HOW TO USE THE RESERVATIONS BOOK

The Reservations Book provides information on book events in the Student Activities Center and Stony Brook Union.

Section 1 provides information on the Student Activities Center.
Section 2 provides information on the Stony Brook Union.
Section 3 provides General Information applicable to both buildings.

- 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>

- Space-specific resources are grouped according to the space in which they can be used.

- General building resources are grouped by equipment category.
STUDENT ACTIVITIES CENTER & STONY BROOK UNION

Programming Hours*

Summer (5/24/14-8/21/14)

Student Activities Center:
Monday-Friday       7:30AM-9:00PM
Saturday & Sunday       9:00AM-8:00PM

Stony Brook Union:
Monday-Friday       7:30AM-6:00PM
Saturday & Sunday       No Programming

Exceptions to Standard Hours
Memorial Day: (5/26/14) No Programming
Independence Day: (7/4/14) No Programming

Fall 2014 (8/22-12/17/14)

Student Activities Center & Stony Brook Union
Monday-Friday       7:30AM-12:00AM
Saturday & Sunday       9:00AM-12:00AM

Exceptions to Standard Hours
Thanksgiving: (11/26 thru 11/29/14) No Programming

Intersession (12/18/14-1/23/15)

Student Activities Center:
Monday-Friday       7:30AM-9:00PM
Saturday & Sunday       9:00AM-8:00PM

Stony Brook Union:
Monday-Friday       7:30AM-6:00PM
Saturday & Sunday       No Programming

Exceptions to Standard Hours
Christmas thru New Year's: (12/25/14 thru 1/1/2015) No Programming
Martin Luther King Jr. Day: (1/20/15) No Programming

Spring 2015 (1/24-5/22/15)

Student Activities Center:
Monday-Friday       7:30AM-12:00AM
Saturday & Sunday       9:00AM-12:00AM

Exceptions to Standard Hours
Spring Break 2015
Friday, March 13, 2015       7:30AM-9:00PM
Saturday, March 14th & Sunday March 15th 2015 9:00AM-8:00PM
Monday, March 16th, Friday, March 20th 2015 7:30AM-9:00PM
Saturday March 21st, 2015       9:00AM-8:00PM

Stony Brook Union:
Monday-Friday       7:30AM-12:00AM
Saturday & Sunday       9:00AM-12:00AM

Exceptions to Standard Hours
Friday, March 13, 2015       7:30AM-9:00PM
Saturday, March 14th & Sunday March 15th 2015 9:00AM-7:30PM
Monday, March 16th, Friday, March 20th 2015 7:30AM-7:30PM
Saturday March 21st, 2015       9:00AM-7:30PM

*Programming Hours are different from the buildings Operating Hours
Seating Style Definitions

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>FORMULA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEAR ROOM</td>
<td>Standing Only&lt;br&gt;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&quot; 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&lt;br&gt;• 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&lt;br&gt;• 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&lt;br&gt;• 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 & Union Resource Guide

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAMAGES</strong></td>
<td></td>
</tr>
<tr>
<td>SAC &amp; Union Damage Fee</td>
<td>• Charges for maintenance repairs due to user negligence (i.e. holes in walls, etc.)</td>
</tr>
<tr>
<td>SAC &amp; Union No Show Fee</td>
<td>• Charges in accordance with reservation policies</td>
</tr>
<tr>
<td><strong>STAFFING</strong></td>
<td></td>
</tr>
</tbody>
</table>
| SAC & Union A/V Tech                                 | • **Required in any programming space or lobby for any event requiring more than 1 microphone.**  
  • **Must be assigned in 25Live at least one week prior to the event.**  
  • **Staff require 1.5 hours setup and 1 hour takedown equipment.** |
| SAC & Union Custodial Staff                          | • Assigned any time food is served to reflect extra attention space will require |
| SAC & Union Campus Catering                          | • Indicates event is being catered by Campus Dining.  
  • Custodial automatically assigned                     |
| SAC & Union Extended Hours Staff                     | • Charges to maintain an open building outside of operating hours. Approval required. |
| SAC & Union Grounds Staff                            | • Applicable to SAC Plaza events with food service.  
  • Assign 4 weeks before event.  
  • Pricing is determined by headcount and event duration.  |
| SAC & Union Lobby Setup                              | • Applicable to SAC Lobby and SAC Why Lobby when more than 4 tables are reserved. |
| SAC & Union Meeting Room Setup                       | • **Upon approval from Director of Operations**, required for special meeting room setups.  
  • Applicable to events requiring room reset fees post-event. |
| SAC & Union Outdoor Setup                            | • Required for events in the SAC Plaza.                             |
| **RESOURCE USAGE**                                   |                                                                      |
| SAC & Union Helium Tank Usage                        | • Assign 1 week in advance                                         |
| SAC & Union Ethernet Jack Use                        | • See “Telnet Jack Numbers” page for more info.                    |
| SAC & Union Phone Jack Use                           | • See “Telnet Jack Numbers” page for more info.                    |
SAC General 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 equipment used in meeting rooms

