$93 off		
Sound System	\$40.00	Included in usage fee	N/C
OTHER			
Administrative Fee (<i>Applicable to cash, check or credit card payments</i>)	17.64% of invoice	Included in usage fee	17.64% of invoice
SAC Pipe and Drape Set	\$15.00/ section		
SAC Portable Wall Unit	\$10.00		
SAC Skirting	\$5.00/skirt		
SAC/SBU Helium Tank Usage	\$60.00		
SAC Piano (Digital)	\$200.00		N/C

SAC 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:

- SAC Portable Multimedia Kit

25Live RESOURCE	NOTES
SAC Microphone, Wired	<ul style="list-style-type: none"> • Wired, can be used throughout A, B, & AUD or with Portable Sound System
SAC Laptop, Programming Spaces	<ul style="list-style-type: none"> • Dell brand • Assign to Programming Spaces ONLY
SAC Piano (Digital)	<ul style="list-style-type: none"> • Able to simulate a variety of pianos from baby grand through electric.
SAC Presentation Remote, Wireless	<ul style="list-style-type: none"> • Laser pointer & wireless remote
Portable Wireless Microphone	<ul style="list-style-type: none"> • Requires SAC Portable Sound System

SAC 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) SAC Microphone, Wired: 8 max b) SAC Portable Wireless Microphone: 4 max
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SAC General Resources

25Live RESOURCE	NOTES
SAC Chairs, Maroon	<ul style="list-style-type: none"> Used in SAC Ballroom A or B, SAC Main Lobby and SAC Why Lobby
SAC Chairs, White Folding	<ul style="list-style-type: none"> Available only to events with headcount large enough to require 10 chairs/60"round.
SAC Coat Rack	<ul style="list-style-type: none"> 60 coats/rack
SAC Easel	<ul style="list-style-type: none"> Groups must provide own signs on poster board
SAC Extension Cord	<ul style="list-style-type: none"> 25' long. 4 outlets.
SAC Music Stand	<ul style="list-style-type: none">
SAC Pipe & Drape Set	<ul style="list-style-type: none"> Black curtains 50ft total. Each section measures up to 8' in adjustable height by 10' in fixed length.
SAC Plaza Electric Outlets	<ul style="list-style-type: none"> 8/20 AMP Circuits
SAC Stage Railing	<ul style="list-style-type: none"> Assign if needed for DJ platforms (does not affect stairs)
SAC Skirting	<ul style="list-style-type: none"> Assign 1 per stage or table. <i>Not available to food service tables.</i>
SAC Stage Steps	<ul style="list-style-type: none"> At least 1 needed for all stage usage. 3' 3" Wide x 2" 9.5" Deep
SAC Stage Piece	<ul style="list-style-type: none"> Recommended set-up for lecture is 4 pieces
SAC Podium, Tabletop	<ul style="list-style-type: none"> For use in 3rd floor rooms.
SAC Table, Multimedia with Skirting	<ul style="list-style-type: none"> Small table to be used for laptop next to podium
SAC Table, Meeting Room Catering	<ul style="list-style-type: none"> For catering use in SAC 223 & 3rd floor meeting rooms 24" x 6'
SAC Table, Rectangular 6ft	<ul style="list-style-type: none"> 30" x 6', for use in all programming spaces & lobby
SAC Table, Round 60in	<ul style="list-style-type: none"> 60" diameter Black
SAC Sign Stand, Tabletop	<ul style="list-style-type: none"> Tall, single pole stands with pressure clip on top

SAC Additional Resources

25Live RESOURCE	NOTES
SAC 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
SAC Custodial Staff	<ul style="list-style-type: none"> Assigned any time food is served
SAC Campus Catering	<ul style="list-style-type: none"> Indicates event is being catered by Campus Dining Custodial automatically assigned
SAC Damage Fee	<ul style="list-style-type: none"> Charges for maintenance repairs due to user negligence (i.e. holes in walls, etc.)
SAC Off Campus Catering	<ul style="list-style-type: none"> <i>Requires a food permit</i>
SAC Ethernet Jack Use	<ul style="list-style-type: none"> See "SAC Telnet Jack Numbers" page for more info.
SAC Extended Hours Staff	<ul style="list-style-type: none"> Charges to maintain an open building outside of operating hours. Approval required.
SAC Grounds Staff	<ul style="list-style-type: none"> Applicable to SAC Plaza events with food service. Assign 4 weeks before the event. Pricing is determined by headcount and event duration.
SAC Helium Tank Usage	<ul style="list-style-type: none"> Assign 1 week in advance.
SAC Lobby Setup	<ul style="list-style-type: none"> Applicable to SAC Lobby when entire space is reserved
SAC Meeting Room Setup	<ul style="list-style-type: none"> <i>Upon approval from the Director of Student Centers,</i> required for special meeting room setups. Applicable to events requiring room reset fees post-event.
SAC Outdoor Setup	<ul style="list-style-type: none"> Required for events in the SAC Plaza.
SAC Phone Jack Use	<ul style="list-style-type: none"> See "SAC Telnet Jack Numbers" page for more info.
SAC No Show Fee	<ul style="list-style-type: none"> Charges in accordance with reservation policies
SAC Road Signs	<ul style="list-style-type: none"> Order signs through Conferences & Special Events

SAC Permit Resources

<i>Refer to Facilities Operations website for policy details and forms</i>	
25Live RESOURCE	NOTES
SAC Alcohol Permit Required	<ul style="list-style-type: none"> • 6 week processing time
SAC Media Permit Required	<ul style="list-style-type: none"> • 1 month processing time
SAC 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
SAC Vendor Permit Required	<ul style="list-style-type: none"> • Contact William Napolitano (FSA) to generate permits
SAC Photo/Videotaping Notice	
SAC Revocable Permit Required	<ul style="list-style-type: none"> • 6 week processing time
SAC Parking Permit Required	
Campus Amplified Sound	<ul style="list-style-type: none"> • 2 week processing time

SAC Telnet Jack Numbers

Voice & Data jacks are available throughout the SAC but need to be turned on.

Requests should be submitted to "Telnet" via email at least 1 week prior to the event. Include the Jack #, room #, date & time of activation required. A minimum of 24 hours is required for Telnet to activate a jack.

Groups are responsible for any fees related to voice activation & calls. Data activation is free of charge.

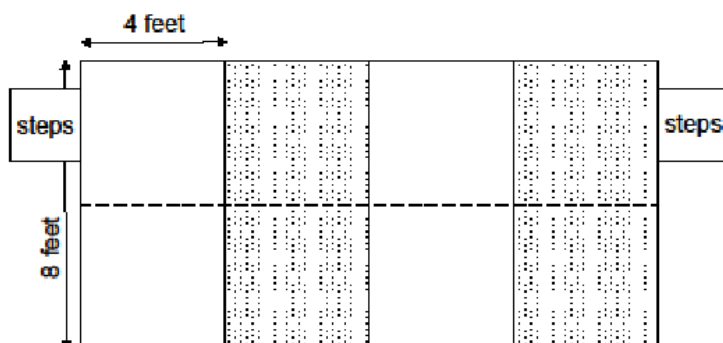
MEETING ROOMS	
SAC 222D	Terminal 1: 5757 D1, D2
SAC 223	Terminal 1: 5557 V1, V2, D1, D2 V2 always active Terminal 2: 5558 D1-D4 D1 always active Terminal 3: 5559 D1-D4
SAC 302	Terminal 1: 5626 V1, V2, D1, D2
SAC 303	Terminal 1: 5625 V1, V2, D1, D2
SAC 304	Terminal 1: 5624 V1, V2, D1, D2
SAC 305	Terminal 1: 5622 V1, V2, D1, D2 Terminal 2: 5623 V1, V2, D1, D2
SAC 306	Terminal 1: 5621 V1, V2, D1, D2
SAC 311	Terminal 1: 5629 V1, V2, D1, D2
SAC 312	Terminal 1: 5628 V1, V2, D1, D2
SAC Pantry	Terminal 1: 5740
PROGRAMMING SPACES	
SAC Auditorium	Terminal 1: 5886 V1, V2, D1 Terminal 2: 5887 V1,V2,D1
SAC Ballroom A	Terminal 1: 5776 Terminal 2: 5777 Terminal 3: 5778 Terminal 4: 5779 Terminal 5: 5780 Terminal 6: 5781
SAC Ballroom B	Terminal 1: 5783 Terminal 2: 5784 Terminal 3: 5785 Terminal 4: 5786
SAC 169	

OTHER SPACES	
SAC Commuter Lounge (Lower Level)	NO JACK # V1, V2, D1, D2
SAC Kiosk	5547 D1 Phone Number: 632-1165

SAC WIRELESS NETWORK COVERAGE

Wireless access is available in all areas

SAC Staging Guide



DEFAULT LAYOUT

4 stages

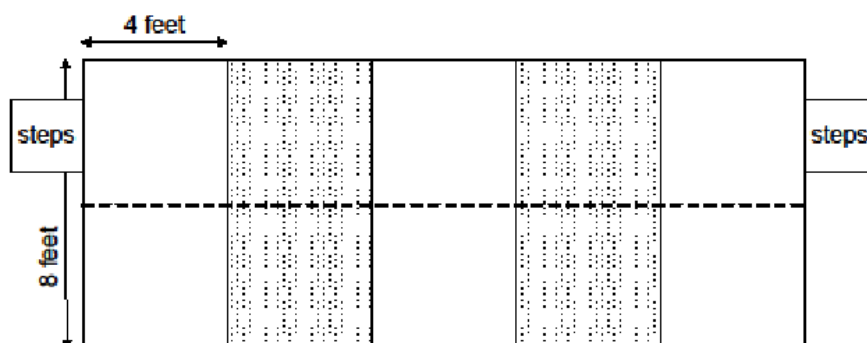
Suitable for: 2 6' tables

4-6 chairs

1 podium

Uses 1 step in Ballroom B (Right Side)

Uses 2 steps in Ballroom A



5 stages

Suitable for: 2 6' tables

4-6 chairs

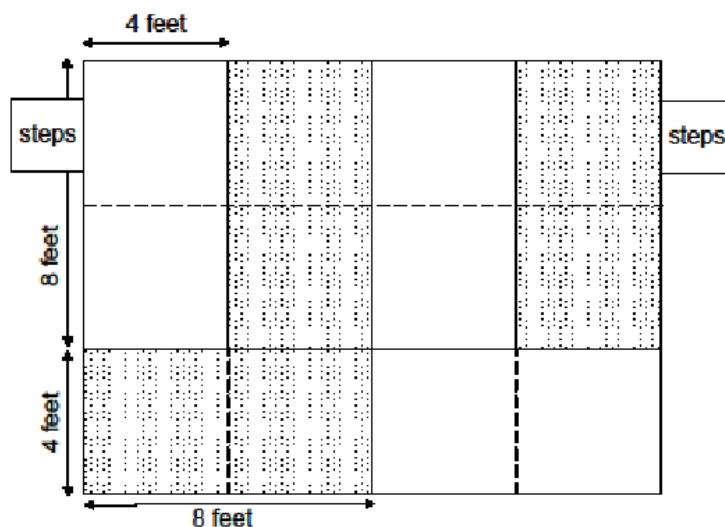
1 podium

Uses 1 step in Ballroom B (Right Side)

Uses 2 steps in Ballroom A

SAC STAGING GUIDE

- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required



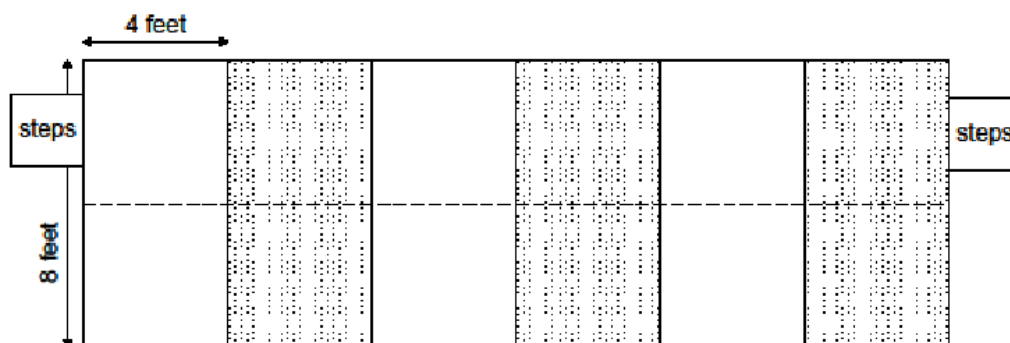
6 STAGES: box shape

Suitable for: 2 6' tables
4-6 chairs

1 podium in front of tables

Uses 1 step in Ballroom B (Right Side)

Uses 2 steps in Ballroom A



6 STAGES: side by side

Suitable for: 3 6' tables
6-9 chairs
1 podium

Uses 1 step in Ballroom B (Right Side)

Uses 2 steps in Ballroom A

SAC STAGING GUIDE

- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required

SAC AUDITORIUM LAYOUT CAPACITIES

<i>NO FOOD ALLOWED</i>		
LAYOUT	CAPACITY	NOTES
Clear Room	600	<ul style="list-style-type: none"> • <u>with clear stage:</u> 245 (fixed seating) + 355 (standing on floor). • <u>with people standing on clear stage:</u> 245 (fixed seating) + 323 (standing on floor) + 32 (on stage) • <u>with tables, chairs or props on stage:</u> 245 (fixed seating) + 339 (standing on floor) + 16 (on stage)
Theater Style	595	<ul style="list-style-type: none"> • 350 chairs on the floor specific to auditorium • 245 fixed seating

CEILING HEIGHT STAGE CLEARANCE: 28' 1"

CEILING HEIGHT FLOOR CLEARANCE: 34' 1"

SAC Auditorium Resources

25Live RESOURCE	NOTES
SAC Auditorium CD Player	<ul style="list-style-type: none"> Installed in A/V booth
SAC Auditorium Chairs	<ul style="list-style-type: none"> Used only in SAC AUD
SAC Auditorium DVD Player	<ul style="list-style-type: none"> 5 disc player installed in A/V booth For audio and video
SAC Auditorium Laser Projector	<ul style="list-style-type: none"> Installed in A/V booth (SONY brand) For Computer PC, MAC, VHS Tape, DVD. Requires laptop for computer projections. User must supply computer, unless SAC Laptop has been requested. Laptop can be connected at podium or AV booth. Indicate connection location in reservation comments.
SAC Auditorium Podium	<ul style="list-style-type: none"> Wired into stage. Connected at stage left unless otherwise indicated. SAC A/V Tech required if it needs to be moved.
SAC Auditorium Screen	<ul style="list-style-type: none"> Stationary, may be covered by sliding wood wall 24' Wide x 12' High.
SAC Auditorium Setup	<ul style="list-style-type: none"> Required anytime SAC AUD is booked
SAC Auditorium HDMI/PC	<ul style="list-style-type: none"> Built in PC and HDMI accessible
SAC Auditorium Wireless Lapel Mic	<ul style="list-style-type: none"> Up to 4 wireless units in any combination (lapel or handheld).
SAC Auditorium Wireless Microphone	<ul style="list-style-type: none"> Handheld Up to 4 wireless units in any combination (lapel or handheld).

Up to 12 musical instruments or auxiliary audio inputs are available

Light settings can be controlled at podium, booth, and behind stage (both sides)

- General: All lights on
- Conference: Audience lights are low. Lights focused on center stage
- Audio/Visual: Stage is dark. Audience lighting is low. Lights focused on podium
- Special: Audience light is low.

SAC A/V Tech is required anytime access to the A/V Booth is needed.

SAC Auditorium Electric Capabilities

Seven 110amp circuits.

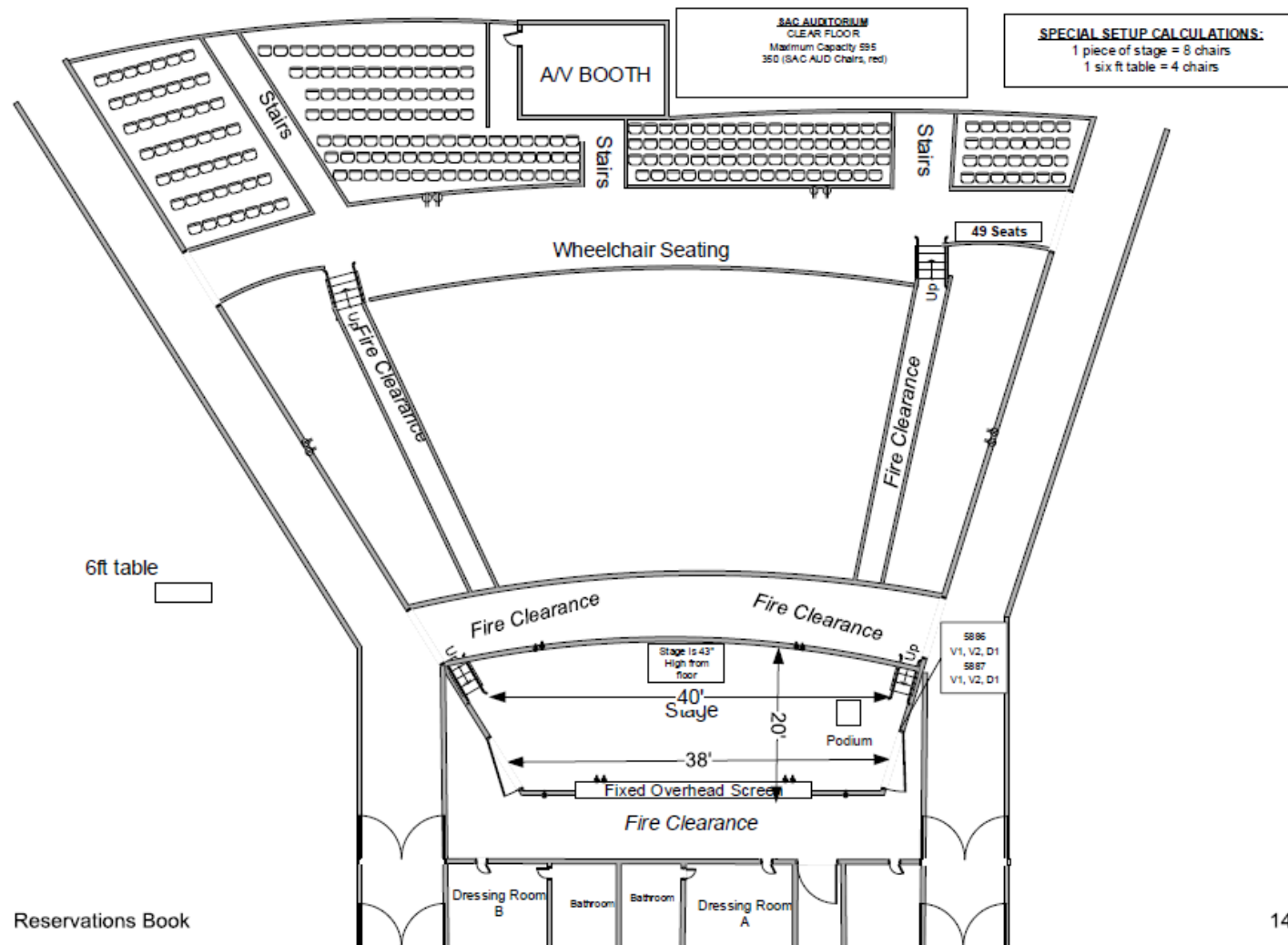
A 50 amp camloc connection available upon request.

