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HOW TO USE THE SCHEDULING GUIDE
Reservations Book
Student Activities Center
July 2, 2021
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:

<table>
<thead>
<tr>
<th>⊗=</th>
<th>110 volt outlet</th>
</tr>
</thead>
<tbody>
<tr>
<td>5628 V1, V2 D1, D2</td>
<td>Telnet Jack #s Voice Terminals Data Terminals</td>
</tr>
</tbody>
</table>
### Seating Style Definitions

<table>
<thead>
<tr>
<th>Seating Style</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR ROOM</td>
<td>Standing Only</td>
</tr>
<tr>
<td></td>
<td>No Tables, Chairs or Staging</td>
</tr>
<tr>
<td>CONFERENCE</td>
<td>6’ Tables Set in a Square</td>
</tr>
<tr>
<td>LECTURE</td>
<td>6’ Tables w/2 or 3 Chairs per table</td>
</tr>
<tr>
<td>ROUND SEATING</td>
<td>60” Round Banquet Tables</td>
</tr>
<tr>
<td>THEATER</td>
<td>Chairs Only</td>
</tr>
<tr>
<td>VENDOR</td>
<td>6’ Tables w/2 Chairs per table</td>
</tr>
</tbody>
</table>

### Capacity Calculations for Non-Standard Setups

All non-standard setups require approval by Assistant Director, Facilities Operations 2 Weeks in Advance.

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>● For every 6’ or 1 round table reduce capacity by 3</td>
</tr>
<tr>
<td></td>
<td>● For every piece of SAC stage, reduce capacity by 5</td>
</tr>
<tr>
<td>Lecture</td>
<td>● For every piece of SAC stage remove 2 6’ tables &amp; 4 chairs</td>
</tr>
<tr>
<td>Round Seating</td>
<td>● For every 2 6’ tables remove 1 round table</td>
</tr>
<tr>
<td></td>
<td>● For every piece of SAC stage, remove 1 round table</td>
</tr>
<tr>
<td>Theater Style</td>
<td>● For every 6’ table, remove 4 chairs</td>
</tr>
<tr>
<td></td>
<td>● For every piece of SAC stage, remove 8 chairs</td>
</tr>
<tr>
<td>Vendor</td>
<td>● For every piece of SAC stage remove 2 6’ tables &amp; 4 chairs</td>
</tr>
</tbody>
</table>
### SAC Facility Usage Fees

Effective July 1, 2021 – December 31, 2024

(Pricing based on 8-hour increments)

<table>
<thead>
<tr>
<th>SPACE</th>
<th>EXTERNAL Organization</th>
<th>Internally sponsored External event</th>
<th>NONPROFIT Organization</th>
<th>GOVERNMENT Agency</th>
<th>Internal-External Extended Usage (Applicable set up costs apply)</th>
<th>SBU Internal DEPARTMENT</th>
<th>STUDENT Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>$1800.00</td>
<td>$1080.00</td>
<td>$112.50/hour</td>
<td></td>
<td></td>
<td></td>
<td>No charge for programs.</td>
</tr>
<tr>
<td>Ballroom A</td>
<td>$1900.00</td>
<td>$1140.00</td>
<td>$100/hour</td>
<td></td>
<td></td>
<td></td>
<td>N/C for Facility</td>
</tr>
<tr>
<td>Ballroom B</td>
<td>$1300.00</td>
<td>$780.00</td>
<td>$75/hour</td>
<td></td>
<td></td>
<td></td>
<td>Cancellations inside 1 week are responsible for all applicable staff, AV and set-up charges.</td>
</tr>
<tr>
<td>Literature/Vendor Table</td>
<td>$90.00</td>
<td>$90.00</td>
<td>$10.63/hour</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Lobby</td>
<td>$1400.00</td>
<td>$840.00</td>
<td>$100/hour</td>
<td></td>
<td></td>
<td></td>
<td>No charge for programs.</td>
</tr>
<tr>
<td>Meeting Rooms</td>
<td>$250.00</td>
<td>$150.00</td>
<td>$23.24/hour</td>
<td></td>
<td></td>
<td></td>
<td>Cancellations inside 1 week are responsible for all applicable staff, AV and set-up charges.</td>
</tr>
<tr>
<td>Pantry</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$6.25/hour</td>
<td></td>
<td></td>
<td></td>
<td>N/C for Facility</td>
</tr>
<tr>
<td>Plaza</td>
<td>$1250.00</td>
<td>$750.00</td>
<td>$75/hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sculpture Garden</td>
<td>$600.00</td>
<td>$360.00</td>
<td>$37.50/hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Why Lobby</td>
<td>$150.00</td>
<td>$100.00</td>
<td>$12.50/hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# SAC Resource Fees