***Indicates requirement of SAC & Union A/V Tech.

<table>
<thead>
<tr>
<th>25Live Resource</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Chairs, Maroon</td>
<td>• For use anywhere in SAC.</td>
</tr>
<tr>
<td></td>
<td>• Also used in:</td>
</tr>
<tr>
<td></td>
<td>a) SAC Ballroom B</td>
</tr>
<tr>
<td></td>
<td>b) SAC Gallery</td>
</tr>
<tr>
<td></td>
<td>c) SAC Main Lobby</td>
</tr>
<tr>
<td></td>
<td>d) SAC Why Lobby</td>
</tr>
<tr>
<td></td>
<td>• Approx. 18” Wide x 18” Deep</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></td>
<td>• To reach SAC Ballroom A capacity, additional chairs may be required from Taylor Rental.</td>
</tr>
<tr>
<td>SAC Coat Rack</td>
<td>• 60 coats can fit on this portable rack</td>
</tr>
<tr>
<td>SAC Extension Cord</td>
<td>• 25’ long. 4 outlets.</td>
</tr>
<tr>
<td>SAC Laptop, Programming Spaces</td>
<td>• Dell brand</td>
</tr>
<tr>
<td></td>
<td>• Use in Programming Spaces only</td>
</tr>
<tr>
<td>SAC Overhead Projector</td>
<td>• NOT FOR USE WITH COMPUTER. For use with transparencies.</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 Piano (Digital)***</td>
<td>• Able to simulate a variety of pianos from baby grand through electric.</td>
</tr>
<tr>
<td></td>
<td>• Only to be used in Programming Spaces</td>
</tr>
<tr>
<td>SAC Podium, Tabletop</td>
<td>• For use in 3rd floor rooms</td>
</tr>
<tr>
<td>Item Description</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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 Sign Stand, Tabletop               | • Tall, single pole stands with pressure clip on top                                                                                      |
| SAC Skirting                           | • Assorted sizes, all black  
• Assign 1 per stage or table.  
• **Not available to food service tables.** |
| SAC Stage Piece                        | • See Staging Guide.  
• Recommended set-up for lecture is 4 pieces                                                                                                  |
| SAC Stage Railing                      | • Assign if needed for DJ platforms (does not affect stairs)                                                                                |
| SAC Stage Steps                        | • At least 1 needed for all stage usage.  
• 3' 3" Wide x 2" 9.5" Deep                                                                                                                     |
| SAC Stools                             | • Red, aluminum stools, great for comedy shows                                                                                               |
| SAC Table, High Cocktail               | • Silver high tables                                                                                                                        |
| SAC Table, Meeting Room Catering      | • For catering use in SAC 223 & 3rd floor meeting rooms  
• 24" x 6'                                                                                                                                         |
| SAC Table, Multimedia with Skirting   | • Small table to be used for event’s that wish to have the laptop next to podium instead of on it                                              |
| SAC Table, Rectangular 6ft             | • 30” x 6’, for use in all programming spaces & lobby                                                                                  |
| SAC Table, Meeting Room Catering      | • For catering use in SAC 223 & 3rd floor meeting rooms  
• 24” x 6’                                                                                                                                         |
| SAC Table, Round 60in                  | • 60” diameter  
• Black                                                                                                                                           |
| SAC Tensa Barriers                     | • Use for line management or to block off an area                                                                                        |
| SAC TV/VCR/DVD Cart                    | • Portable combo units                                                                                                                       |
SAC TELNET JACK NUMBERS

- Voice & Data jacks are available throughout the SAC but need to be turned on.
- Requests should be submitted to “Telnet” 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 activation & calls.