The connection is located backstage and is a single phase 50 amp breaker, connected by the following connectors: 1 black, 1 red, 1 blue, 1 green, 1 white female camloc manufactured by Crouse Hind series e1016 camlocs.

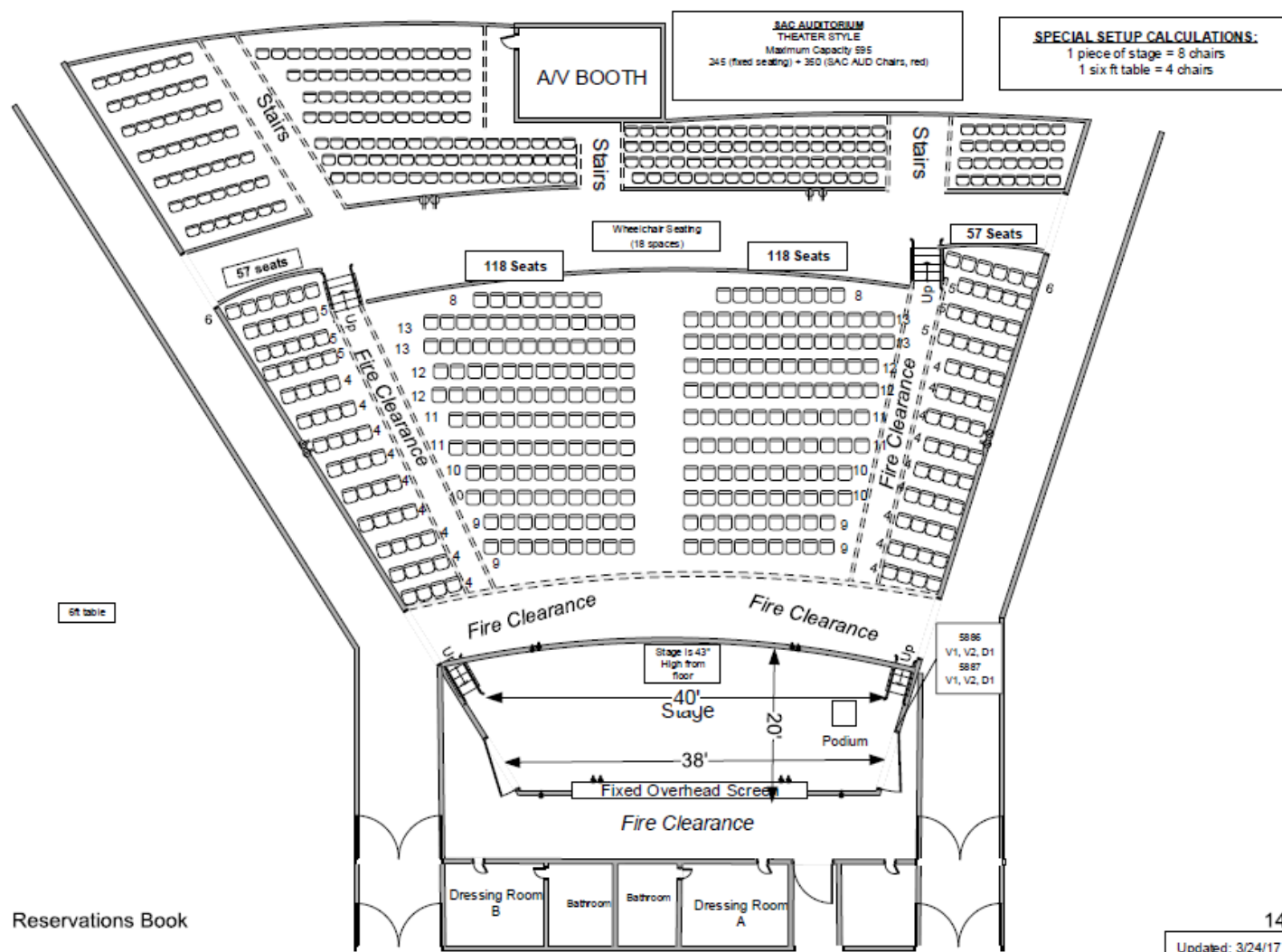
The panel voltage is 120v between each phase to neutral.

If additional circuits are required, submit request to Director of Student Centers

SAC Auditorium Clear Room



SAC Auditorium Theater Style



SAC Ballroom A Layout Capacities

LAYOUT	CAPACITY	NOTES
Clear Room	900	
Lecture Style	2/table: 154 3/table: 231	<ul style="list-style-type: none"> • 77 6' tables w/2 chairs each • 77 6' tables w/3 chairs each
Round Seating	8/table: 392 10/table: 460	<ul style="list-style-type: none"> • 49 60" rounds w/8 chairs each • 46 60" rounds w/10 chairs each <p><i>Only available when required by headcount</i></p>
Theater Style	600	<ul style="list-style-type: none"> • <i>Only available for specific events (Commencement)</i> • <i>Allow for additional setup/takedown time</i>
Vendor Style	138	<ul style="list-style-type: none"> • 69 6' tables with 2 chairs each

CEILING HEIGHT CLEARANCE: 21' 8"

SAC Ballroom A Resources

25Live RESOURCE	NOTES
SAC Chairs, Maroon	<ul style="list-style-type: none"> 18" Wide x 18" Deep
SAC Ballroom A DVD/CD Player/HDMI	<ul style="list-style-type: none"> Single disc blu-ray player installed in A/V booth
SAC Ballroom A LCD 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>
SAC Ballroom A Podium	<ul style="list-style-type: none"> Portable, light wood podium w/Stony Brook logo
SAC Ballroom A Screen	<ul style="list-style-type: none"> Retractable Dimensions: 18ft High 26.5ft Wide
SAC Ballroom A Setup	<ul style="list-style-type: none"> Required anytime Ballroom A is booked
SAC Ballroom A Wireless Microphone	<ul style="list-style-type: none"> <i>Up to 4 wireless units in any combination</i> (lapel or handheld).
SAC Ballroom A Wireless Lapel Mic	<ul style="list-style-type: none"> <i>Up to 4 wireless units in any combination</i> (lapel or handheld).

SAC Ballroom A Electric Capabilities

Seven dedicated 110 volt, 15 amp electric circuits.

A 50amp & 70 amp camloc connection is available upon request.

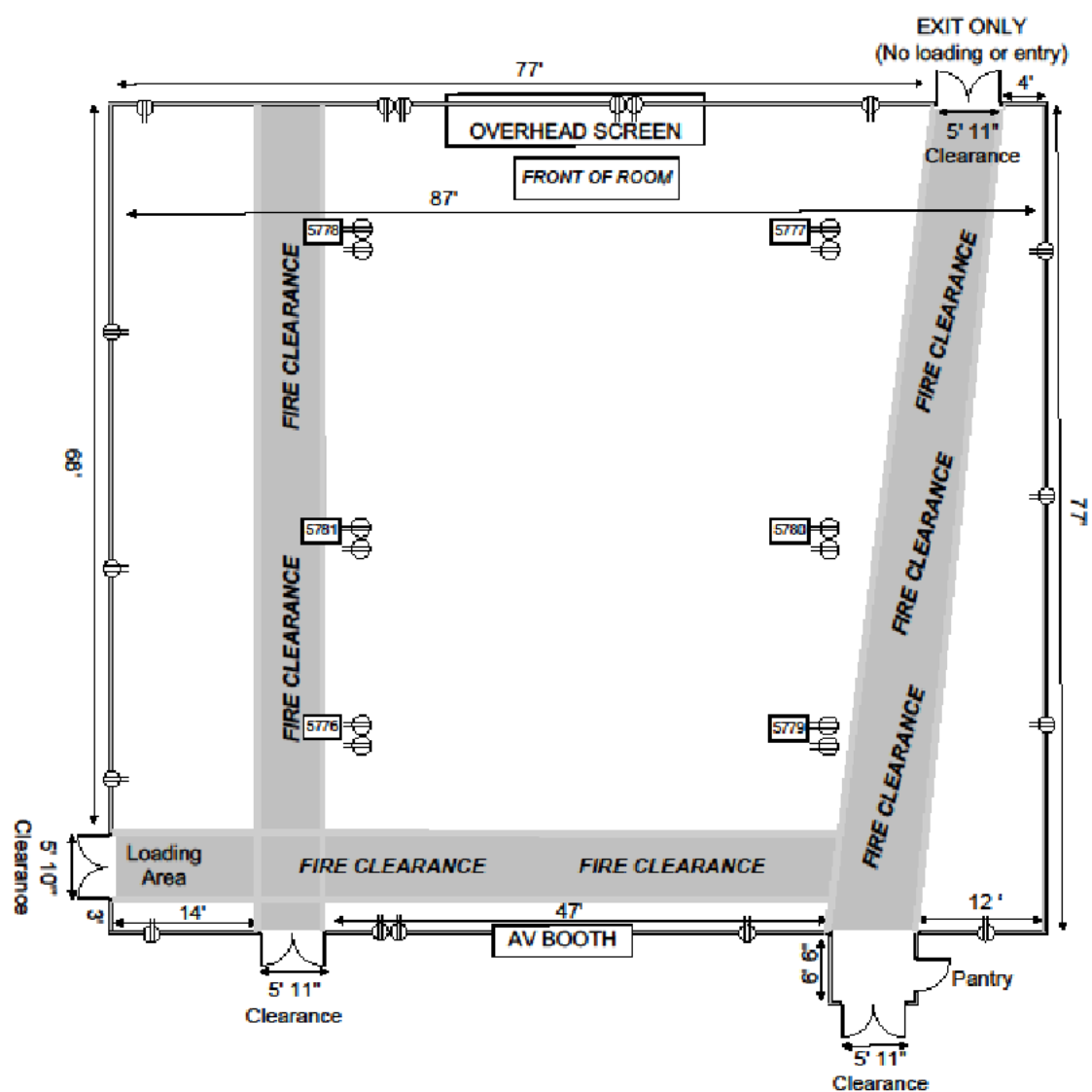
The 50 amp connection (located in SAC Pantry) is a single phase 50 amp breaker, connected by the following connectors: 1 black, 1 red, 1 blue, 1 green, 1 white female camloc manufactured by Crouse Hind series e1016 camlocs.

The 70 amp connection (mechanical room) is a 3 phase 70 amp breaker which is connected by the following: 1 red, 1 black, 1 blue, 1 white, 1 green female camloc manufactured by Crouse Hind series e1016 connectors.

The panel voltage is 120v between each phase to neutral.

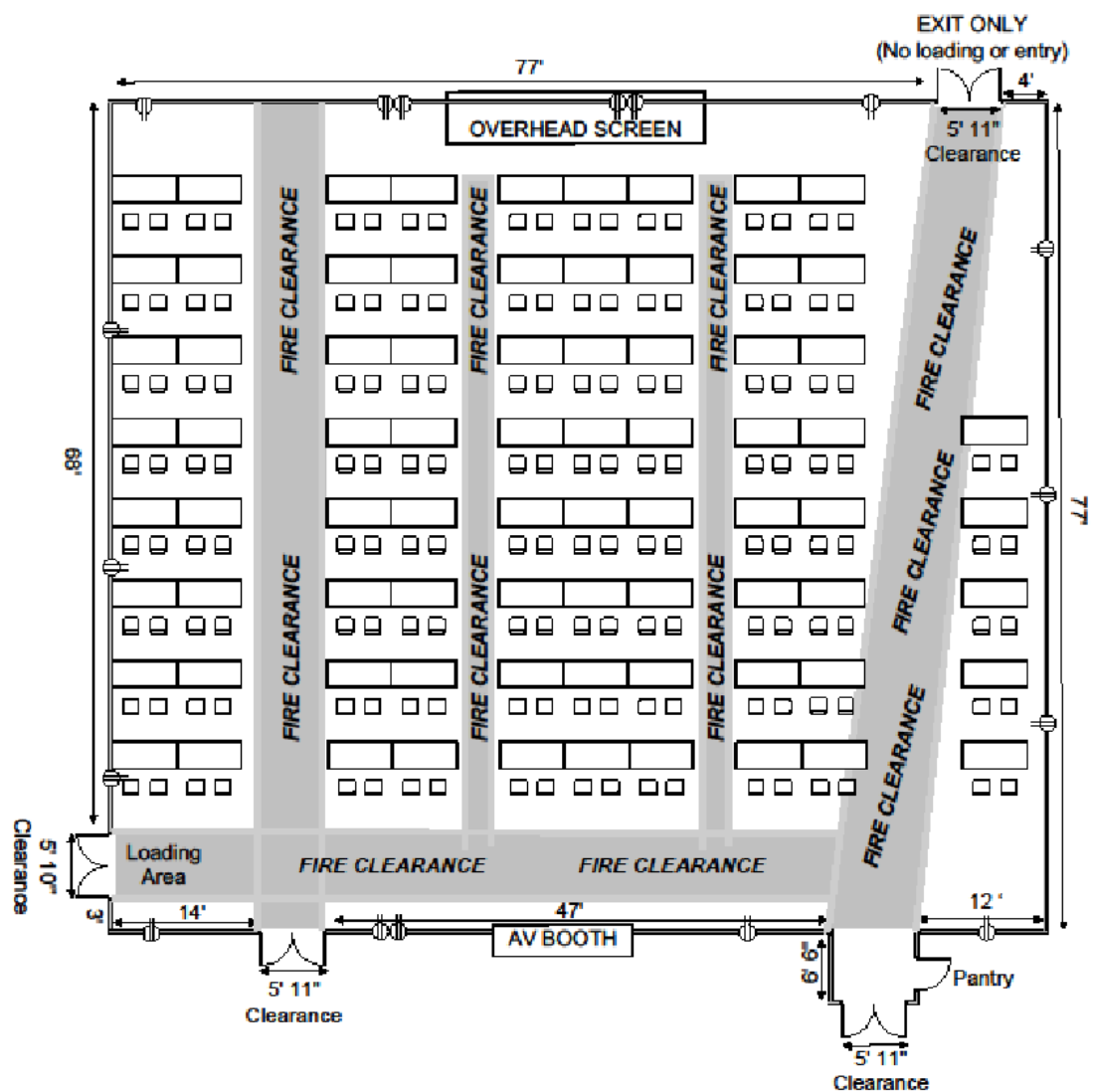
If additional circuits are required, submit request to Director of Student Centers

SAC Ballroom A Clear Room



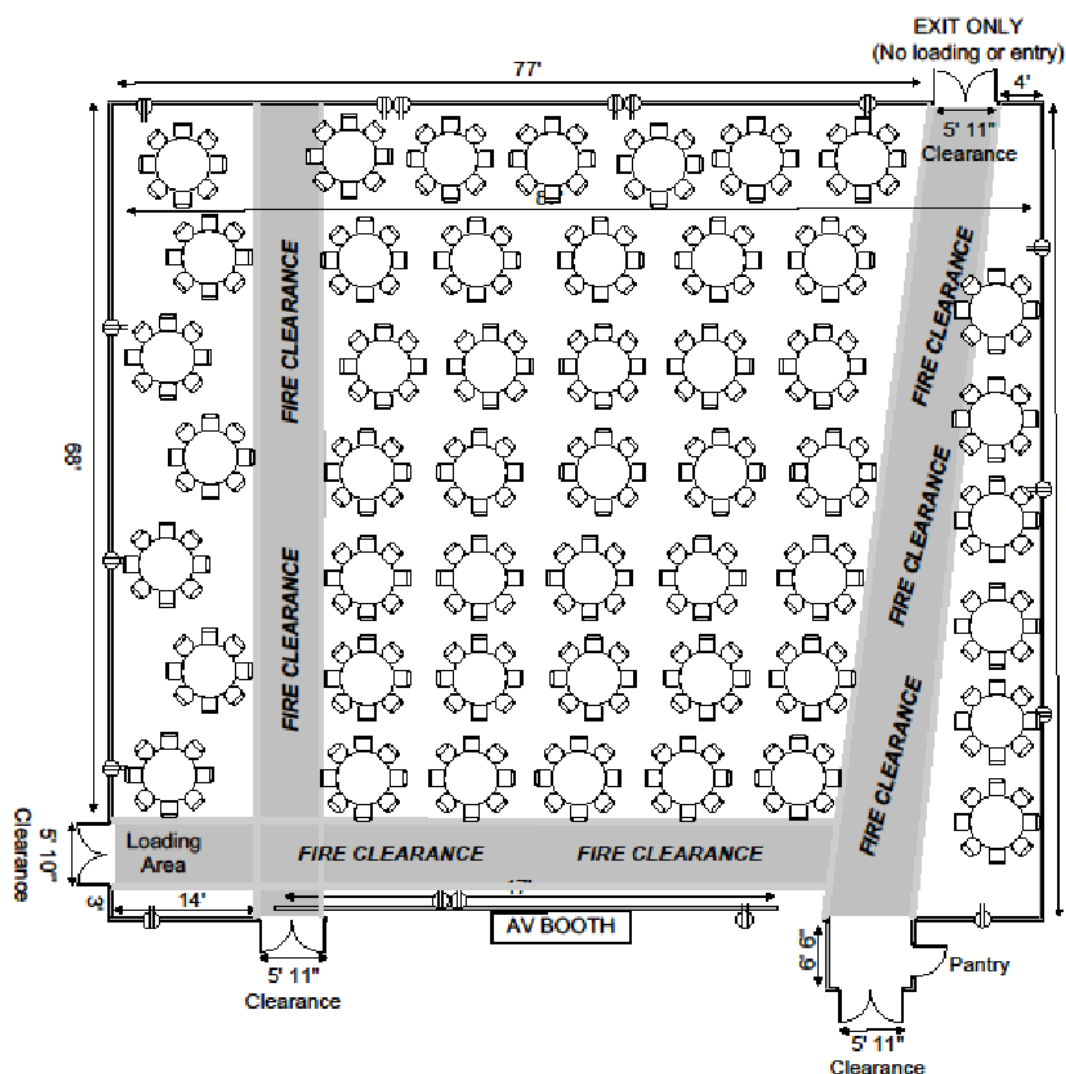
SAC BALLROOM A
 Approx. 6699 ft.²
 CLEAR ROOM
 Maximum Capacity 900
 DIAGRAM TO SCALE