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

## Event Staffing

| 25Live RESOURCE     | SBU Internal DEPARTMENT | ● EXTERNAL Organization  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>● NONPROFIT Organization</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● GOVERNMENT Agency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● External Organization SPONSORED by Internal Department</td>
</tr>
<tr>
<td></td>
<td></td>
<td>STUDENT Group</td>
</tr>
</tbody>
</table>

### Catering
- $35.00  
- Included in usage fee  
- N/C

### SAC/SBU A/V Tech
- $18/hour

### SAC/SBU DJ
- $80.00/hour  
- $80.00/hour

### SAC/SBU Extended Hours Staff
- $200.00/hour  
- $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
<table>
<thead>
<tr>
<th>AUDIO-VISUAL</th>
<th></th>
<th></th>
<th>N/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Projector</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC Laptop</td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC Multi-media kit (laptop, proj,</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>speakers &amp; cables)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC/ SBU Ethernet Jack</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC/ SBU Phone Jack</td>
<td>$186.00 = $93 on</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ $93 off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| INCLUDED IN USAGE FEE | N/C |

<table>
<thead>
<tr>
<th>OTHER</th>
<th></th>
<th></th>
<th>N/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Fee <em>(Applicable to cash, check or credit card payments)</em></td>
<td>17.64% of invoice</td>
<td>17.64% of invoice</td>
<td></td>
</tr>
<tr>
<td>SAC Pipe and Drape Set</td>
<td>$15.00/ section</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC Portable Wall Unit</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC Skirting</td>
<td>$5.00/ skirt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC/ SBU Helium Tank Usage</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC Piano (Digital)</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SAC General Audio/Visual Resources

RESERVATIONS BOOK

STUDENT ACTIVITIES CENTER

JULY 2, 2021
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
- SAC Microphone, Wired: Wired, can be used throughout A, B, & AUD or with Portable Sound System
- SAC Laptop, Programming Spaces: Dell brand, Assign to Programming Spaces ONLY
- SAC Piano (Digital): Able to simulate a variety of pianos from baby grand through electric.
- SAC Presentation Remote, Wireless: Laser pointer & wireless remote
- Portable Wireless Microphone: Requires SAC Portable Sound System
- SAC Portable Sound System: Consists only of a JBL Equalizer sound board & 2 powered speakers. Reserve additional components as required to amplify voice or sound:
  a) SAC Microphone, Wired: 8 max
  b) SAC Portable Wireless Microphone: 4 max