### MEETING ROOMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Terminal 1</th>
<th>Terminal 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC 302</td>
<td>5626 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC 303</td>
<td>5625 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC 304</td>
<td>5624 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC 305</td>
<td>5622 V1, V2, D1, D2</td>
<td>5623 V1, V2, D1, D2</td>
</tr>
<tr>
<td>SAC 306</td>
<td>5621 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC 308</td>
<td>5634 D1, D2</td>
<td>CC18 V1, V2</td>
</tr>
<tr>
<td>SAC 309</td>
<td>5633 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC 311</td>
<td>5629 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC 312</td>
<td>5628 V1, V2, D1, D2</td>
<td></td>
</tr>
<tr>
<td>SAC Pantry</td>
<td>Terminal 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5740</td>
<td></td>
</tr>
</tbody>
</table>

### PROGRAMMING SPACES

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

Terminal 1: 5783
Terminal 2: 5784
Terminal 3: 5785
Terminal 4: 5786

SAC Gallery

Terminal 1: 5787
Terminal 2: 2837

OTHER SPACES

<table>
<thead>
<tr>
<th>SAC Commuter Lounge (Lower Level)</th>
<th>NO JACK # V1, V2, D1, D2</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Kiosk</td>
<td>5547 D1 Phone Number: 632-1165</td>
</tr>
<tr>
<td>SAC Skylight Lounge</td>
<td>Terminal 1: 5630 V1, V2, D1, D2</td>
</tr>
<tr>
<td></td>
<td>Terminal 2: 5631 V1,V2,D1,D2</td>
</tr>
<tr>
<td></td>
<td>Terminal 3: 5632 D1-D4</td>
</tr>
</tbody>
</table>

SAC WIRELESS NETWORK COVERAGE

➢ Wireless access is available in the following areas:
  SAC Auditorium Commuter Lounge
  SAC Ballroom A Sculpture Garden
  SAC Ballroom B Traditions Lounge
  3rd Floor Meeting Rooms Plaza

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
> Stage piece is 2 feet high(not adjustable)
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
- Stage piece is 2 feet high (not adjustable)
SAC STAGING GUIDE (CONTINUED)

7 STAGES: side by side

Ballroom A only

Suitable for:
- 3 6' tables
- 6-9 chairs
- 1 podium
- Uses 2 steps

Or:
- 4 6' tables
- 8-12 chairs
- Without podium
- Uses 2 steps

SAC STAGING GUIDE

- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required
- Stage piece is 2 feet high (not adjustable)
**8 STAGES: side by side**

*Ballroom A only*

- Suitable for: 4 6’ tables
- 8-12 chairs
- 1 podium
- Uses 2 steps

---

**8 STAGES: box shape**

*Ballroom A only*

- Suitable for: 2 6’ tables at rear
- 4-6 chairs
- without podium
- Uses 2 steps

---

**SAC STAGING GUIDE**

- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required
- Stage piece is 2 feet high (not adjustable)
**SAC STAGING GUIDE (CONTINUED)**

9 STAGES: 6 side by side, 3 in front

**Ballroom A only**

*Suitable for:* 3 6’ tables
6-9 chairs
1 podium
Uses 2 steps

**SAC STAGING GUIDE**

- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required
- Stage piece is 2 feet high (not adjustable)
12 STAGES: 8 side by side, 4 in front

Ballroom A only

Suitable for:
- 4 6' tables
- 8-12 chairs
- 1 podium
- Uses 2 steps

SAC STAGING GUIDE
- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required
- Stage piece is 2 feet high (not adjustable)
### SAC Auditorium Layout Capacities

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>600</td>
<td>• <strong>with clear stage:</strong> 245 (fixed seating) + 355 (standing on floor).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>with people standing on clear stage:</strong> 245 (fixed seating) + 323 (standing on floor) + 32 (on stage)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>with tables, chairs or props on stage:</strong> 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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 245 fixed seating</td>
</tr>
</tbody>
</table>

**No Food Allowed**

### 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>
<tr>
<td>SAC Auditorium DVD Player***</td>
<td>• 5 disc player installed in A/V booth</td>
</tr>
<tr>
<td></td>
<td>• For audio and video</td>
</tr>
<tr>
<td>SAC Auditorium LCD Projector***</td>
<td>• Installed in A/V booth (SONY brand)</td>
</tr>
<tr>
<td></td>
<td>• For Computer PC, MAC, VHS Tape, DVD.</td>
</tr>
<tr>
<td></td>
<td>• Requires laptop for computer projections. User must supply computer, unless SAC Laptop has been requested. Laptop can be connected at podium or AV booth. <em>Indicate connection location in reservation comments.</em></td>
</tr>
<tr>
<td>SAC Auditorium Podium</td>
<td>• Wired into stage.</td>
</tr>
<tr>
<td></td>
<td>• Connected at stage left unless otherwise indicated.</td>
</tr>
<tr>
<td></td>
<td>• SAC/Union A/V Tech required if it needs to be moved. 30 minutes setup and 30 minutes takedown required to move podium before event and reconnect after event.</td>
</tr>
<tr>
<td>SAC Auditorium Screen</td>
<td>• Stationary, may be covered by sliding wood wall</td>
</tr>
<tr>
<td></td>
<td>• 24’ Wide x 12’ High.</td>
</tr>
</tbody>
</table>
SAC Auditorium Setup
- Required anytime SAC AUD is booked