SAC Ballroom A Lecture Style



SAC BALLROOM A
Approx. 2.5 ft. between rows
LECTURE STYLE
2Table: maximum capacity 154 (77 tables)
3Table: maximum capacity 231 (77 tables)
DIAGRAM TO SCALE

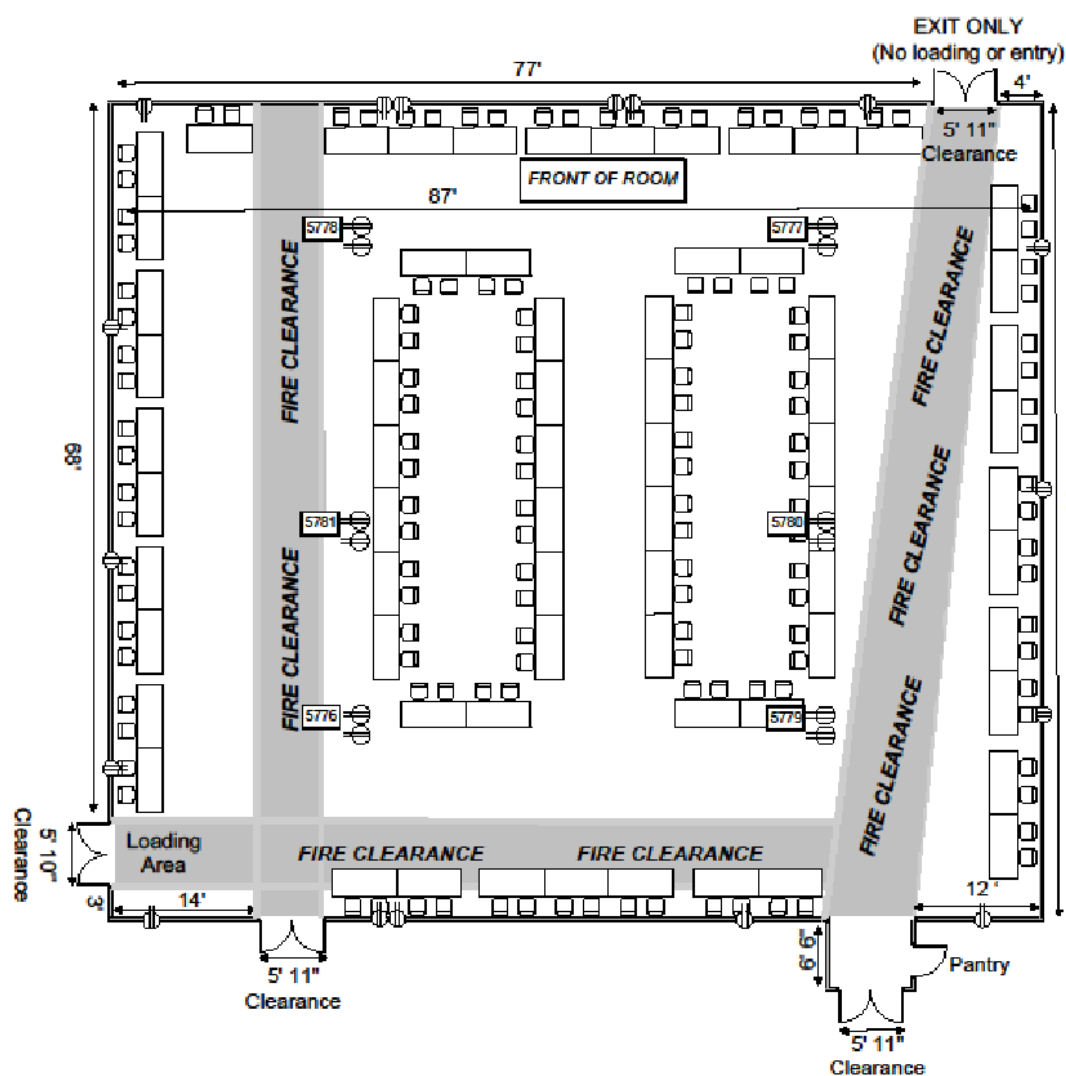
SAC Ballroom A Round Seating



SPECIAL SETUP CALCULATIONS:
 2 six ft. tables = 1 round table
 1 piece of stage = 1 round table

**SAC BALLROOM A
 ROUND SEATING**
 Approx. 2 ft. between tables
 8/table: maximum capacity 392 (49 tables)
 10/table: maximum capacity 460 (46 tables)
 DIAGRAM TO SCALE

SAC Ballroom A Vendor Style



SAC BALLROOM A
VENDOR STYLE
DIAGRAM TO SCALE

2 table: maximum capacity 138 (69 tables)
3 table: maximum capacity 207 (69 tables)

SAC Ballroom B Layout Capacities

LAYOUT	CAPACITY	NOTES
Clear Room	300	
Lecture	2/table: 80 3/table: 120	<ul style="list-style-type: none"> • 40 6' tables w/2 chairs each • 40 6' tables w/3 chairs each
Round Seating	8/table: 144 10/table: 180	<ul style="list-style-type: none"> • 18 60" rounds w/8 chairs each • 18 60" rounds w/10 chairs each <p><i>Only available when required by headcount</i></p>
Theater Style	195	
Vendor Style	78	<ul style="list-style-type: none"> • 39 6' tables w/2 chairs each

CEILING HEIGHT CLEARANCE: 18' 7"

SAC Ballroom B Resources

25Live RESOURCE	NOTES
SAC Ballroom B DVD/CD Player	<ul style="list-style-type: none"> Single disc player installed in Pantry cabinet
SAC Ballroom B LCD Projector	<ul style="list-style-type: none"> Mounted on the ceiling in the center of the room. Can project the same image in both ballrooms. <i>Request in reservation comments.</i>
SAC Ballroom B HDMI	<ul style="list-style-type: none"> For audio and video
SAC Ballroom B Podium	<ul style="list-style-type: none"> Portable, light wood podium w/Stony Brook logo
SAC Ballroom B Screen	<ul style="list-style-type: none"> Retractable Dimensions: 14ft High 18.3ft Wide
SAC Ballroom B Setup	<ul style="list-style-type: none"> Required anytime Ballroom B is booked.
SAC Ballroom B Wireless Microphone	<ul style="list-style-type: none"> <i>Up to 4 wireless units in any combination</i> (lapel or handheld).
SAC Ballroom B Wireless Lapel Mic	<ul style="list-style-type: none"> <i>Up to 4 wireless units in any combination</i> (lapel or handheld).

SAC Ballroom B Electric Capabilities

Four dedicated 110 volt, 15 amp electric circuits.

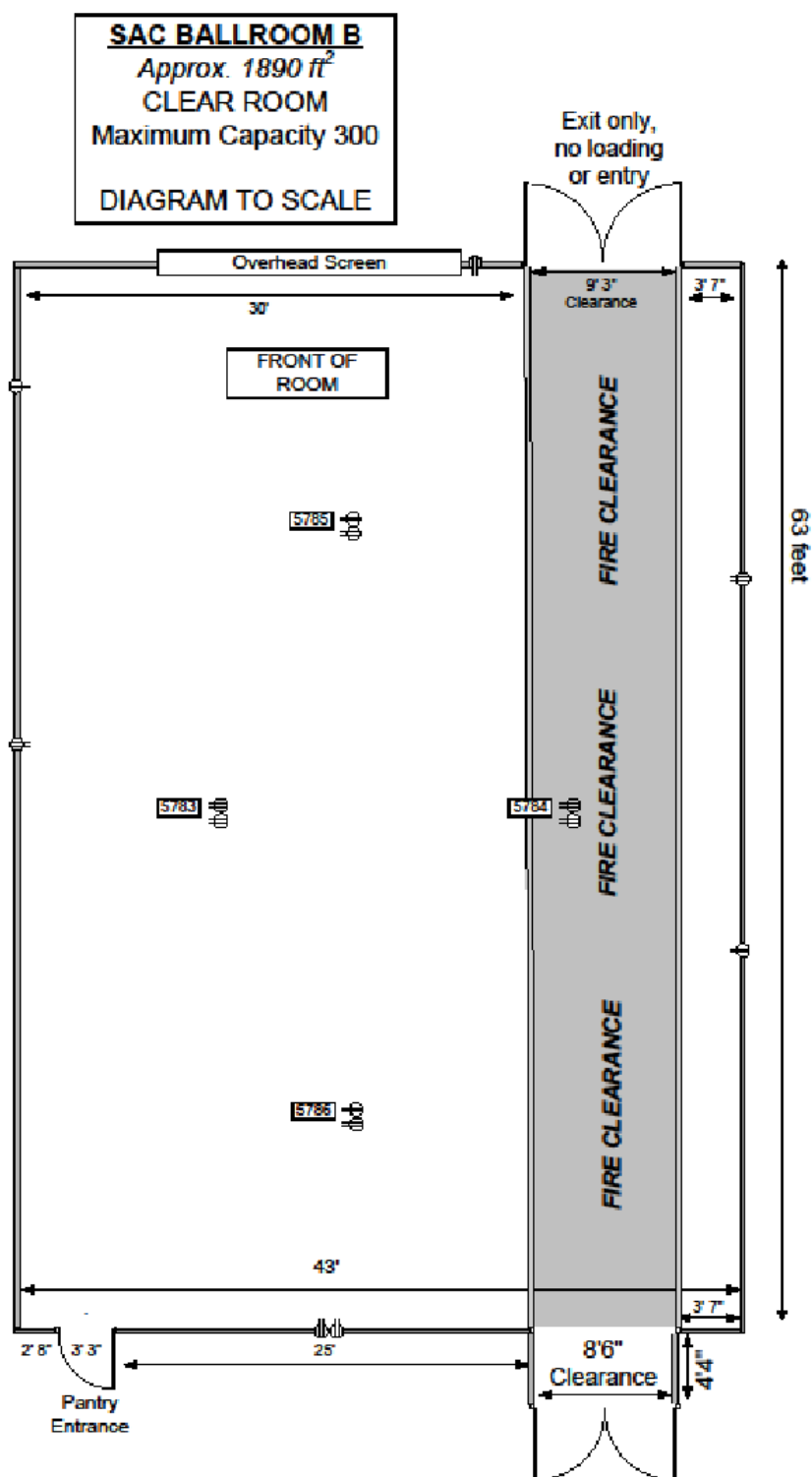
A 40amp camloc connection is available upon request.

The 40 amp connection (located in SAC Pantry) is a single phase 40 amp breaker, connected by the following connectors: 1 black, 1 red, 1 blue, 1 green, 1 white female camloc manufactured by Crouse Hind series e1016 camlocs.

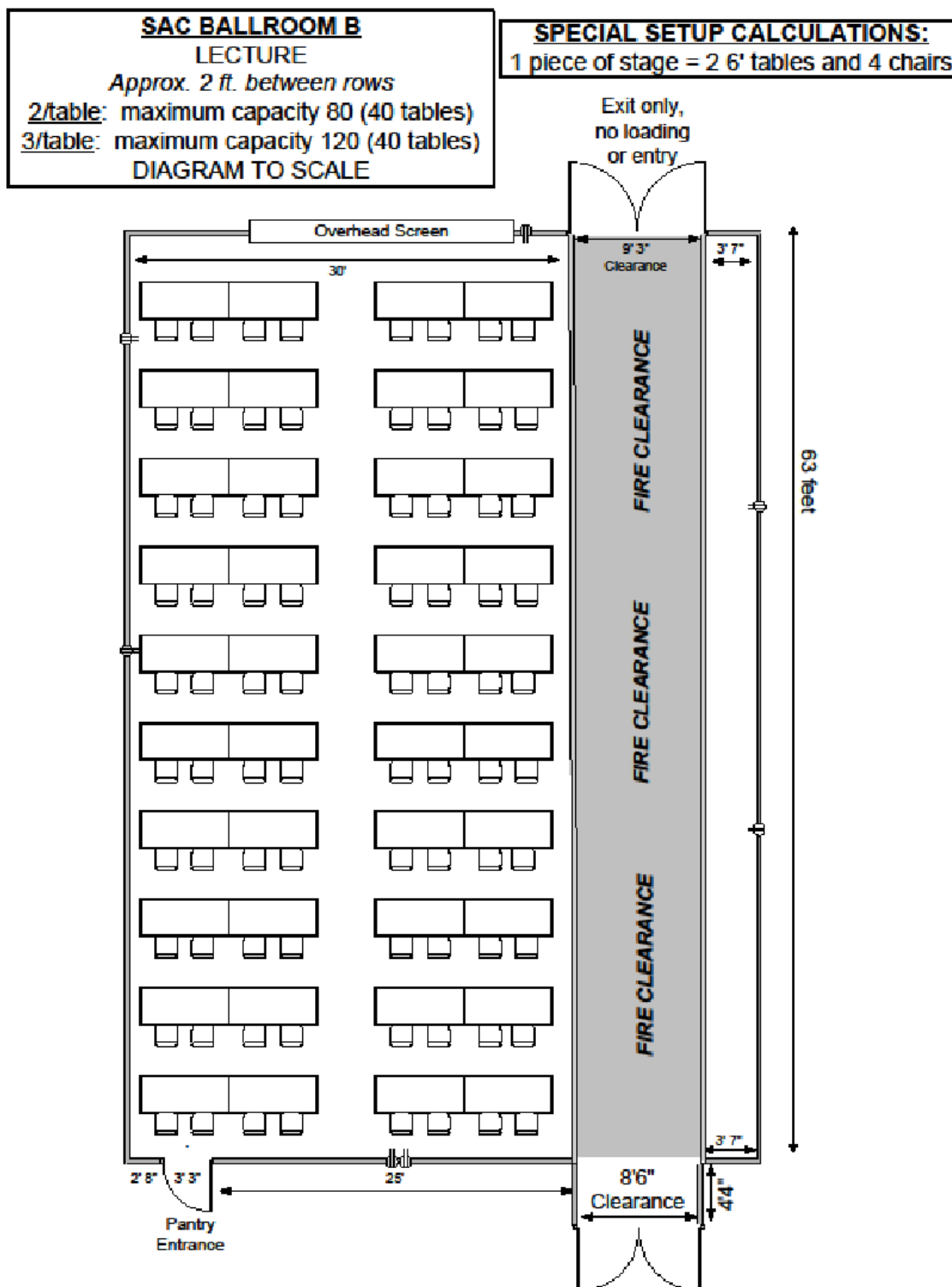
The 70 amp connection (mechanical room) is a 3 phase 70 amp breaker which is connected by the following: 1 red, 1 black, 1 blue, 1 white, 1 green female camloc manufactured by Crouse Hind series e1016 connectors.

If additional circuits are required, submit request to Director of Student Centers