SAC General Resources
<table>
<thead>
<tr>
<th><strong>25Live RESOURCE</strong></th>
<th><strong>NOTES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Chairs, Maroon</td>
<td>a) Used in SAC Ballroom A or B, SAC Main Lobby and SAC Why Lobby</td>
</tr>
<tr>
<td>SAC Chairs, White Folding</td>
<td>• Available only to events with headcount large enough to require 10 chairs/60” round.</td>
</tr>
<tr>
<td>SAC Coat Rack</td>
<td>• 60 coats/rack</td>
</tr>
<tr>
<td>SAC Easel</td>
<td>• Groups must provide own signs on poster board</td>
</tr>
<tr>
<td>SAC Extension Cord</td>
<td>• 25’ long. 4 outlets.</td>
</tr>
<tr>
<td>SAC Music Stand</td>
<td>•</td>
</tr>
<tr>
<td>SAC Pipe &amp; Drape Set</td>
<td>• Black curtains 50ft total.</td>
</tr>
<tr>
<td></td>
<td>• Each section measures up to 8’ in adjustable height by 10’ in fixed length.</td>
</tr>
<tr>
<td>SAC Plaza Electric Outlets</td>
<td>• 8/20 AMP Circuits</td>
</tr>
<tr>
<td>SAC Stage Railing</td>
<td>• Assign if needed for DJ platforms (does not affect stairs)</td>
</tr>
<tr>
<td>SAC Skirting</td>
<td>• Assign 1 per stage or table.</td>
</tr>
<tr>
<td></td>
<td>• Not available to food service tables.</td>
</tr>
<tr>
<td>SAC Stage Steps</td>
<td>• At least 1 needed for all stage usage.</td>
</tr>
<tr>
<td></td>
<td>• 3’ 3” Wide x 2” 9.5” Deep</td>
</tr>
<tr>
<td>SAC Stage Piece</td>
<td>• Recommended set-up for lecture is 4 pieces</td>
</tr>
<tr>
<td>SAC Podium, Tabletop</td>
<td>• For use in 3rd floor rooms.</td>
</tr>
<tr>
<td>SAC Table, Multimedia with Skirting</td>
<td>• Small table to be used for laptop next to podium</td>
</tr>
<tr>
<td>SAC Table, Meeting Room Catering</td>
<td>• For catering use in SAC 223 &amp; 3rd floor meeting rooms</td>
</tr>
<tr>
<td></td>
<td>• 24” x 6’</td>
</tr>
<tr>
<td>SAC Table, Rectangular 6ft</td>
<td>• 30” x 6’, for use in all programming spaces &amp; lobby</td>
</tr>
<tr>
<td>SAC Table, Round 60in</td>
<td>• 60” diameter</td>
</tr>
<tr>
<td></td>
<td>• Black</td>
</tr>
<tr>
<td>SAC Sign Stand, Tabletop</td>
<td>• Tall, single pole stands with pressure clip on top</td>
</tr>
</tbody>
</table>

**SAC Additional Resources**
<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC A/V Tech</td>
<td>• Required in any programming space or lobby for any event requesting A/V</td>
</tr>
<tr>
<td></td>
<td>• Must be assigned in 25Live at least one week prior to the event</td>
</tr>
<tr>
<td></td>
<td>• Staff require 1.5 hours pre-event for setup</td>
</tr>
<tr>
<td>SAC Custodial Staff</td>
<td>• Assigned any time food is served</td>
</tr>
<tr>
<td>SAC Campus Catering</td>
<td>• Indicates event is being catered by Campus Dining</td>
</tr>
<tr>
<td></td>
<td>• Custodial automatically assigned</td>
</tr>
<tr>
<td>SAC Damage Fee</td>
<td>• Charges for maintenance repairs due to user negligence (i.e. holes in walls, etc.)</td>
</tr>
<tr>
<td>SAC Off Campus Catering</td>
<td>• Requires a food permit</td>
</tr>
<tr>
<td>SAC Ethernet Jack Use</td>
<td>• See “SAC Telnet Jack Numbers” page for more info.</td>
</tr>
<tr>
<td>SAC Extended Hours Staff</td>
<td>• Charges to maintain an open building outside of operating hours. Approval required.</td>
</tr>
<tr>
<td>SAC Grounds Staff</td>
<td>• Applicable to SAC Plaza events with food service.</td>
</tr>
<tr>
<td></td>
<td>• Assign 4 weeks before the event</td>
</tr>
<tr>
<td></td>
<td>• Pricing is determined by headcount and event duration.</td>
</tr>
<tr>
<td>SAC Helium Tank Usage</td>
<td>• Assign 1 week in advance.</td>
</tr>
<tr>
<td>SAC Lobby Setup</td>
<td>• Applicable to SAC Lobby when entire space is reserved</td>
</tr>
<tr>
<td>SAC Meeting Room Setup</td>
<td>• Upon approval from the Director of Student Centers, required for special meeting room setups.</td>
</tr>
<tr>
<td></td>
<td>• Applicable to events requiring room reset fees post-event.</td>
</tr>
<tr>
<td>SAC Outdoor Setup</td>
<td>• Required for events in the SAC Plaza.</td>
</tr>
<tr>
<td>SAC Phone Jack Use</td>
<td>• See “SAC Telnet Jack Numbers” page for more info.</td>
</tr>
<tr>
<td>SAC No Show Fee</td>
<td>• Charges in accordance with reservation policies</td>
</tr>
<tr>
<td>SAC Road Signs</td>
<td>• Order signs through Conferences &amp; Special Events</td>
</tr>
</tbody>
</table>