SAC Auditorium VCR
- For audio and video

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
- A combined total of 28 microphones & audio inputs can be used from the above combination
- 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/Union 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 Operations**
SAC AUDITORIUM CLEAR ROOM
### 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>8/table: 392, 10/table: 460</td>
<td>49 60” rounds w/8 chairs each, 46 60” rounds w/10 chairs each&lt;br&gt;<em>Only available when required by head count</em></td>
</tr>
<tr>
<td>Vendor Style</td>
<td>138</td>
<td>69 6’ tables with 2 chairs each</td>
</tr>
</tbody>
</table>

### SAC Ballroom A Resources

***Indicates requirement of SAC/Union A/V Tech

<table>
<thead>
<tr>
<th>25Live Resource</th>
<th>Inventory</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Chairs, Maroon</td>
<td>916</td>
<td>18” Wide x 18” Deep</td>
</tr>
<tr>
<td>SAC Ballroom A DVD/CD Player***</td>
<td>1</td>
<td>Single disc player installed in A/V booth</td>
</tr>
<tr>
<td>SAC Ballroom A LCD Projector***</td>
<td>1</td>
<td>Installed in A/V booth&lt;br&gt;Can project the same image in both ballrooms. <em>Request in reservation comments.</em></td>
</tr>
<tr>
<td>SAC Ballroom A Podium</td>
<td>1</td>
<td>Portable, light wood podium w/Stony Brook logo</td>
</tr>
<tr>
<td>SAC Ballroom A Screen</td>
<td>1</td>
<td>Retractable Dimensions: 15ft High 26ft Wide</td>
</tr>
<tr>
<td>SAC Ballroom A Setup</td>
<td>n/a</td>
<td>Required anytime Ballroom A is booked</td>
</tr>
<tr>
<td>SAC Ballroom A Wireless Microphone***</td>
<td>4</td>
<td><em>Up to 4 wireless units in any combination</em> (lapel or handheld).</td>
</tr>
<tr>
<td>SAC Ballroom A Wireless Lapel Mic***</td>
<td>4</td>
<td><em>Up to 4 wireless units in any combination</em> (lapel or handheld).</td>
</tr>
</tbody>
</table>

**Ceiling Height Clearance: 20 Feet**
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 Operations
SAC BALLROOM A ROUND SEATING

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
STONE BROOK UNION
# 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>
</tbody>
</table>
| Lecture              | 2/table: 80 3/table: 120 | - 40 6’ tables w/2 chairs each  
                          |          | - 40 6’ tables w/3 chairs each            |
| Round Seating        | 8/table: 144 10/table: 180 | - 18 60” rounds w/8 chairs each  
                          |          | - 18 60” rounds w/10 chairs each  
                          |          | *Only available when required by head count* |
| Theater Style        | 195      |                                            |
| Vendor Style         | 78       | - 39 6’ tables w/2 chairs each             |

## SAC Ballroom B Resources

<table>
<thead>
<tr>
<th>25Live Resource</th>
<th>Inventory</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Ballroom B DVD/CD Player***</td>
<td>1</td>
<td>- Single disc player installed in Pantry cabinet</td>
</tr>
</tbody>
</table>
| SAC Ballroom B LCD Projector***        | 1         | - Mounted on the ceiling in the center of the room.  
                          |           | - Can project the same image in both ballrooms.  
                          |           | *Request in reservation comments.* |
| SAC Ballroom B VCR                     | 1         | - For audio and video                      |
| SAC Ballroom B Podium                  | 1         | - Portable, light wood podium w/Stony Brook logo |
| SAC Ballroom B Screen                  | 1         | - Retractable **Dimensions: 14ft High 18.3ft Wide** |
| SAC Ballroom B Setup                   | 1         | - Required anytime Ballroom B is booked.    |
| SAC Ballroom B Wireless Microphone***  | 4         | - **Up to 4 wireless units in any combination** (lapel or handheld). |
| SAC Ballroom B Wireless Lapel Mic***   | 4         | - **Up to 4 wireless units in any combination** (lapel or handheld). |