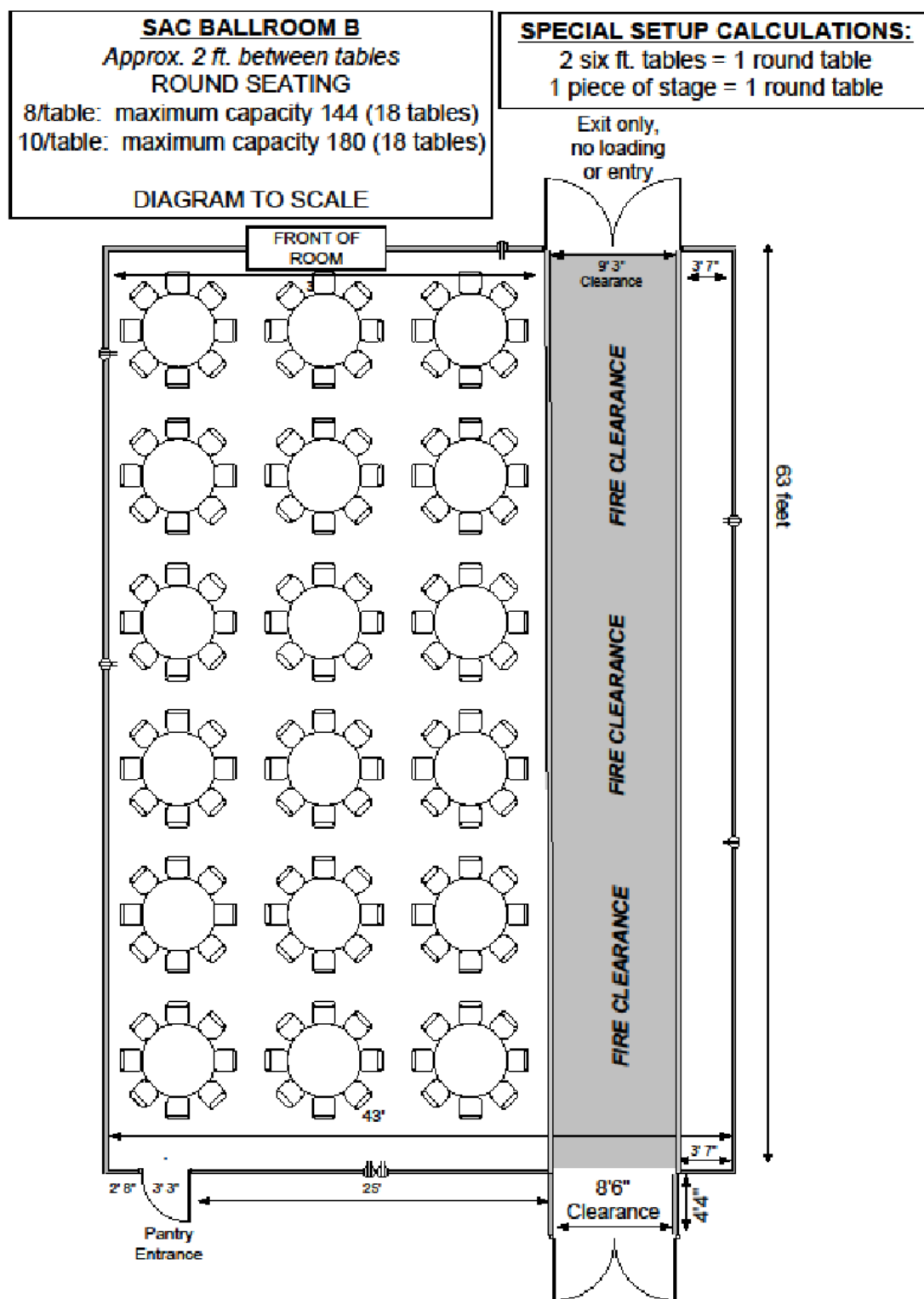
SAC Ballroom B Clear Room



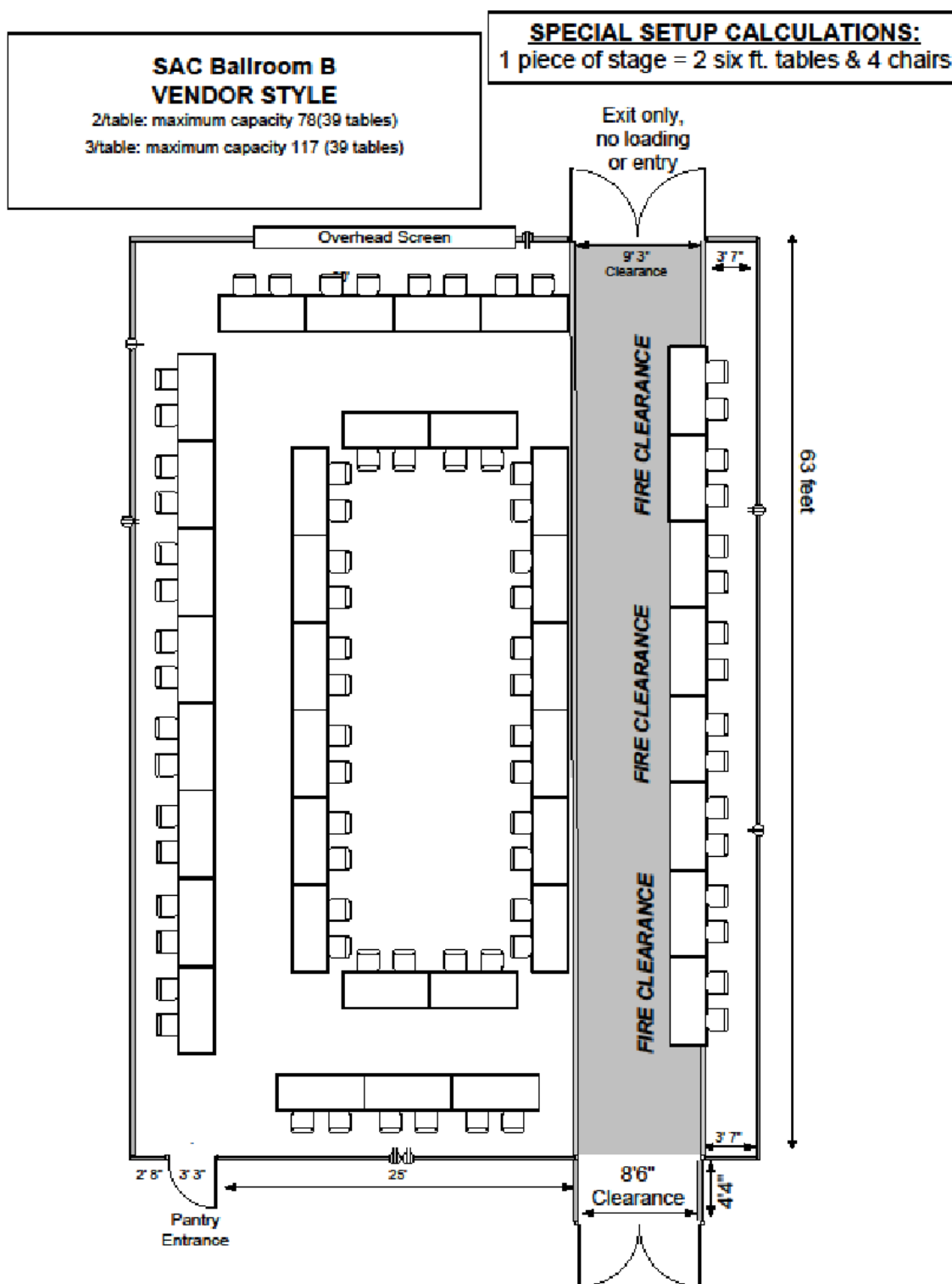
SAC Ballroom B Lecture Style



SAC Ballroom B Round Seating



SAC Ballroom B Vendor Style

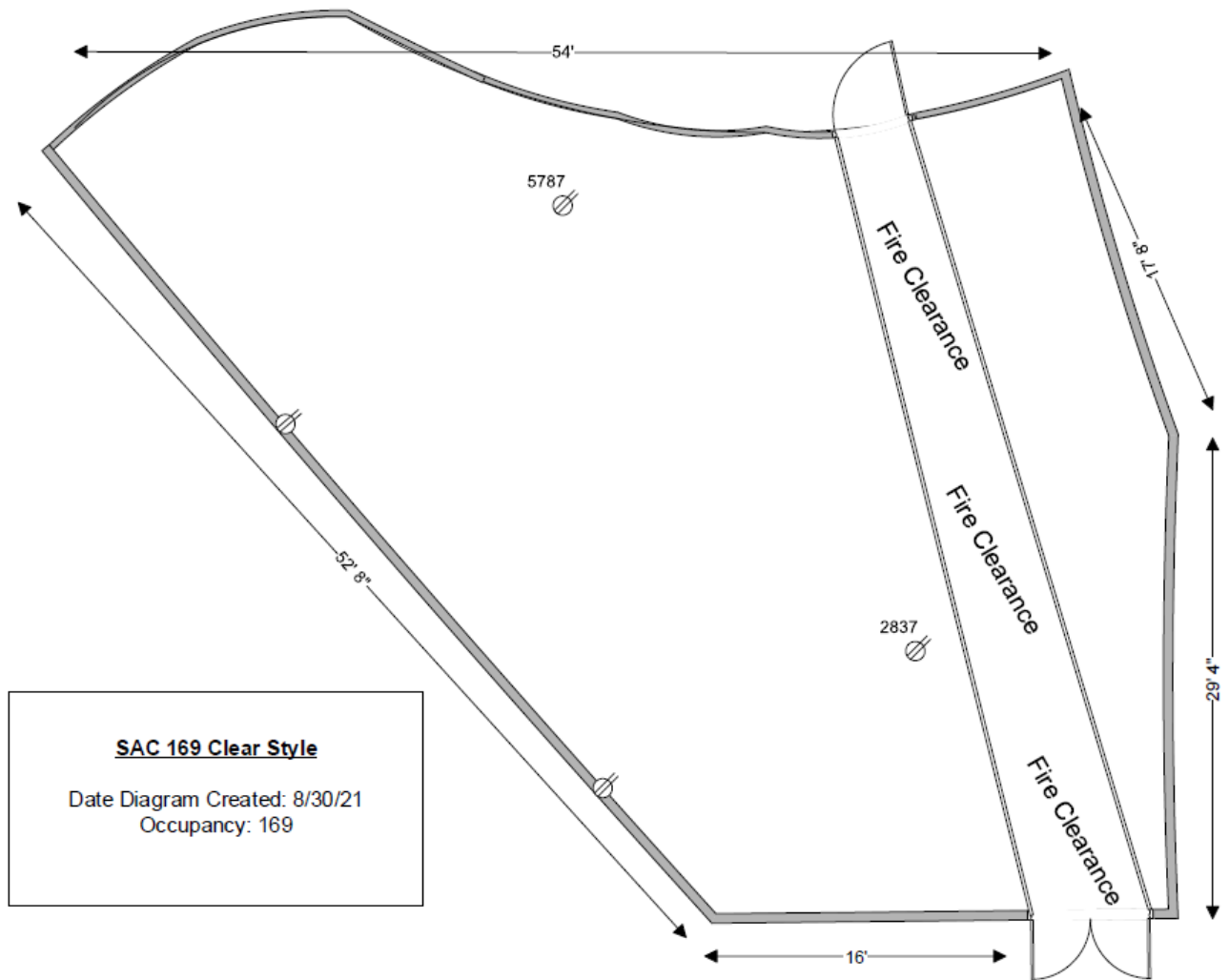


SAC 169 Layout Capacities

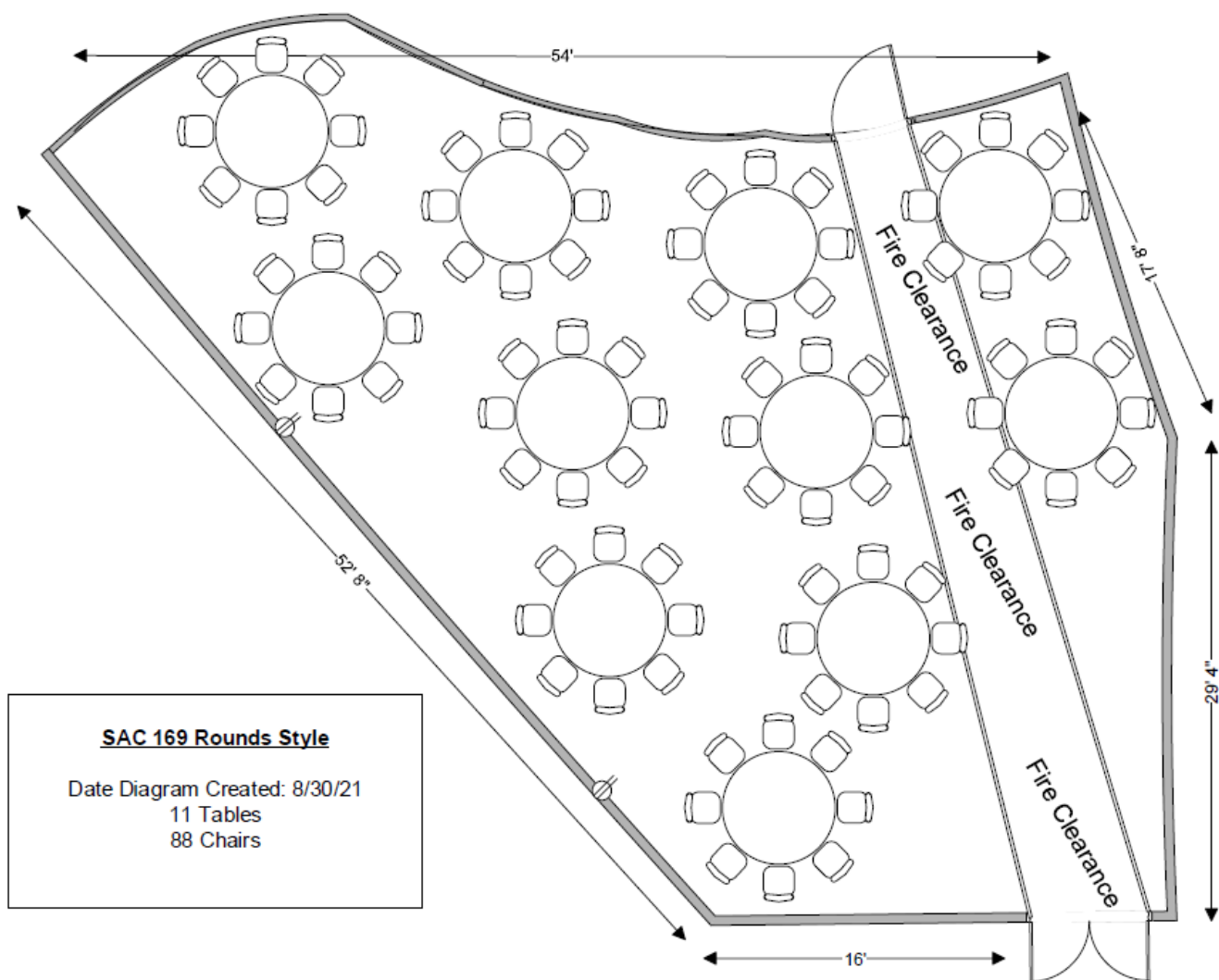
LAYOUT	CAPACITY	NOTES
Clear Room	169	
Round Seating	8/table: 88	<ul style="list-style-type: none"> 11 60" rounds w/8 chairs each
Lecture	2/table: 65	<ul style="list-style-type: none"> 32 6' tables w/2 chairs each
Theater Style	176	

CEILING HEIGHT CLEARANCE: 13'