SAC Permit Resources

Refer to Facilities Operations website for policy details and forms
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Alcohol Permit Required</td>
<td>6 week</td>
</tr>
<tr>
<td>SAC Media Permit Required</td>
<td>1 month</td>
</tr>
<tr>
<td>SAC Outsourced Catering</td>
<td>Required for any event catered by an off-campus caterer.</td>
</tr>
<tr>
<td></td>
<td>Approved EH&amp;S Food Permit required.</td>
</tr>
<tr>
<td></td>
<td>10 day</td>
</tr>
<tr>
<td>SAC Vendor Permit Required</td>
<td>Contact Cindy Saliba (FSA) to generate permits</td>
</tr>
<tr>
<td>SAC Photo/Videotaping Notice</td>
<td></td>
</tr>
<tr>
<td>SAC Revocable Permit Required</td>
<td>6 week</td>
</tr>
<tr>
<td>SAC Parking Permit Required</td>
<td></td>
</tr>
<tr>
<td>Campus Amplified Sound</td>
<td>2 week</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>MEETING ROOMS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAC 222D</strong></td>
<td>Terminal 1: 5757 D1, D2</td>
</tr>
<tr>
<td><strong>SAC 223</strong></td>
<td>Terminal 1: 5557 V1, V2, D1, D2</td>
</tr>
<tr>
<td></td>
<td><strong>V2 always active</strong></td>
</tr>
<tr>
<td></td>
<td>Terminal 2: 5558 D1-D4</td>
</tr>
<tr>
<td></td>
<td><strong>D1 always active</strong></td>
</tr>
<tr>
<td></td>
<td>Terminal 3: 5559 D1-D4</td>
</tr>
<tr>
<td><strong>SAC 302</strong></td>
<td>Terminal 1: 5626 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC 303</strong></td>
<td>Terminal 1: 5625 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC 304</strong></td>
<td>Terminal 1: 5624 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC 305</strong></td>
<td>Terminal 1: 5622 V1, V2, D1, D2</td>
</tr>
<tr>
<td></td>
<td>Terminal 2: 5623 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC 306</strong></td>
<td>Terminal 1: 5621 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC 311</strong></td>
<td>Terminal 1: 5629 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC 312</strong></td>
<td>Terminal 1: 5628 V1, V2, D1, D2</td>
</tr>
<tr>
<td><strong>SAC Pantry</strong></td>
<td>Terminal 1: 5740</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAMMING SPACES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAC Auditorium</strong></td>
<td>Terminal 1: 5886 V1, V2, D1</td>
</tr>
<tr>
<td></td>
<td>Terminal 2: 5887 V1,V2,D1</td>
</tr>
<tr>
<td><strong>SAC Ballroom A</strong></td>
<td>Terminal 1: 5776</td>
</tr>
<tr>
<td></td>
<td>Terminal 2: 5777</td>
</tr>
<tr>
<td></td>
<td>Terminal 3: 5778</td>
</tr>
<tr>
<td></td>
<td>Terminal 4: 5779</td>
</tr>
<tr>
<td></td>
<td>Terminal 5: 5780</td>
</tr>
<tr>
<td></td>
<td>Terminal 6: 5781</td>
</tr>
<tr>
<td><strong>SAC Ballroom B</strong></td>
<td>Terminal 1: 5783</td>
</tr>
<tr>
<td></td>
<td>Terminal 2: 5784</td>
</tr>
<tr>
<td></td>
<td>Terminal 3: 5785</td>
</tr>
<tr>
<td></td>
<td>Terminal 4: 5786</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER SPACES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAC Commuter Lounge (Lower Level)</strong></td>
<td>NO JACK # V1, V2, D1, D2</td>
</tr>
</tbody>
</table>