***Indicates requirement of SAC/Union A/V Tech***
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 Operations

CEILING HEIGHT CLEARANCE: 17 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

PANTRY ENTRANCE

FIRE CLEARANCE

FIRE CLEARANCE

9.3" Clearance

4.4"

8.6" Clearance
SAC BALLROOM B THEATER STYLE

SAC BALLROOM B
THEATER STYLE
Approx. 2.5 ft. b'twn 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

FIRE CLEARANCE
19" Clearance
8'6" Clearance
4'14"
3'7"
3'7"
9'3"

PANTRY ENTRANCE
2'8" 7'3"
22"
SAC BALLROOM B VENDOR STYLE

**SAC Ballroom B VENDOR STYLE**
2/table: maximum capacity 78 (39 tables)
3/table: maximum capacity 117 (39 tables)

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

- Overhead Screen
- Exit only, no loading or entry
- Pantry Entrance
- 9'3" Clearance
- 63 feet
- 8'6" Clearance
- 4'4" Clearance
## SAC Gallery Layout Capacities

**Available For Programming During Summer & Intersession ONLY**

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>110</td>
<td>• Standard Setup, Standing Capacity</td>
</tr>
<tr>
<td>Round Seating</td>
<td>8/table: 80</td>
<td>• 10 60&quot; Rounds with 8 chairs each</td>
</tr>
<tr>
<td></td>
<td>10/table: 80</td>
<td>• 8 60&quot; rounds with 10 chairs each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Only applicable when required by head count</td>
</tr>
<tr>
<td>Theater Style</td>
<td>50</td>
<td>• 50 chairs</td>
</tr>
<tr>
<td>Vendor Style</td>
<td>40</td>
<td>• 20 6’ tables with 2 chairs each</td>
</tr>
</tbody>
</table>

## SAC Gallery Resources

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC Chairs, Maroon</td>
<td></td>
</tr>
<tr>
<td>SAC Gallery Maintenance</td>
<td></td>
</tr>
<tr>
<td>SAC Gallery Setup</td>
<td>• Required anytime SAC Gallery is booked</td>
</tr>
</tbody>
</table>
SAC GALLERY CLEAR ROOM

SAC GALLERY
Approx. 2475 ft.²
CLEAR ROOM
maximum capacity 110
**SAC GALLERY ROUND SEATING**

**SAC GALLERY ROUND SEATING**
8/table: maximum capacity 80 (10 tables)
10/table: maximum capacity 80 (8 tables)

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

RESERVATIONS BOOK  STUDENT ACTIVITIES CENTER  STONY BROOK UNION
SAC GALLERY THEATER STYLES

SAC GALLERY
THEATER STYLE
maximum capacity 50

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

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
STONY BROOK UNION
SAC GALLERY VENDOR STYLE

SAC GALLERY VENDOR STYLE
2/table: maximum capacity 40 (20 tables)
3/table: maximum capacity 60 (20 tables)

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

RESERVATIONS BOOK  STUDENT ACTIVITIES CENTER
STONY BROOK UNION
**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>Conference Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC 309</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>SAC 312</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Practice Rooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC Basement Practice Space (010)</td>
<td>30</td>
<td>RESERVABLE FOR STUDENT GROUPS ONLY</td>
</tr>
<tr>
<td>SAC 3rd Floor Practice Room (307)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Lecture Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAC 302</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>SAC 303</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td>SAC 304</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>SAC 305</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>SAC 306</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>SAC 308</td>
<td>27</td>
<td></td>
</tr>
<tr>
<td>SAC 311</td>
<td>48</td>
<td></td>
</tr>
</tbody>
</table>
SAC 302
Lecture Style Setup
Maximum Capacity 84
84 chairs
29 - 6' tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS
SAC 303
Lecture Style Setup
Maximum Capacity 60

- 60 chairs
- 21 - 6' tables
- 1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS
SAC 304
Lecture Style Setup
Maximum Capacity 48

48 chairs
17 - 6' tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS
SAC 305
Lecture Style Setup
Maximum Capacity 69

80 chairs
21 - 6' tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS

GREENBOARD/SCREEN

Table w/podium

5622
V1, V2
D3, D2

5623
V1, V2
D1, D2
SAC 306
Lecture Style Setup
Maximum Capacity 72
72 chairs
25 - 6' tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS

GREENBOARD/OVERHEAD SCREEN

Table w/podium

RESERVATIONS BOOK
STUDENT ACTIVITIES CENTER
STONY BROOK UNION

43
SAC 308
Lecture Style Setup
Maximum Capacity 27
27 chairs
9 - 6’ tables
1 tabletop podium

DIAGRAM TO SCALE
NO SPECIAL SETUPS

GREENBOARD/D
OVERHEAD SCREEN

23’

23’
SAC 309
Conference Style Setup
Maximum Capacity 18

18 chairs
6 - 6' tables

DIAGRAM TO SCALE
NO SPECIAL SETUPS

23'
22
SAC 312
Conference Style Setup
Maximum Capacity 18

18 chairs
6 - 6' tables

DIAGRAM TO SCALE
NO SPECIAL SETUPS
**SAC BASEMENT REHEARSAL ROOM**

- **Dimensions:**
  - Width: 37 feet

- **Features:**
  - **MIRROR**
  - **SAC Basement Rehearsal Room**
    - Max Capacity: 49 people

- **Booking Rules:**
  - Only registered student clubs & orgs may book. Monday thru Sunday 6pm till Midnight
SAC THIRD FLOOR PRACTICE ROOM (307)

Booking Rules:
Only registered student clubs & orgs may book. Monday thru Sunday 6pm till Midnight.

SAC 3rd Floor Rehearsal Room
Student Club & Org Rehearsal space
Max Capacity: 170 ppl
# SAC Lobbies & Sculpture Garden 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 Sculpture Garden</td>
<td>As Is</td>
<td>125</td>
<td>Evening Events are not possible as there are no exterior lights</td>
</tr>
<tr>
<td></td>
<td>Reception</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

Maximum Assignment:
- 13 SAC Tables 6', Standard
- w/ 2 Ballroom & Lobby Chairs per table + Kiosk
- Electric at tables are indicated by "E"

Stairs to Seawolves and Dining Hall

Kiosk
- X 5547 D1
- 2 high chairs

Info Desk
SAC Lobby Literature Tables

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:
- 13 SAC Tables 6", Standard
- w/ 2 Ballroom & Lobby Chairs per table + Kiosk
- Electric at tables are indicated by "E"

Stairs to SeaWolves and Dining Hall

Ramp

Kiosk:
- 1
- D1
- 2 high chairs

1 2 3 4
5 6 7 8 9 10 11 12 13

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
SAC WHY LOBBY VENDOR STYLE

NOT TO SCALE
SAC SCULPTURE GARDEN

FALL, SUMMER & SPRING LAYOUT: 4 picnic tables w/ 2 chairs each
WINTER LAYOUT: Clear
maximum occupancy 125: 75 (Cement Area) + 50 (Grass Area)
NOT TO SCALE
## 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 Plaza     | 5,000    | *                                                                    |
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 AV Booth for Ballroom B and caterers should be notified to keep the corner with the AV Rack clear of obstructions.

Assign maximum of 5 SAC Tables, 6' Standard if needed by caterer.
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 ELECTRICAL 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.
**UNION GENERAL RESOURCES**

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNION Chair, Blue Folding</td>
<td>For use in:</td>
</tr>
<tr>
<td></td>
<td>• SBU Aud stage</td>
</tr>
<tr>
<td></td>
<td>• SBU Lobby</td>
</tr>
<tr>
<td>UNION Chair, Bi Level</td>
<td>• For Bi-Level use only</td>
</tr>
<tr>
<td>UNION Easel</td>
<td>•</td>
</tr>
<tr>
<td>UNION Table, Rectangular 6ft</td>
<td>• 30” deep</td>
</tr>
<tr>
<td>UNION Table, Round 60in</td>
<td>• 10 can be adjusted to wheelchair height</td>
</tr>
</tbody>
</table>

**Union Telnet Jack Numbers**

- Voice & Data jacks are available throughout the Union but need to be turned on.
- Requests should be submitted to “Telnet” 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 activation & calls.