SAC 169 Clear Space



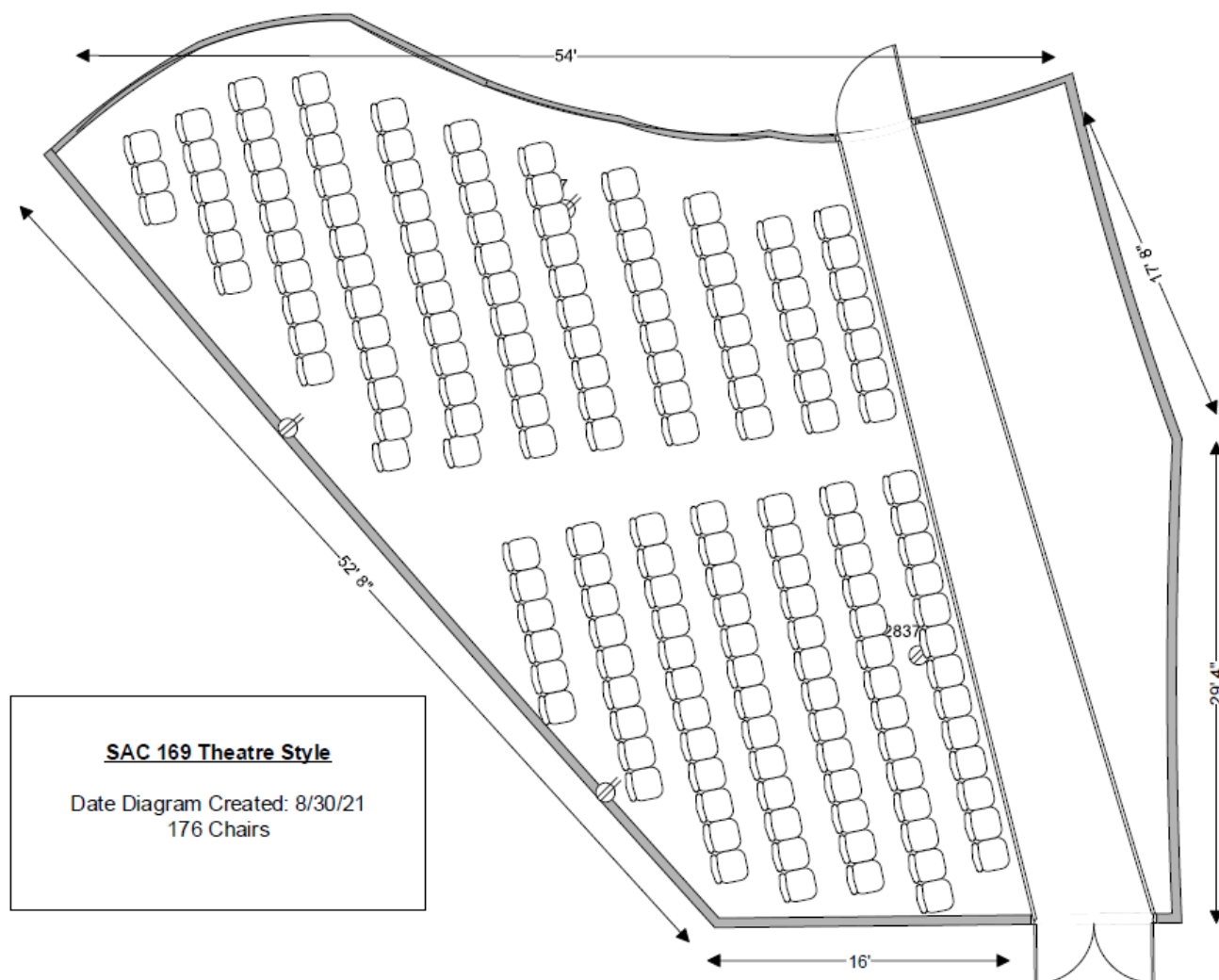
SAC 169 Round Seating



SAC 169 Classroom/ Lecture Style



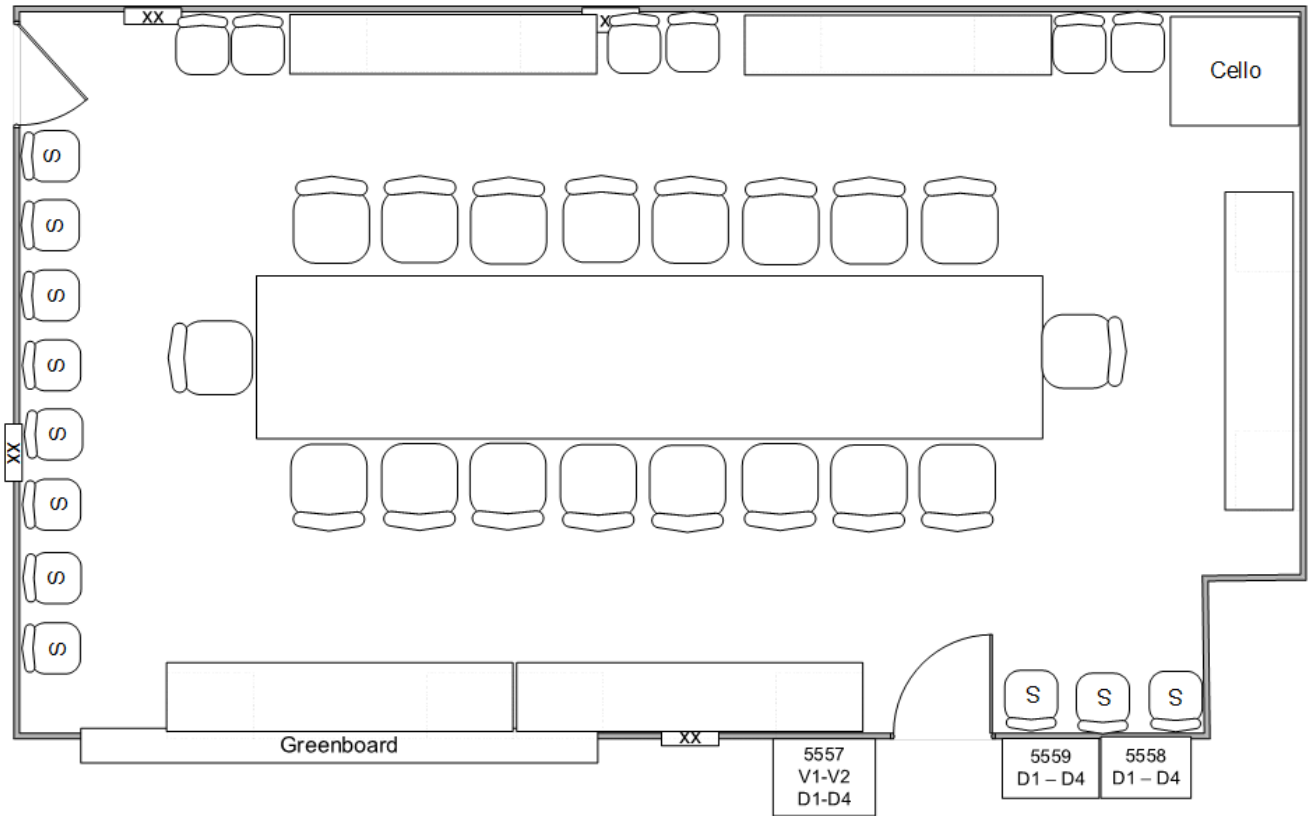
SAC 169 Theater Style



SAC Meeting Room Layout Capacities

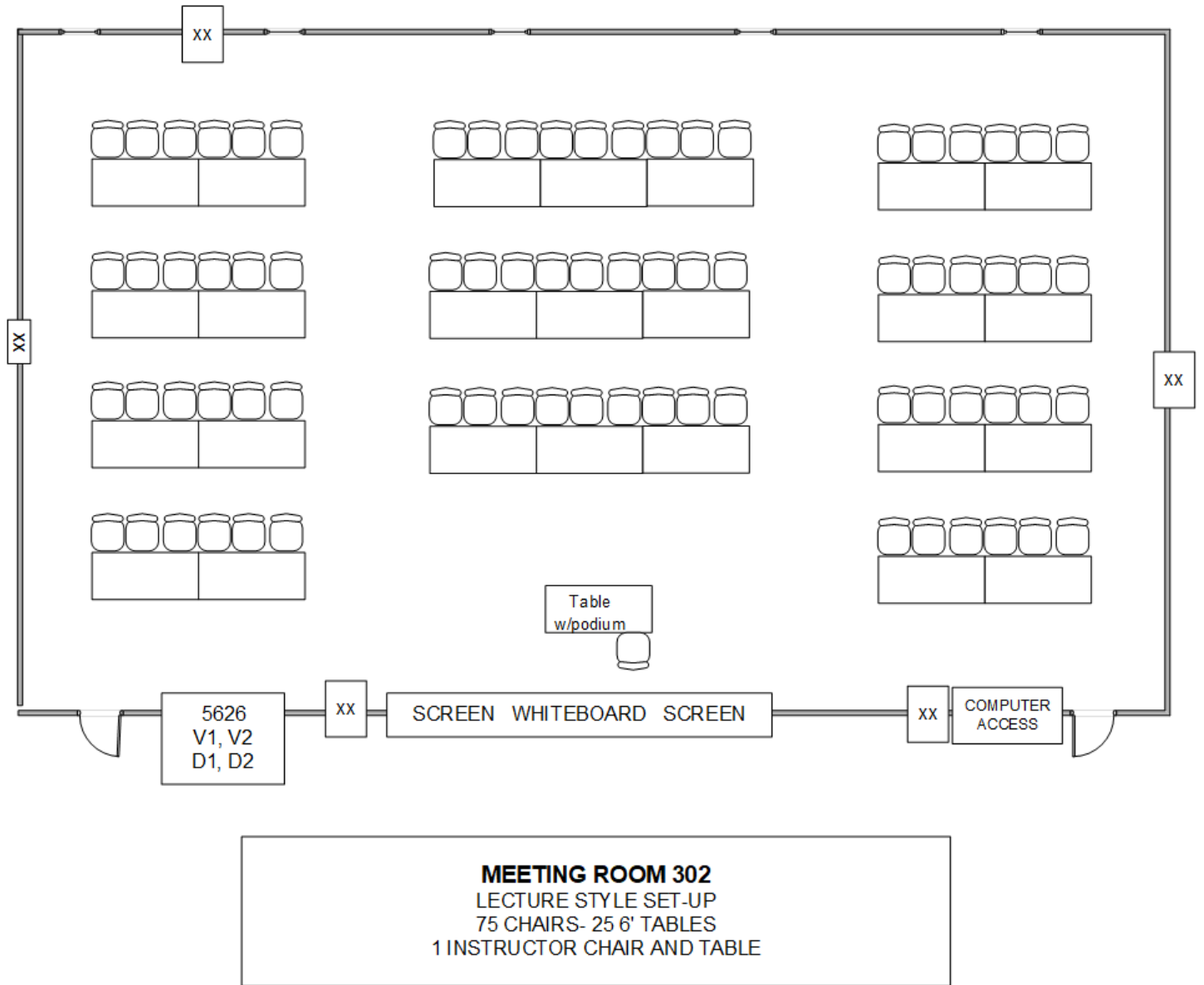
<i>No special setups: Spaces come "AS IS"</i>		
LAYOUT	CAPACITY	NOTES
Conference Style <ul style="list-style-type: none"> • 223 • 312 	35 18	<ul style="list-style-type: none"> • SAC223 is reserved through 25Live for DOS area only • SAC 223 reservable for DOS area only through Student Centers
Lecture Style <ul style="list-style-type: none"> • 302 • 303 • 304 • 305 • 306 • 311 	75 63 48 60 75 48	<ul style="list-style-type: none"> • 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 Portable Multimedia Kit is the only A/V available in meeting rooms that are not already equipped with A/V with the exception of SAC 302 and 306 which are fully equipped with A/V. • Each room comes with a table top podium and whiteboard or chalkboard.

SAC 223 Conference Style

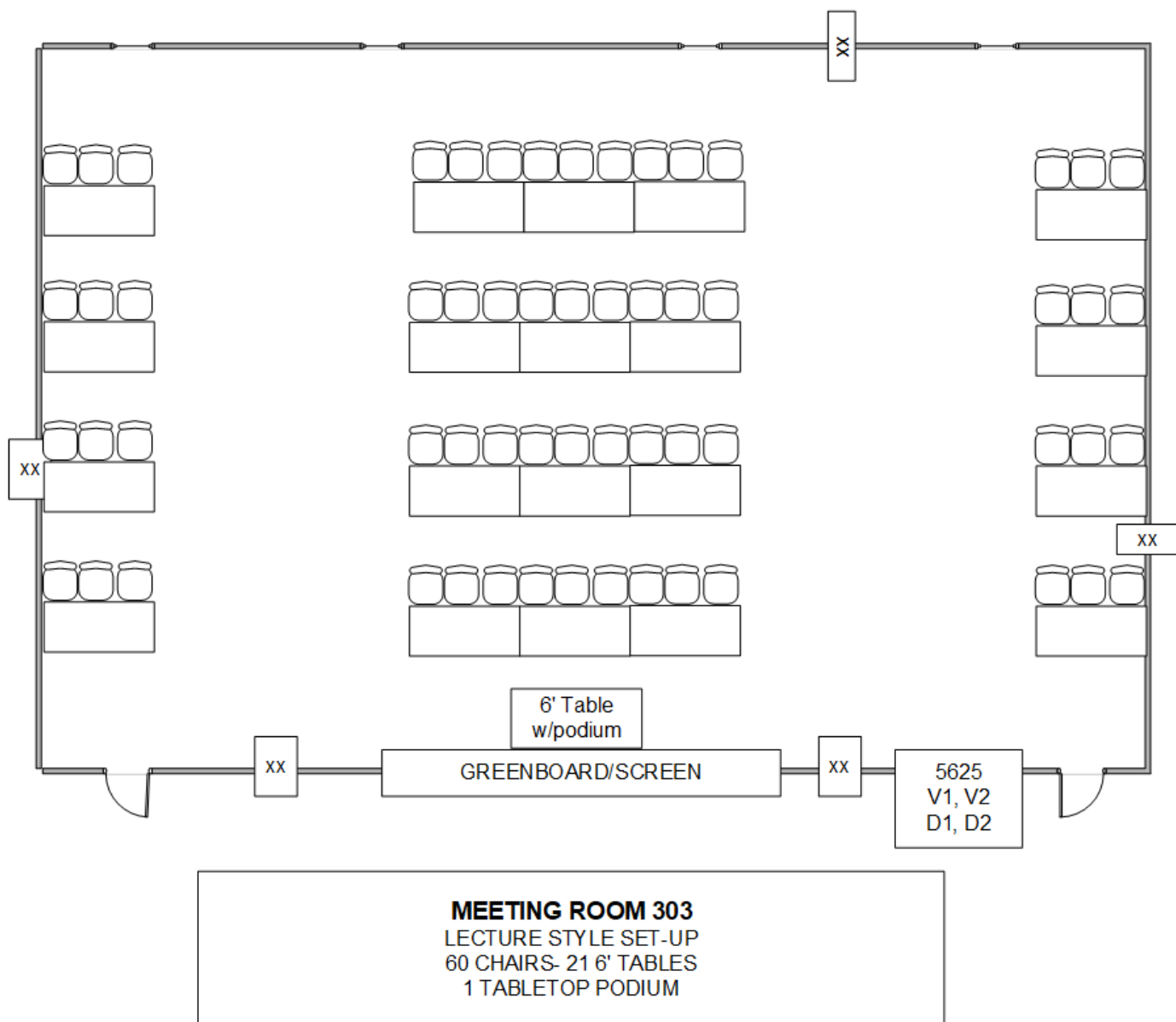


MEETING ROOM 223
CONFERENCE - Maximum Capacity 35
 35 CHAIRS
 1 CONFERENCE TABLE
S = Stationary Chair