**RESERVATIONS BOOK**

**STUDENT ACTIVITIES CENTER**

**JULY 2021**
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

**NO FOOD ALLOWED**

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>600</td>
<td>• with clear stage: 245 (fixed seating) + 355 (standing on floor).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• with people standing on clear stage: 245 (fixed seating) + 323 (standing on floor) + 32 (on stage)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• with tables, chairs or props on stage: 245 (fixed seating) + 339 (standing on floor) + 16 (on stage)</td>
</tr>
<tr>
<td>Theater Style</td>
<td>595</td>
<td>• 350 chairs on the floor specific to auditorium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 245 fixed seating</td>
</tr>
</tbody>
</table>
# SAC Auditorium Resources

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Auditorium CD Player</td>
<td>• Installed in A/V booth</td>
</tr>
<tr>
<td>SAC Auditorium Chairs</td>
<td>• Used only in SAC AUD</td>
</tr>
</tbody>
</table>
| SAC Auditorium DVD Player     | • 5 disc player installed in A/V booth  
• For audio and video                                                         |
| SAC Auditorium Laser Projector| • 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         | • Wired into stage.  
• Connected at stage left unless otherwise indicated.  
• **SAC A/V Tech required if it needs to be moved.**                                     |
| SAC Auditorium Screen         | • Stationary, may be covered by sliding wood wall  
• 24' Wide x 12' High.                                                                |
| SAC Auditorium Setup          | • Required anytime SAC AUD is booked                                                                                                 |
| SAC Auditorium HDMI/PC        | • Built in PC and HDMI accessible                                                                                                    |
| SAC Auditorium Wireless Lapel Mic | • **Up to 4 wireless units in any combination** (lapel or handheld).                                                                 |
| SAC Auditorium Wireless Microphone | • 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 Ballroom A Layout Capacities

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>Round Seating</td>
<td></td>
<td>8/table: 392</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/table: 460</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 49 60” rounds w/8 chairs each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● 46 60” rounds w/10 chairs each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only available when required by headcount</td>
</tr>
<tr>
<td>Theater Style</td>
<td>600</td>
<td>● Only available for specific events (Commencement)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allow for additional setup/takedown time</td>
</tr>
<tr>
<td>Vendor Style</td>
<td>138</td>
<td>● 69 6’ tables with 2 chairs each</td>
</tr>
</tbody>
</table>

Ceiling Height Clearance: 20 Feet
### SAC Ballroom A Resources

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Chairs, Maroon</td>
<td>• 18” Wide x 18” Deep</td>
</tr>
<tr>
<td>SAC Ballroom A DVD/CD Player/HDMI</td>
<td>• Single disc blu-ray player installed in A/V booth</td>
</tr>
<tr>
<td>SAC Ballroom A LCD Projector</td>
<td>• Installed in A/V booth</td>
</tr>
<tr>
<td></td>
<td>• Can project the same image in both ballrooms.</td>
</tr>
<tr>
<td></td>
<td><em>Request in reservation comments.</em></td>
</tr>
<tr>
<td>SAC Ballroom A Podium</td>
<td>• Portable, light wood podium w/Stony Brook logo</td>
</tr>
<tr>
<td>SAC Ballroom A Screen</td>
<td>• Retractable <strong>Dimensions: 18ft High 26.5ft Wide</strong></td>
</tr>
<tr>
<td>SAC Ballroom A Setup</td>
<td>• Required anytime Ballroom A is booked</td>
</tr>
<tr>
<td>SAC Ballroom A Wireless Microphone</td>
<td>• <strong>Up to 4 wireless units in any combination</strong> (lapel or handheld).</td>
</tr>
<tr>
<td>SAC Ballroom A Wireless Lapel Mic</td>
<td>• <strong>Up to 4 wireless units in any combination</strong> (lapel or handheld).</td>
</tr>
</tbody>
</table>