**MEETING ROOMS**

<table>
<thead>
<tr>
<th>Room</th>
<th>Terminal 1: 6122 V1, V2, D1, D2</th>
<th>Terminal 2: 6116</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union 226</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union 231</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union 236</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union 237</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union 247</td>
<td>Terminal 1: 6226 V1, V2, D1</td>
<td>Terminal 2: 6227 V1, V2, D1, D2</td>
</tr>
<tr>
<td>Union UCC 135A</td>
<td>Terminal 1: 6248 V1, V2, D1</td>
<td></td>
</tr>
<tr>
<td>Union UCC 135B</td>
<td>Terminal 1: 6249 V1, V2, D1</td>
<td></td>
</tr>
<tr>
<td>Union UCC 135C</td>
<td>Terminal 1: 6250 V1, V2, D1</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER SPACES**
<table>
<thead>
<tr>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Auditorium</td>
<td>Always active</td>
</tr>
<tr>
<td>Union UCC Lounge</td>
<td>Terminal 1: 6246 V1, V2, D1, D2</td>
</tr>
</tbody>
</table>
UNION AUDITORIUM LAYOUT CAPACITY

No Catering

<table>
<thead>
<tr>
<th>LAYOUT</th>
<th>CAPACITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theater style</td>
<td>373</td>
<td>• 348 fixed seats with tablet arms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 6 wheelchair accessible spots in rear</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 19 people on stage</td>
</tr>
</tbody>
</table>

UNION AUDITORIUM RESOURCES

***Indicates requirement of SAC & Union A/V Tech

• Comfortable space for panel discussions, lectures, power point presentations, and comedy shows.
• Not an ideal venue for events requiring significant sound or video cues.
• Audio/Visual Booth located in rear of the room for SAC & Union A/V Techs to monitor events and control sound volumes. All connections, and components (CD/DVD/VCR,VGA, network, RCA) are located in a workstation at the front of the room next to the stage. Only A/V Techs are permitted to run this equipment.
• Microphone capacity:
  • 2 wireless max (any combination of handheld or lapel)
  • 2 wired max.

<table>
<thead>
<tr>
<th>25Live RESOURCE</th>
<th>QUANTITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNION Auditorium DVD/VCR Player</td>
<td>1</td>
<td>Requires laptop for PowerPoint presentations.</td>
</tr>
<tr>
<td>UNION Auditorium LCD Projector</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>UNION Auditorium Podium</td>
<td>2</td>
<td>Maroon: 1 for stage, 1 for floor (thin)</td>
</tr>
<tr>
<td>UNION Auditorium Microphone***</td>
<td>2</td>
<td>No A/V tech required if only 1 mic total is required.</td>
</tr>
</tbody>
</table>
UNION AUDITORIUM THEATER

STAGE (approx. 88 sq ft) AND OVERHEAD SCREEN

SBU AUDITORIUM
THEATER STYLE
maximum capacity 373: 348 (tablet chairs) + 6 (Wheelchair) + 19 (people on stage)

NOT TO SCALE

Booking Rules:
Space not available Fall & Spring semesters Monday thru Friday 8am – 7pm until after third week of classes.
Available to book during Campus Lifetime (Wednesdays 12:30-2:10pm).
No food allowed.
**Union Ballroom Layout Capacities**

*Food service tables on tile floor ONLY*

<table>
<thead>
<tr>
<th>Layout</th>
<th>Capacity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>330</td>
<td>• Up to 330 people Standing room capacity</td>
</tr>
<tr>
<td>Round Seating</td>
<td>264</td>
<td>• 33 round tables w/8 chairs each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 13 round tables on carpet w/8 chairs each</td>
</tr>
<tr>
<td>Theater Style</td>
<td>290</td>
<td>• 290 chairs.</td>
</tr>
</tbody>
</table>

**Union Ballroom Resources**

<table>
<thead>
<tr>
<th>25Live Resource</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNION Chair, Ballroom</td>
<td>331</td>
<td>• For use only in Union Ballroom</td>
</tr>
<tr>
<td>UNION Ballroom Podium w/ Built in Mic</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>UNION Ballroom Setup</td>
<td>n/a</td>
<td>• Required anytime Union Ballroom is booked.</td>
</tr>
</tbody>
</table>

There are no AV resource available for this space.
UNION BALLROOM CLEAR ROOM

Delancey Overflow Protocol

- For events with headcounts exceeding SBU Ballroom Capacity, SBU Ballroom can be enlarged by opening the air walls which connect to Delancey Street Deli.
- When SBU Delancey Overflow is utilized, shaded area (top left corner) is used to store Delancey Street Deli furniture.
- Event Schedulers must obtain permission from Hillel Foundation.
- This option is available only when Delancey Street Deli is closed.