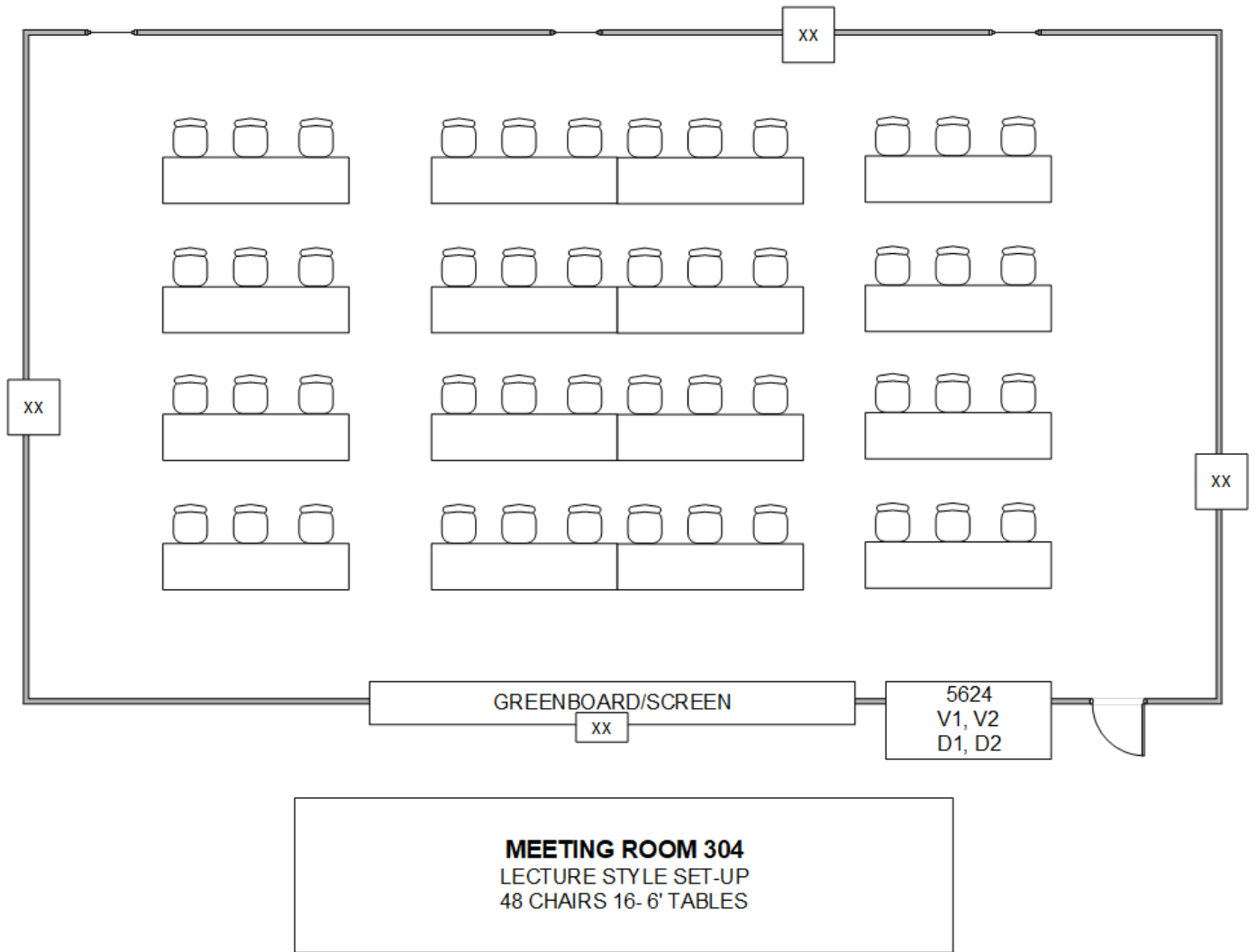
SAC 302



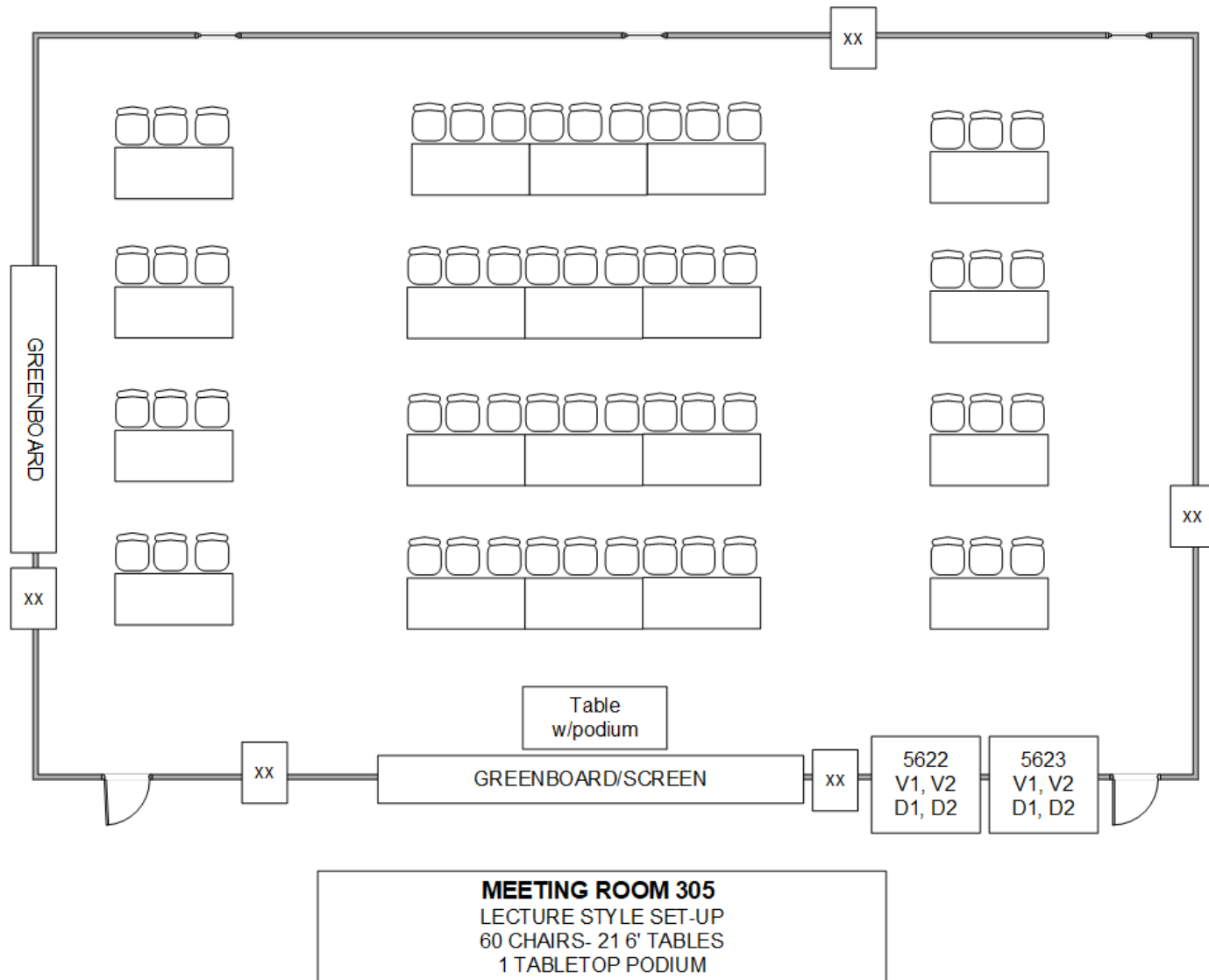
SAC 303



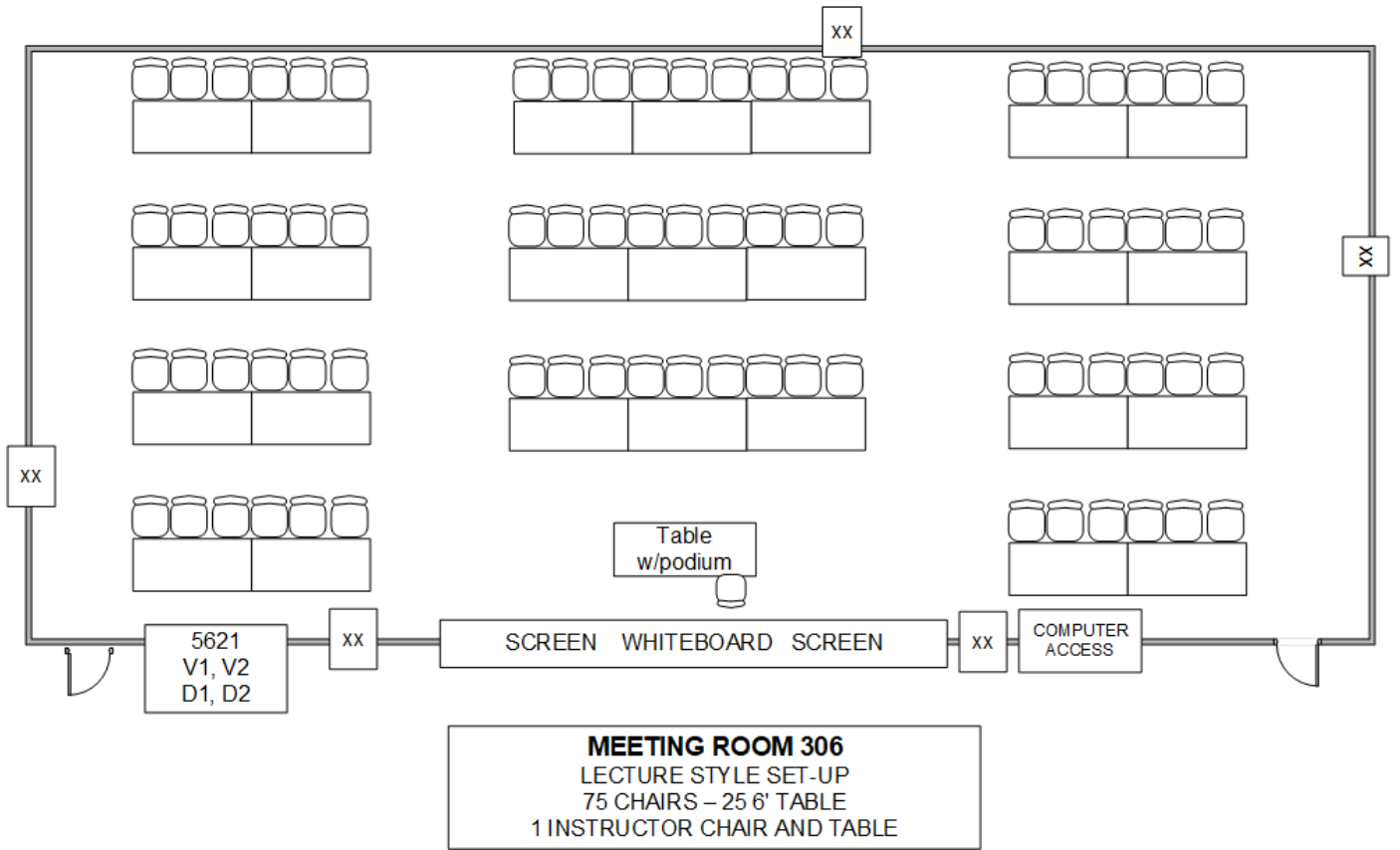
SAC 304



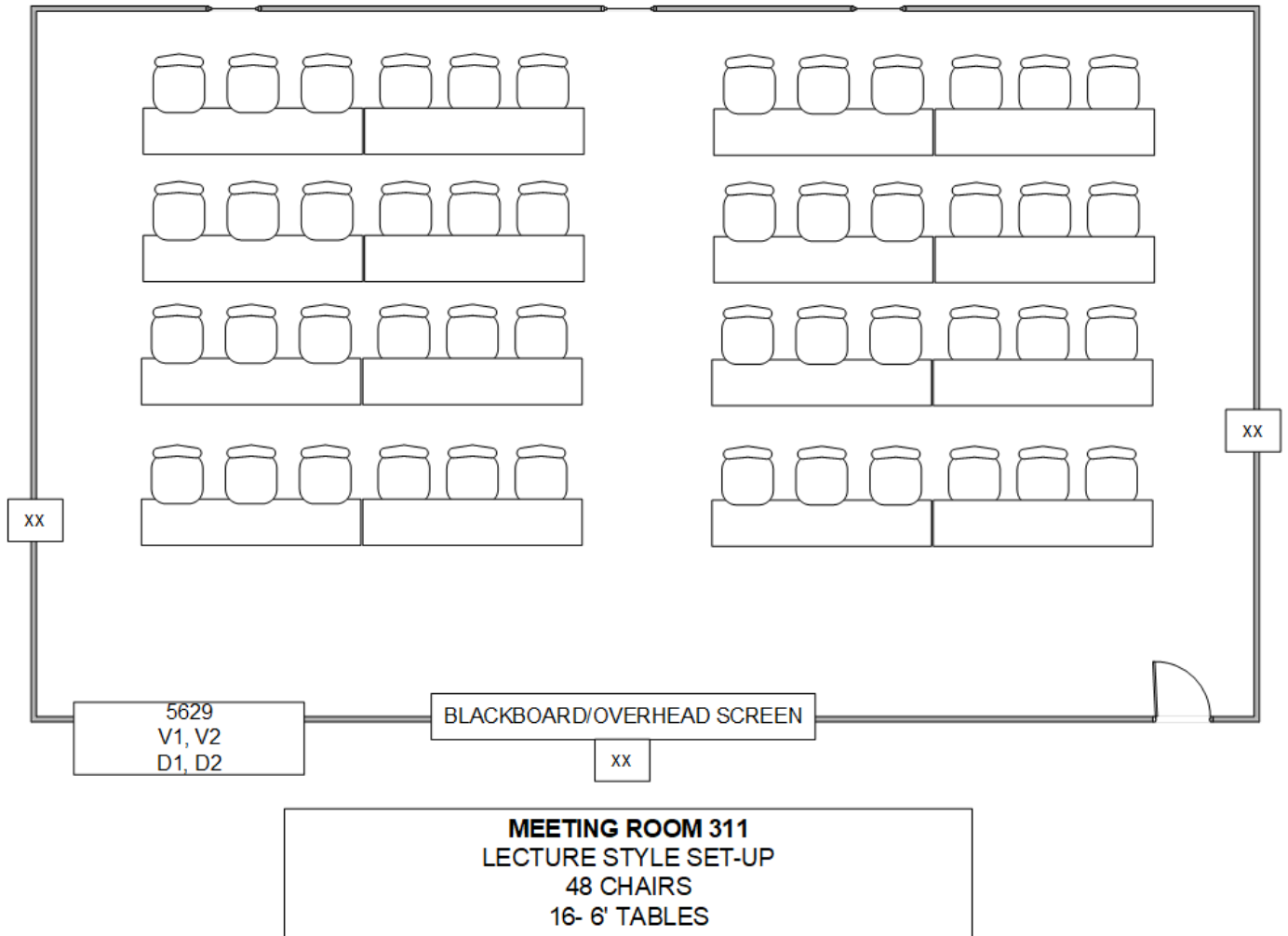
SAC 305



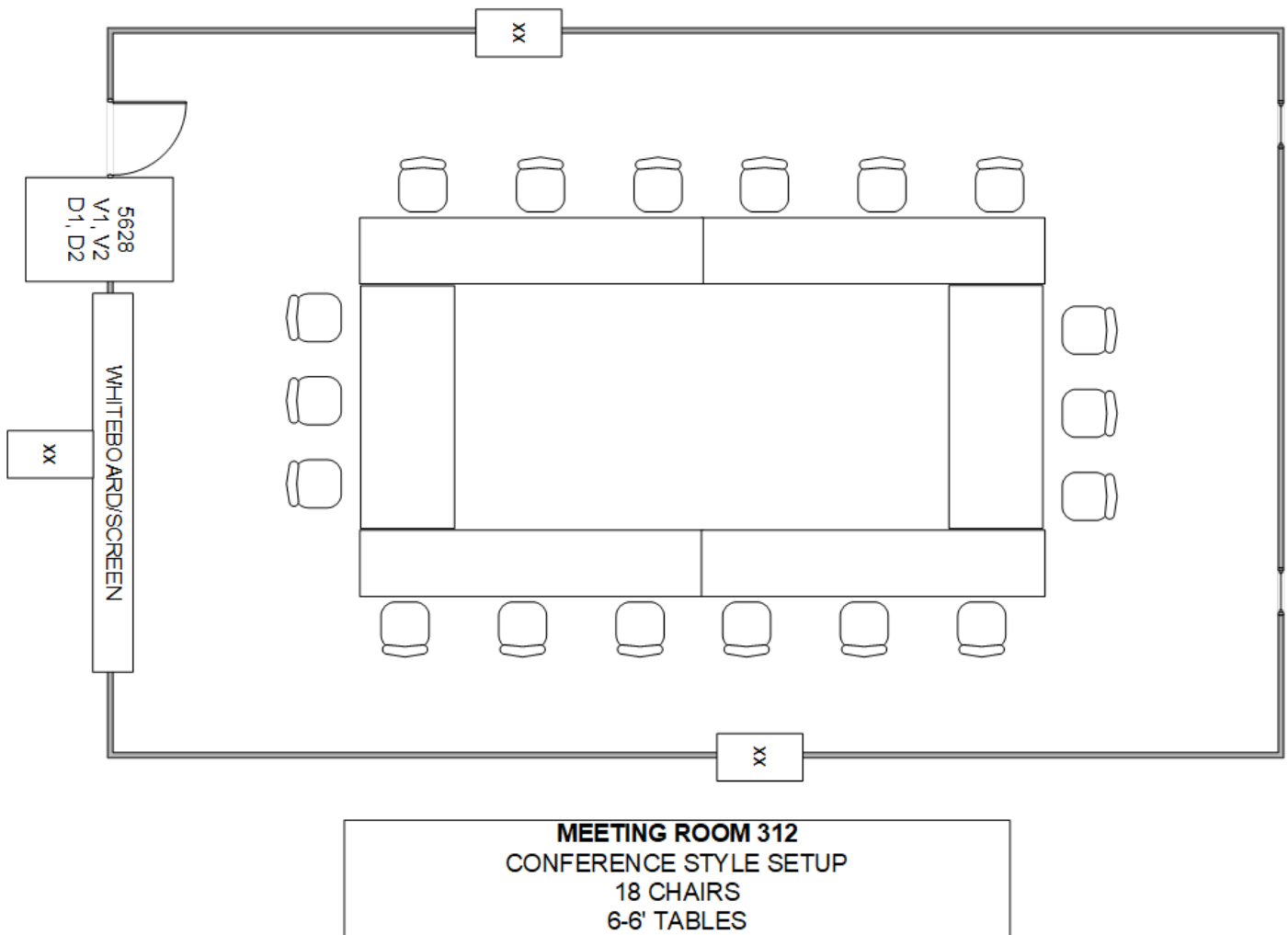
SAC 306



SAC 311



SAC 312



SAC Lobbies, Courtyards, and Lounges Layout Capacities

SPACE	LAYOUT	CAPACITY	NOTES
SAC Lobby	Clear	35	
	Literature/Vendor	20	
SAC Why Lobby	Clear	100	
	Reception	50	
SAC Plaza		2000	Includes Plaza Circle and Plaza Mall
SAC Bus Loop		200	
SAC Sculpture Garden		135	Furniture comes as is

CEILING HEIGHT CLEARANCE: 20' 9"

SAC Lobby Clear Room

Booking Rules:

Thursdays: Unavailable 9a-5p during academic year

Kiosk: Available Summer, Intercession & Spring Break

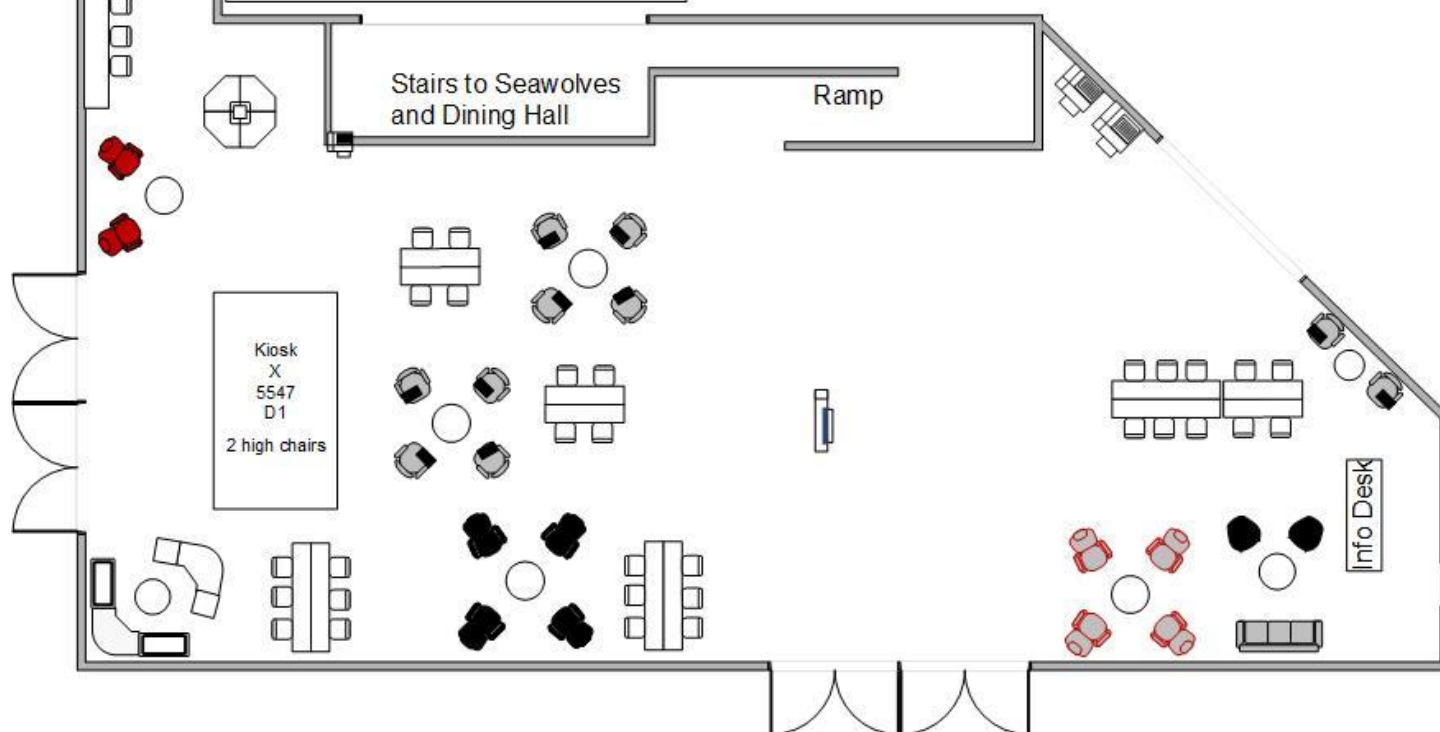
NO PROGRAMMING

SAC LOBBY SPACES

LITERATURE/VENDOR

NO PROGRAMMING

Maximum Assignment:
10 SAC Tables 6', Standard
w/ 2 Ballroom & Lobby Chairs per table + Kiosk



SAC Lobby Clear with Tabling

Booking Rules:

Thursdays: Unavailable 9a-5p during academic year

Kiosk: Available Summer, Intercession & Spring Break

NO PROGRAMMING

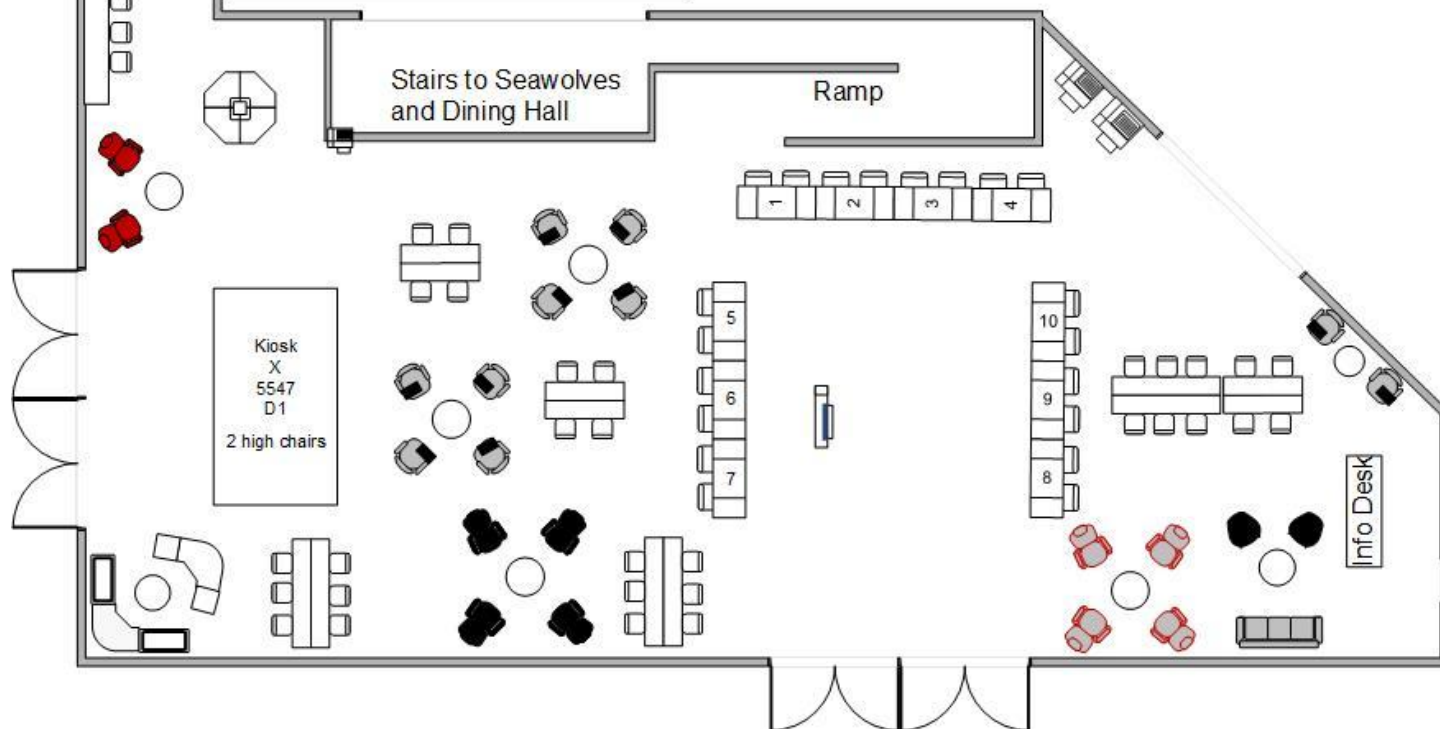
SAC LOBBY SPACES

LITERATURE/VENDOR

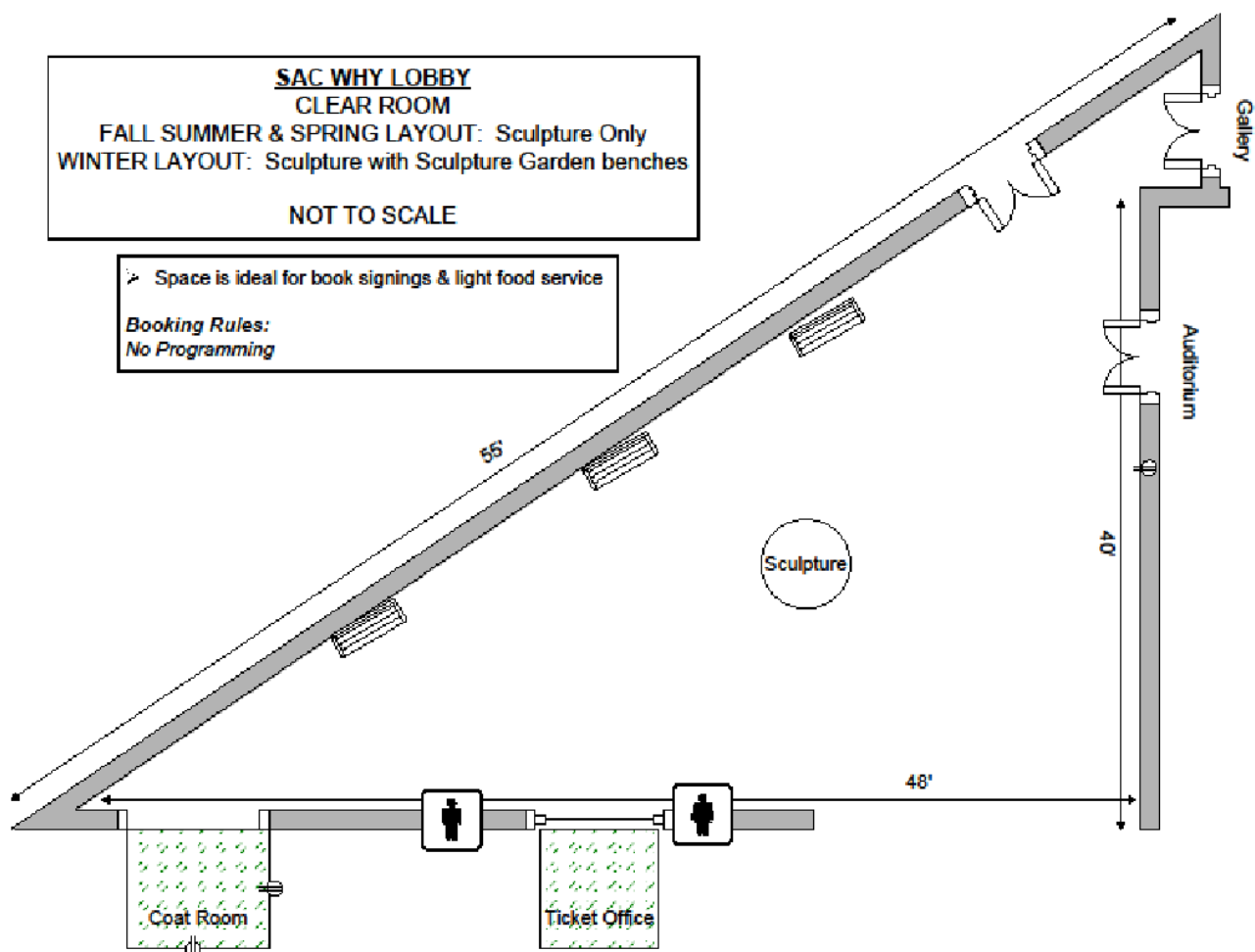
NO PROGRAMMING

Maximum Assignment:

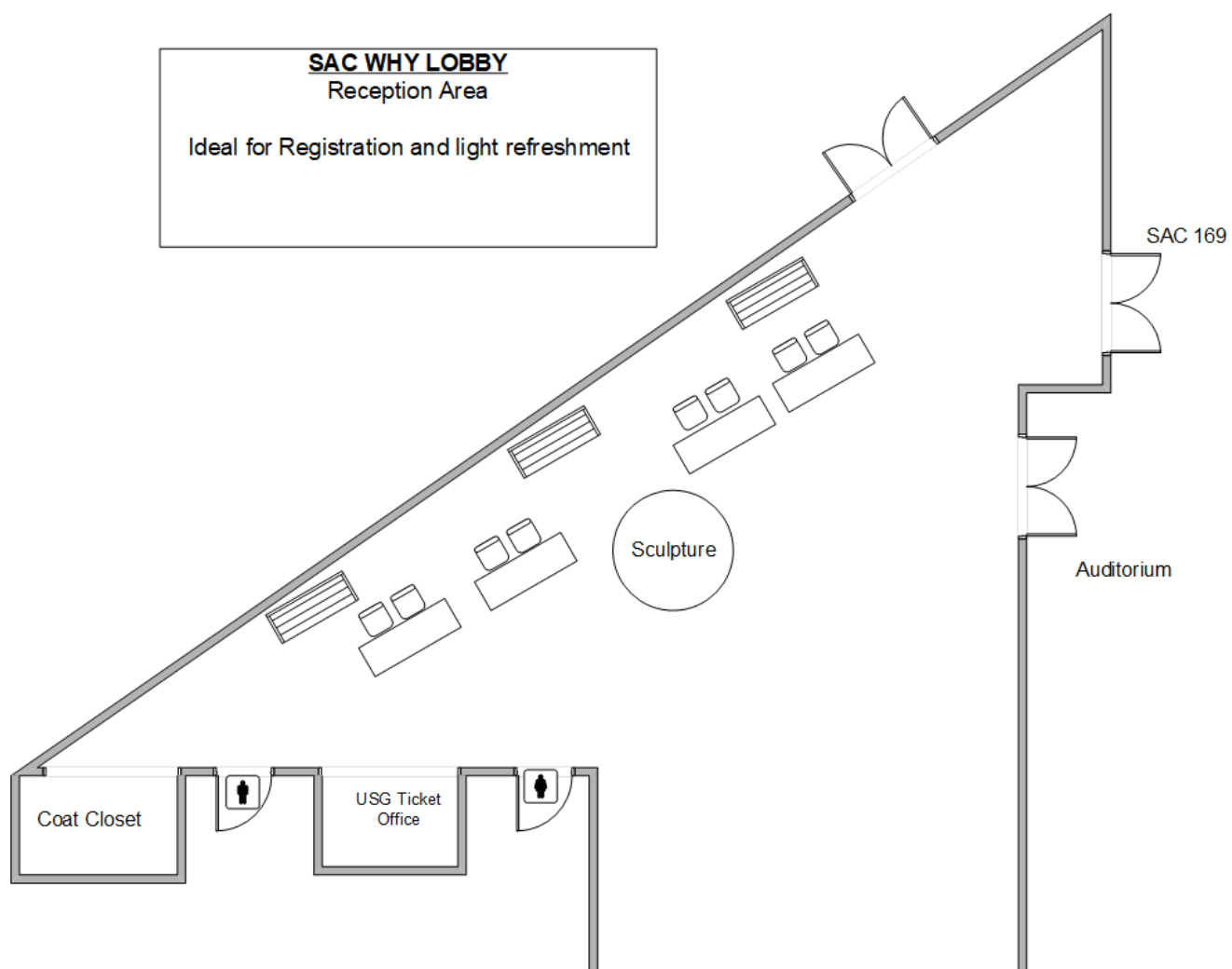
10 SAC Tables 6', Standard
w/ 2 Ballroom & Lobby Chairs per table + Kiosk



SAC WHY LOBBY CLEAR ROOM



SAC Why Lobby Vendor Style



SAC Plaza Mall & SAC Plaza Circle

SAC PLAZA

Fixed picnic tables and chairs

SAC PLAZA CIRCLE

Bus loop is reservable
for student event transportation.

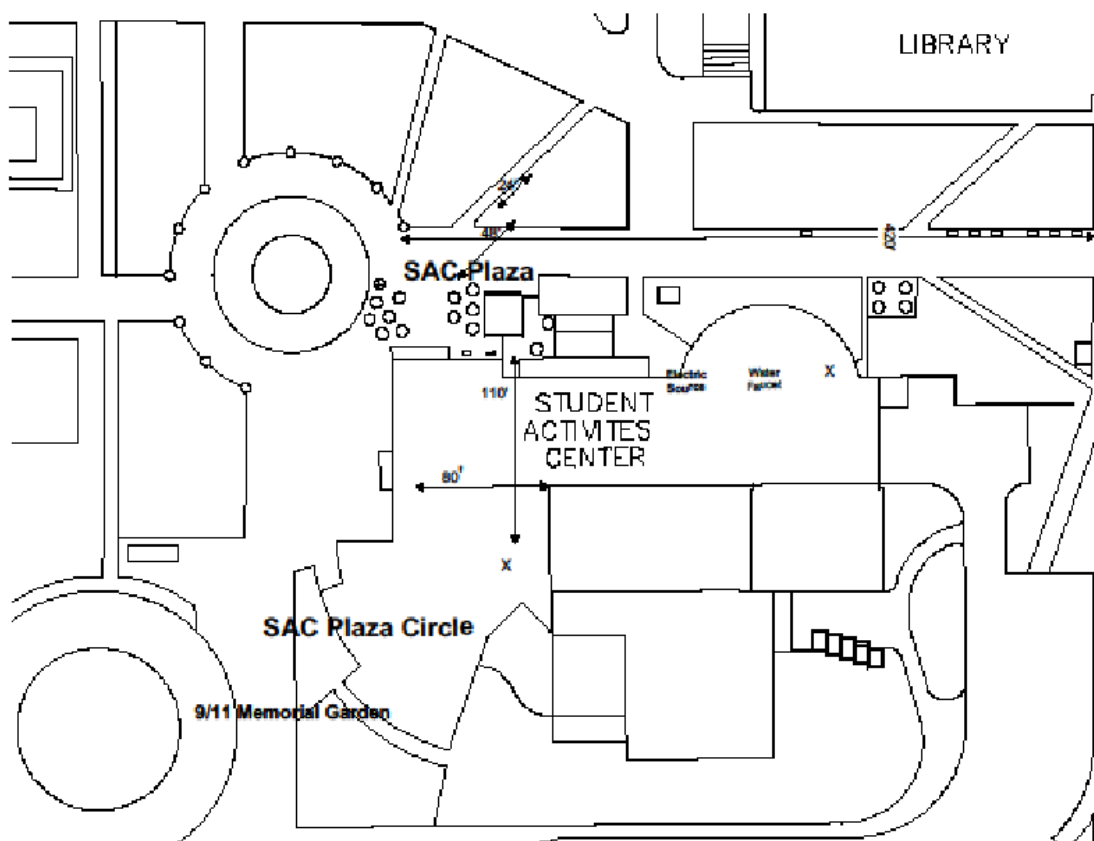
NOT TO SCALE

PERMIT REQUIREMENTS

- Submit Request for Amplified Sound if A/V is needed.
- Vehicle access is restricted and requires an approved Vehicle and Heavy Equipment Request for Access to SAC Plaza and Academic Mall form.

SAC PLAZA ELECTRIC CAPABILITIES

- Assign SAC Plaza Exterior Electric Outlets.
- The following are available:
 - eight 20 amp dedicated circuits
 - one 30 amp, 250 volt single phase twist loc
 - one 50 Amp, 250 volt single phase 3 prong outlet.
- Coverage area is limited by the location of the source panel, located just outside the Seawolves Market.
- *If you need additional circuits, please make request to Director of Operations.*



SAC PLAZA WATER ACCESS

SAC PLAZA WATER ACCESS

Three length options are available using hoses of the following length:

100' (inventory 3)

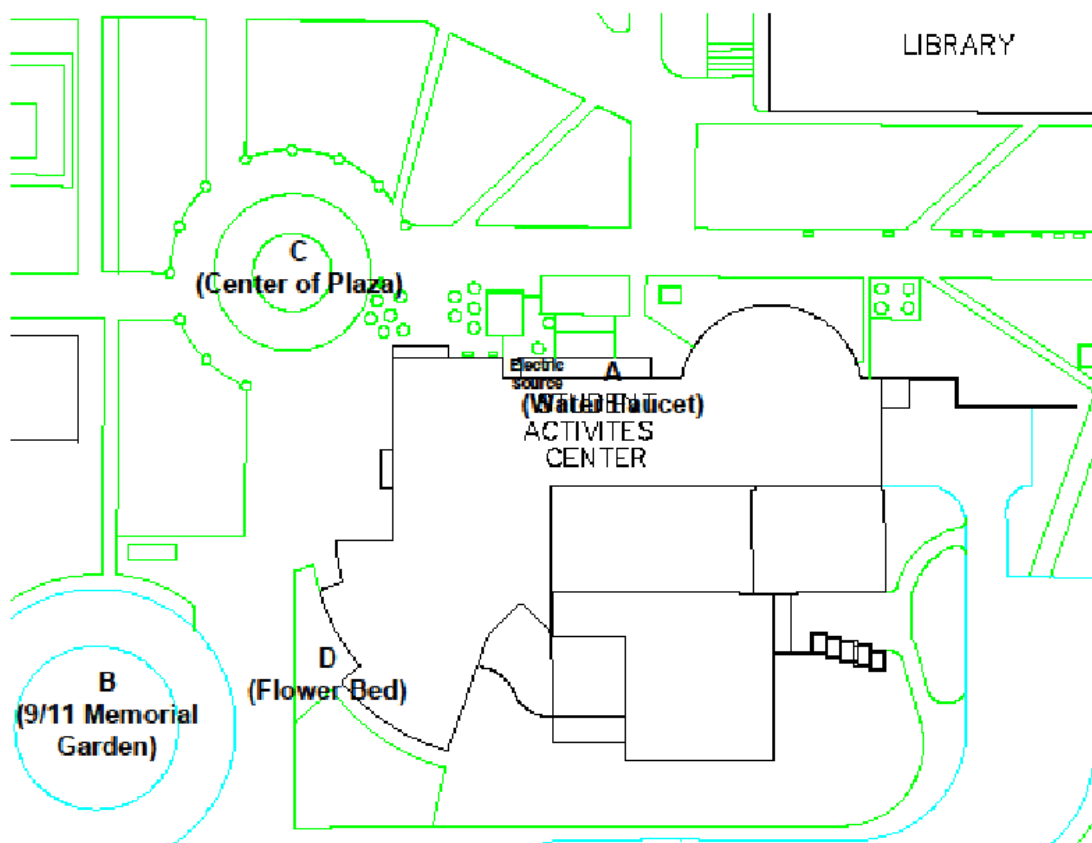
50' (inventory 2)

Total maximum reach 400'

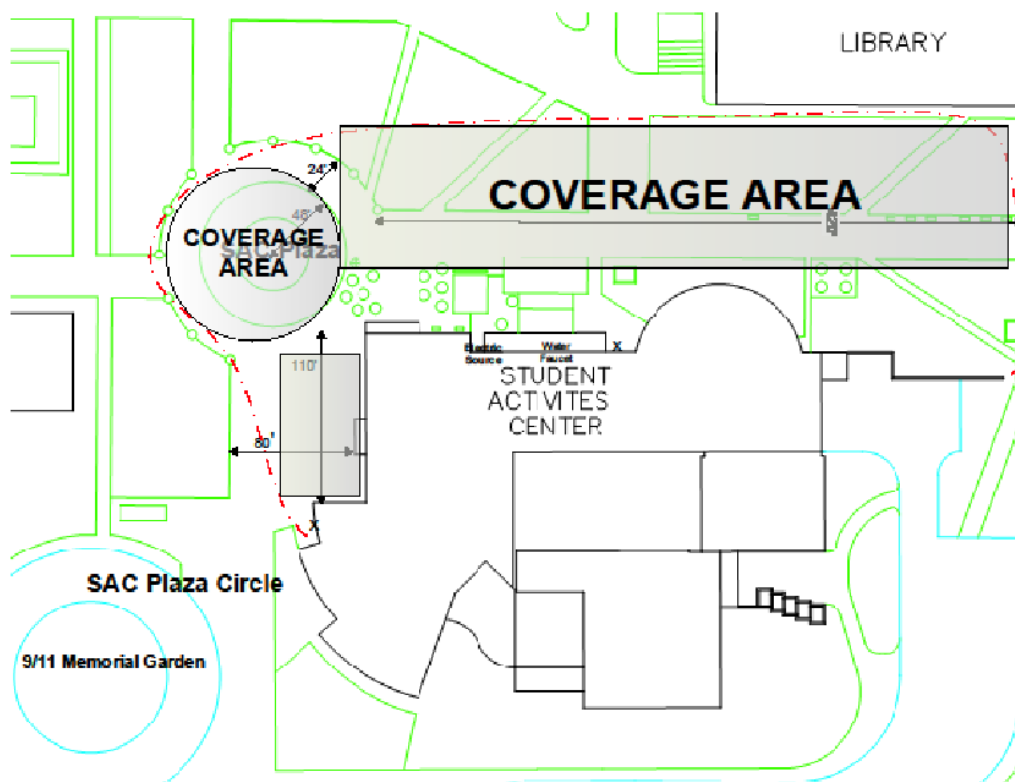
Distance from Point A to Point C = 230'

Distance from Point A to Point D = 300'

Distance from Point A to Point B = 378'



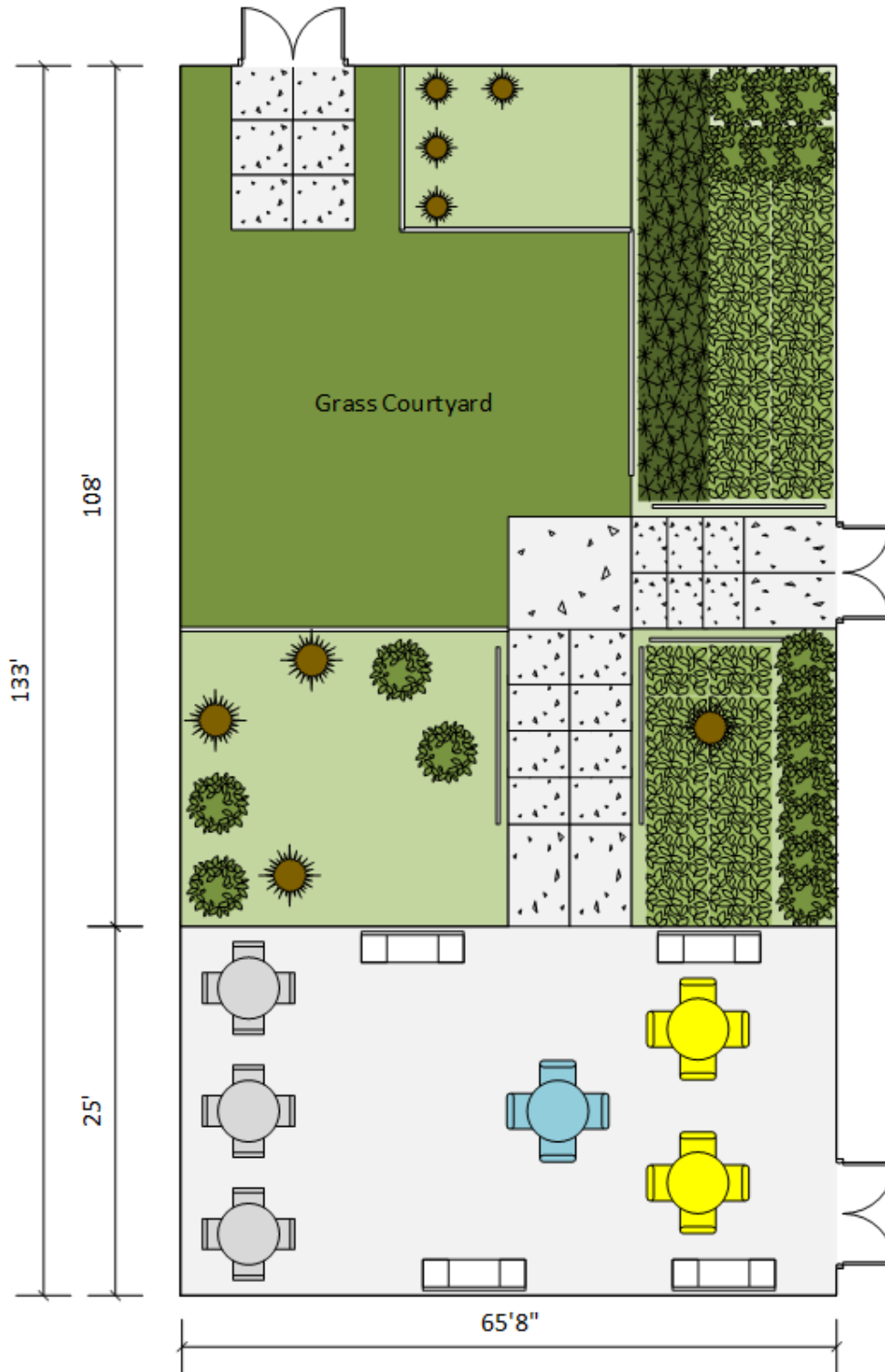
SAC WIRELESS NETWORK COVERAGE



SAC PLAZA WIRELESS NETWORK COVERAGE

- Approximate coverage area is contained within the dotted.
- Exterior coverage generally provides LOW signal strength. Accessing general websites should work fine but streaming video may be choppy.