### 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 Lecture Style

RESERVATIONS BOOK

STUDENT ACTIVITIES CENTER

JULY 2021
SAC Ballroom A Round Seating

RESERVATIONS BOOK

STUDENT ACTIVITIES CENTER

JULY 2021
SAC Ballroom A Vendor Style

SAC Ballroom A Vendor Style

2 tables: maximum capacity 138 (88 tables)
3 tables: maximum capacity 207 (99 tables)

Diagram to scale

1 piece of stage = 2 x 8 ft tables & 4 chairs

Front of Room

Exit only
(No loading or entry)

Loading Area

Pantry

Clearance

Clearance

FIRE CLEARANCE

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### SAC Ballroom B Layout Capacities

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td>• 40 6’ tables w/2 chairs each</td>
</tr>
<tr>
<td></td>
<td>2/table: 80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/table: 120</td>
<td>• 40 6’ tables w/3 chairs each</td>
</tr>
<tr>
<td>Round Seating</td>
<td>8/table: 144</td>
<td>• 18 60” rounds w/8 chairs each</td>
</tr>
<tr>
<td></td>
<td>10/table: 180</td>
<td>• 18 60” rounds w/10 chairs each</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Only available when required by headcount</strong></td>
</tr>
<tr>
<td>Theater Style</td>
<td>195</td>
<td>• 39 6’ tables w/2 chairs each</td>
</tr>
<tr>
<td>Vendor Style</td>
<td>78</td>
<td></td>
</tr>
</tbody>
</table>

**Ceiling Height Clearance: 17 feet**
## SAC Ballroom B Resources

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Ballroom B DVD/CD Player</td>
<td>● Single disc player installed in Pantry cabinet</td>
</tr>
<tr>
<td>SAC Ballroom B LCD Projector</td>
<td>● Mounted on the ceiling in the center of the room.</td>
</tr>
<tr>
<td></td>
<td>● Can project the same image in both ballrooms.</td>
</tr>
<tr>
<td></td>
<td>Request in reservation comments.</td>
</tr>
<tr>
<td>SAC Ballroom B HDMI</td>
<td>● For audio and video</td>
</tr>
<tr>
<td>SAC Ballroom B Podium</td>
<td>● Portable, light wood podium w/Stony Brook logo</td>
</tr>
<tr>
<td>SAC Ballroom B Screen</td>
<td>● Retractable Dimensions: 14ft High 18.3ft Wide</td>
</tr>
<tr>
<td>SAC Ballroom B Setup</td>
<td>● Required anytime Ballroom B is booked.</td>
</tr>
<tr>
<td>SAC Ballroom B Wireless Microphone</td>
<td>● Up to 4 wireless units in any combination</td>
</tr>
<tr>
<td></td>
<td>(lapel or handheld).</td>
</tr>
<tr>
<td>SAC Ballroom B Wireless Lapel Mic</td>
<td>● Up to 4 wireless units in any combination</td>
</tr>
<tr>
<td></td>
<td>(lapel or handheld).</td>
</tr>
</tbody>
</table>

## 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
Approx. 1890 ft²
CLEAR ROOM
Maximum Capacity 300
DIAGRAM TO SCALE

Exit only, no loading or entry

Front of Room

8'6" Clearance

63 feet

Overhead Screen

Pantry Entrance

Student Activities Center
July 2021
SAC Ballroom B Lecture Style

**SAC BALLROOM B**
LECTURE
Approx. 2 ft. between rows
2/table: maximum capacity 80 (40 tables)
3/table: maximum capacity 120 (40 tables)
DIAGRAM TO SCALE

**SPECIAL SETUP CALCULATIONS:**
1 piece of stage = 2 6' tables and 4 chairs

Exit only, no loading or entry

FIRE CLEARANCE

8'6" Clearance

FIRE CLEARANCE

Pantry Entrance

8'6" Clearance

3'6" Clearance

3'3" Clearance

2'5" Clearance

30" Clearance

63 feet
SAC Ballroom B Round Seating

**SAC BALLROOM B**
Approx. 2 ft. between tables
ROUND SEATING
8/table: maximum capacity 144 (18 tables)
10/table: maximum capacity 180 (18 tables)

**DIAGRAM TO SCALE**

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

Exit only, no loading or entry

DIAGRAM:

- **PANTRY ENTRANCE**
- **8 ft. 3 in. Clearance**
- **4 ft. Clearance**

**DIMENSIONS**:
- 43 ft. north-south
- 23 ft. west-east

**FIRE CLEARANCE**

** student activities center **

**July 2021**
SAC Ballroom B Theater Style

SAC BALLROOM B
THEATER STYLE
Approx. 2.5 ft. b/wn rows
maximum capacity 195

DIAGRAM TO SCALE

SPECIAL SETUP CALCULATIONS:
1 six ft. table = 4 chairs
1 piece of stage = 8 chairs

Exit only, no loading or entry.

Overhead Screen

30" Clearance

8'6" Clearance

Pantry Entrance

8'6" Clearance

2'6" 2'3"

35" 35"

53 feet

43"
SAC Ballroom B Vendor Style

**SAC Ballroom B VENDOR STYLE**
2/table: maximum capacity 76 (38 tables)
3/table: maximum capacity 117 (39 tables)

**SPECIAL SETUP CALCULATIONS:**
1 piece of stage = 2 six ft. tables & 4 chairs

---

Exit only, no loading or entry

9'5" Clearance

Overhead Screen

Pantry Entrance

8'6" Clearance

63 feet
### SAC 169 Layout Capacities

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>169</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>2/table: 65</td>
<td>32 6' tables w/2 chairs each</td>
</tr>
<tr>
<td>Round Seating</td>
<td>8/table: 88</td>
<td>11 60&quot; rounds w/8 chairs each</td>
</tr>
<tr>
<td>Theater Style</td>
<td>176</td>
<td></td>
</tr>
</tbody>
</table>

**Ceiling Height Clearance: 15 feet**
SAC 169 Classroom/ Lecture Style

SAC 169 Theatre Style

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
JULY 2021
### SAC Meeting Room Layout Capacities

*No special setups: Spaces come “AS IS”*

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Conference Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● 222K</td>
<td>7</td>
<td>• SAC223/ 222K is reserved through 25Live for DOS area only</td>
</tr>
<tr>
<td>● 226</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>● 227</td>
<td>10</td>
<td>• SAC 223 reservable for DOS area only through Student Centers</td>
</tr>
<tr>
<td>● 228</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>● 223</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>● 312</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td><strong>Lecture Style</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● 302</td>
<td>75</td>
<td>• All Meeting Rooms come set as is. All furniture must be moved back to its original location if changed during an event.</td>
</tr>
<tr>
<td>● 303</td>
<td>63</td>
<td>• Event Organizers are subject to a Meeting Room Fee if a reset is not complete.</td>
</tr>
<tr>
<td>● 304</td>
<td>48</td>
<td>• 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.</td>
</tr>
<tr>
<td>● 305</td>
<td>60</td>
<td>• Each room comes with a table top podium and whiteboard or chalkboard.</td>
</tr>
<tr>
<td>● 306</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>● 311</td>
<td>48</td>
<td></td>
</tr>
</tbody>
</table>
SAC 222K Conference Style