SAC SCULPTURE GARDEN



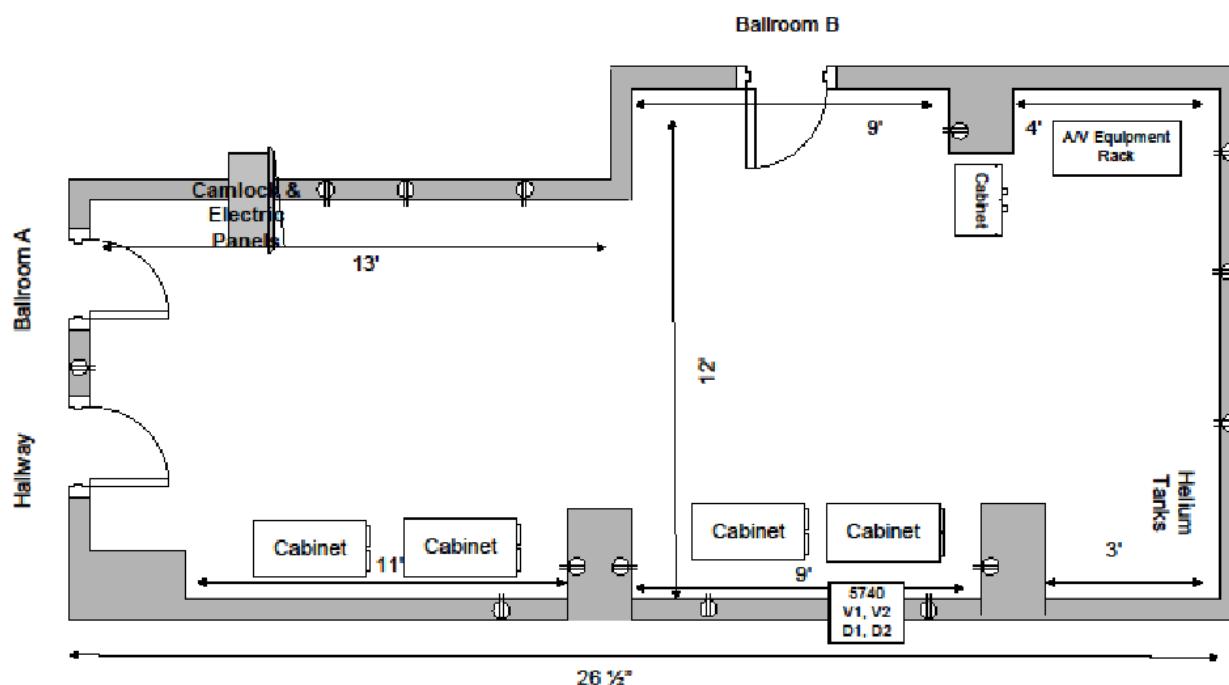
SAC Sculpture Garden

Capacity: 125 Overall
Cement Area: 75
Grass Area: 50

SAC ANCILLARY SPACES CAPACITIES

SPACE	CAPACITY	NOTES
SAC Pantry	2	<ul style="list-style-type: none"> • Reservable for events in SAC Ballroom A or SAC Ballroom B requiring space for catering. • Space doubles as A/V Booth for Ballroom B and caterers should be notified to keep the corner with the A/V Rack clear of obstruction. • Assign maximum of 5 SAC Tables, 6' Standard if needed by caterer.
SAC Upper Dining Hall	122	<ul style="list-style-type: none"> • Overflow seating for SAC Food Court • Ideal for loud events
SAC Rehearsal Space	12	<ul style="list-style-type: none"> • No furniture, comes as is

SAC Pantry



SAC PANTRY
Approx. 156 ft²
maximum capacity 10

NOT TO SCALE

Booking Rules:

Reservable for events in SAC Ballroom A or SAC Ballroom B requiring space for catering.

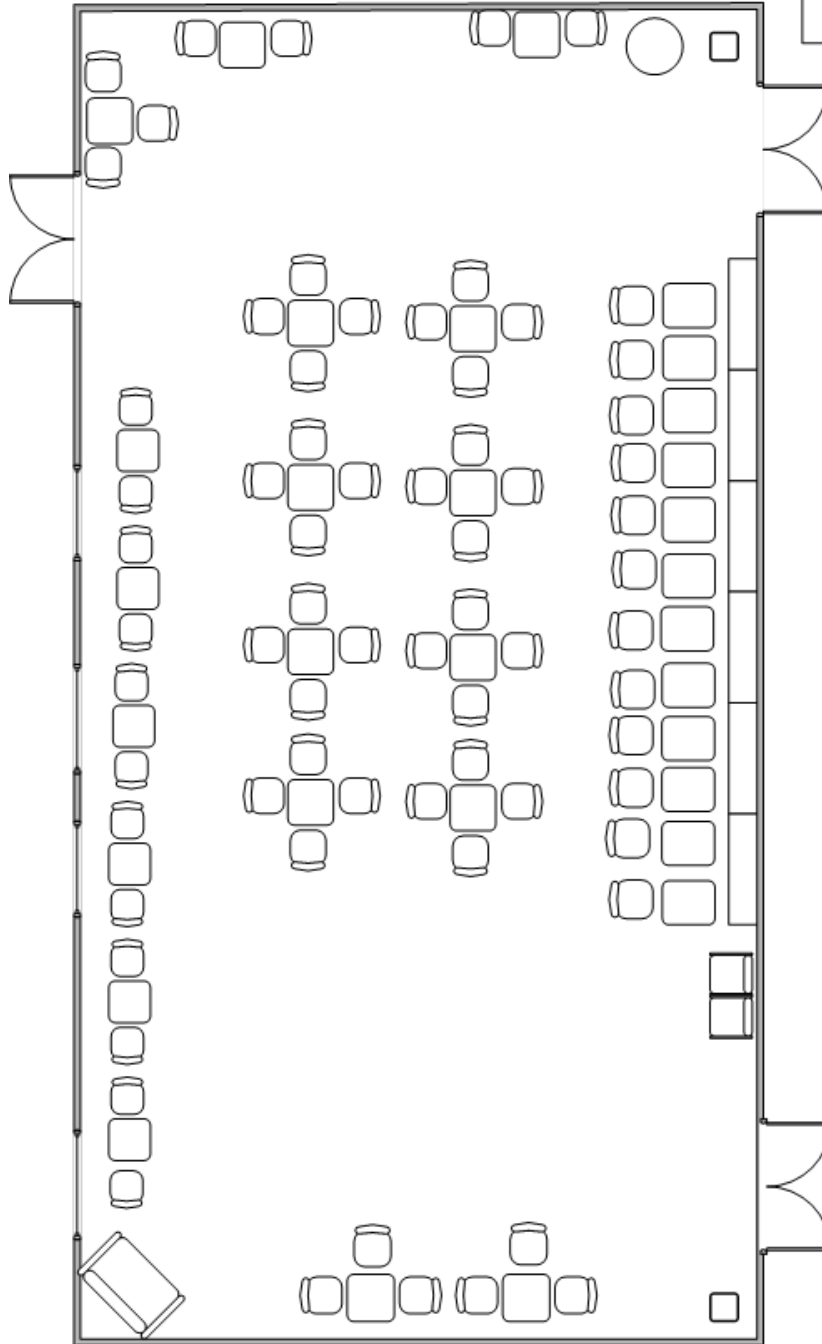
Space doubles as A/V Booth for Ballroom B and caterers should be notified to keep the corner with the A/V Rack clear of obstruction.

Assign maximum of 5 SAC Tables, 6' Standard if needed by caterer.

SAC UPPER DINING HALL- SAC 221

SAC 221 Upper Dining Hall

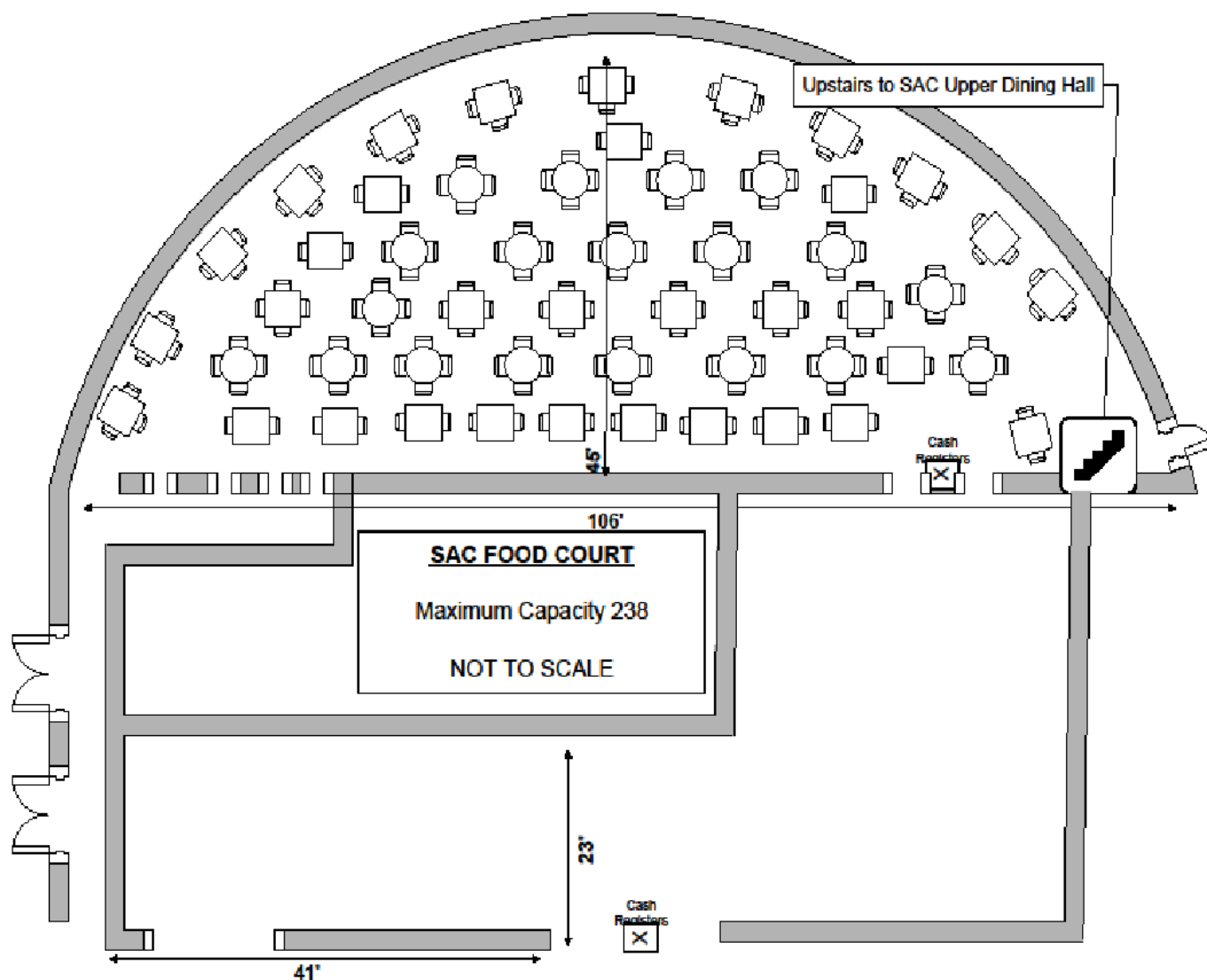
STANDARD SETUP 98
MAXIMUM OCCUPANCY 122



SAC Non-Reservable Space Capacities

SPACE	CAPACITY	NOTES
SAC Food Court	238	
SAC Traditions Lounge	106	

SAC Food Court

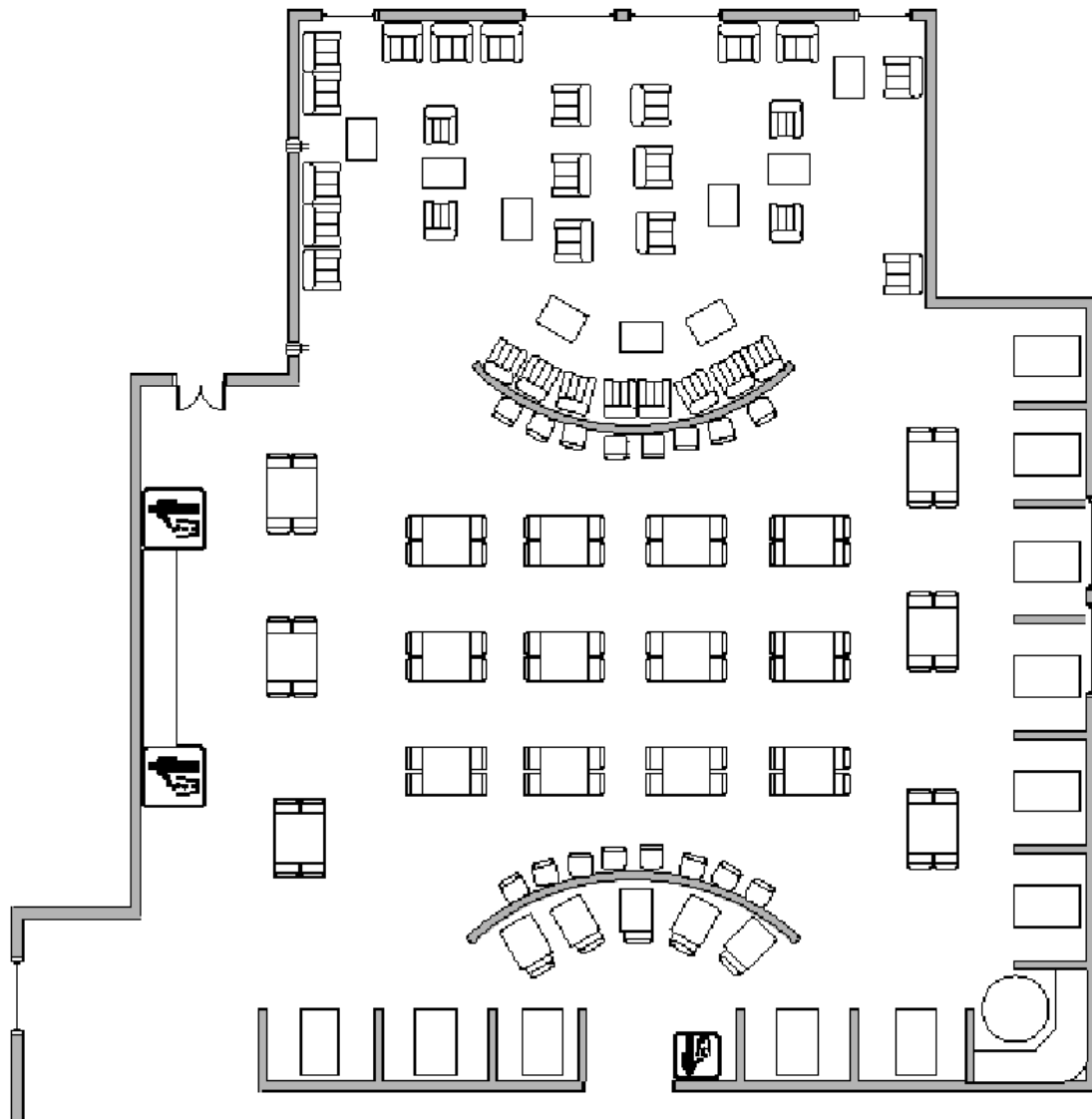


SAC TRADITIONS LOUNGE

Traditions Lounge

Non Reservable Space

Capacity : 106



HELPFUL LINKS

- **ACADEMIC CALENDAR**

- WWW.STONYBROOK.EDU/REGISTRAR/CALENDARS/ACADEMIC_CALENDARS

- **CAMPUS DINING**

- WWW.STONYBROOK.EDU/DINING/

- **WANG CENTER**

- WWW.STONYBROOK.EDU/WANG
CLICK ON **FACILITY > SPACE RENTAL**

- **UNDERGRADUATE COLLEGES**

- [HTTPS://UCOLLEGES.STONYBROOK.EDU/](https://ucolleges.stonybrook.edu/)
CLICK ON **FACILITIES > RESERVE A ROOM**

- **PARKING & TRANSPORTATION**

- [HTTP://WWW.STONYBROOK.EDU/COMMCMS/TRANSPORTATION-AND-PARKING/](http://WWW.STONYBROOK.EDU/COMMCMS/TRANSPORTATION-AND-PARKING/)