**SAC 222K**
Conference Style
Maximum Capacity 12
Standard Setup: 1 Conference Table & 8 Standard Black Chairs.
Maximum Occupancy may be reached by assigning up to 4 additional SAC White Chairs.
TV mounted in corner.
MEETING ROOM 223
CONFERENCE - Maximum Capacity 35
35 CHAIRS
1 CONFERENCE TABLE
S = Stationary Chair

SAC 223 Conference Style

SAC 226 Conference Style
SAC 227 Conference Style
SAC 303

Lecture Style Setup
Maximum Capacity 60

60 chairs
21 - 6' tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
JULY 2021
SAC 304

Lecture Style Setup
Maximum Capacity 48

48 chairs
17 - 6' tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
JULY 2021
SAC 305

Lecture Style Setup
Maximum Capacity 60
60 chairs
21’ - 0’ tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS

Table w/ podium
GREENBOARD/SCREEN
SAC 306

MEETING ROOM 306
LECTURE STYLE SET-UP
72 CHAIRS – 25'6" TABLE
1 TABLETOP PODIUM
SAC 311

Lecture Style Setup
Maximum Capacity 48

48 chairs
16 - 8' tables

DIAGRAM TO SCALE
NO SPECIAL SETUPS

SAC 311

33'

BLACKBOARD/OVERHEAD SCREEN
SAC 312

Conference Style Setup
Maximum Capacity 18

18 chairs
6 - 8' tables

DIAGRAM TO SCALE
NO SPECIAL SETUPS
### SAC Lobbies, Courtyards, and Lounges Layout Capacities

<table>
<thead>
<tr>
<th>SPACE</th>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Lobby</td>
<td>Clear</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature/Vendor</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>SAC Why Lobby</td>
<td>Clear</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reception</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>SAC Plaza</td>
<td></td>
<td>2000</td>
<td>Includes Plaza Circle and Plaza Mall</td>
</tr>
<tr>
<td>SAC Bus Loop</td>
<td></td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>SAC Sculpture</td>
<td></td>
<td>135</td>
<td>Furniture comes as is</td>
</tr>
<tr>
<td>Garden</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

Stairs to Seawolves and Dining Hall
Ramp

Kiosk
X 5547
D1
2 high chairs

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
JULY 2021
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

Stairs to Seawolves and Dining Hall

Kiosk
- X
- 547 D1
- 2 high chairs

Ramp

Info Desk
SAC WHY LOBBY CLEAR ROOM

FALL SUMMER & SPRING LAYOUT: Sculpture Only
WINTER LAYOUT: Sculpture with Sculpture Garden benches

NOT TO SCALE

Space is ideal for book signings & light food service

Booking Rules:
No Programming

RESERVATIONS BOOK

STUDENT ACTIVITIES CENTER
JULY 2021
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

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 = 370’
SAC Wireless Network Coverage

SAC Plaza Wireless Network Coverage

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

Capacity: 125 Overall
Cement Area: 75
Grass Area: 50
## SAC Ancillary Spaces Capacities

<table>
<thead>
<tr>
<th>SPACE</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| SAC Pantry         | 10       | • 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 | 121      | • Overflow seating for SAC Food Court                                  
   |           | • Ideal for loud events                                                |
| SAC Rehearsal Space | 30       | • No furniture, comes as is                                           |
SAC Pantry

SAC PANTRY
Approx. 155 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.
<table>
<thead>
<tr>
<th>SPACE</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Food Court</td>
<td>238</td>
<td></td>
</tr>
<tr>
<td>SAC Traditions Lounge</td>
<td>106</td>
<td></td>
</tr>
</tbody>
</table>
• **ACADEMIC CALENDAR**
  - [WWW.STONYBROOK.EDU/REGISTRAR/CALENDARS/ACADEMIC_CALENDARS](https://www.stonybrook.edu/registrar/ calendars/academic_calendars)

• **CAMPUS DINING**
  - [WWW.STONYBROOK.EDU/DINING/](https://www.stonybrook.edu/dining/)

• **WANG CENTER**
  - [WWW.STONYBROOK.EDU/WANG](https://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/](https://www.stonybrook.edu/commcms/transportation-and-parking/)