SBU BALLROOM
Approx. 3366 ft²
CLEAR ROOM
Maximum Capacity 330

SBU DELANCEY OVERFLOW

University Cafe

Wood Dance Floor

Front of Room

STONY BROOK UNION
STUDENT ACTIVITIES CENTER
RESERVATIONS BOOK
**UNION BALLROOM ROUND SEATING**

**SBU BALLROOM ROUND SEATING**
maximum capacity 264
(33 tables)

**Delancey Overflow Protocol**
- For events with headcounts exceeding SBU Ballroom Capacity,
  SBU Ballroom can be enlarged by opening the air walls which connect to Delancey Street Deli.
- When SBU Delancey Overflow is utilized, shaded area (top left corner) is used to store Delancey Street Deli furniture.
- Event Schedulers must obtain permission from Hillel Foundation.
- This option is available only when Delancey Street Deli is closed.

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

**Delancey Overflow ROUND CAPACITY - 32**
(4 tables)

**University Cafe**
Union Ballroom Round Seating Clear Dance Floor

SBU Ballroom Round Seating (Clear Dance Floor)
Maximum Capacity 104 (13 tables)

- For events with headcounts exceeding SBU Ballroom Capacity, SBU Ballroom can be enlarged by opening the air walls which connect to Delancey Street Deli.
- When SBU Delancey Overflow is utilized, shaded area (top left corner) is used to store Delancey Street Deli furniture.
- Event Schedulers must obtain permission from Hill Foundation.
- This option is available only when Delancey Street Deli is closed.

SBU Delancey Overflow
3 round tables

Union Cafe

Wood Dance Floor

Front of Room

Stony Brook Union
UNION BALLROOM THEATER STYLE

Delancey Overflow Protocol

- For events with headcounts exceeding SBU Ballroom Capacity, SBU Ballroom can be enlarged by opening the air walls which connect to Delancey Street Deli.
- When SBU Delancey Overflow is utilized, shaded area (top left corner) is used to store Delancey Street Deli furniture.
- Event Schedulers must obtain permission from Hillel Foundation.
- This option is available only when Delancey Street Deli is closed.

SBU BALLROOM
THEATER STYLE
Maximum Capacity 200

SBU DELANCEY
OVERFLOW
30 chairs

University Cafe

Wood Dance Floor

SBU BALLROOM &
SBU DELANCEY OVERFLOW
THEATER STYLE
Maximum Capacity 320

RESERVATIONS BOOK  STUDENT ACTIVITIES CENTER  STONY BROOK UNION
## Union Bi-Level, Lower Level Layout Capacities

<table>
<thead>
<tr>
<th>Layout</th>
<th>Capacity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Room</td>
<td>262</td>
<td></td>
</tr>
<tr>
<td>Round Seating</td>
<td>160</td>
<td>• 20 60&quot; round tables w/8 chairs each.</td>
</tr>
<tr>
<td>Theater Style</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

## Union Bi-Level, Lower Level Resources

<table>
<thead>
<tr>
<th>25Live Resource</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNION Chair, Bi-Level Chair</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>UNION Bi-Level Setup</td>
<td>n/a</td>
<td>• Required anytime Union BI-LVL, LL is assigned.</td>
</tr>
</tbody>
</table>
### UNION 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>Conference Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• UNION UCC 135A</td>
<td>13</td>
<td>• Space is located in Unity Cultural Center.</td>
</tr>
<tr>
<td>• UNION UCC 135C</td>
<td>16</td>
<td>• Space is located in Unity Cultural Center.</td>
</tr>
<tr>
<td>Conference &amp; Lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Dual Layout)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• UNION 247</td>
<td>34</td>
<td>• 26 chairs lecture style.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8 chairs around conference table.</td>
</tr>
<tr>
<td>Lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• UNION 226</td>
<td>41</td>
<td>• Space is located in Unity Cultural Center.</td>
</tr>
<tr>
<td>• UNION 231</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>• UNION 236</td>
<td>73</td>
<td></td>
</tr>
<tr>
<td>• UNION 237</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>• UNION UCC 135B</td>
<td>27</td>
<td></td>
</tr>
</tbody>
</table>
Union 226

SBU 226
LECTURE STYLE
maximum capacity 41: 40 Student Chairs + 1 Instructor
20 Student Tables + 1 Instructor
1 tabletop podium
DIAGRAM TO SCALE

Booking Rules:
Space not available Fall & Spring semesters Monday thru Friday 8am – 7pm until after third week of classes.
Available to book during Campus Lifetime (Wednesdays 12:50-2:10pm).
Space comes “AS IS”
**Union 231**

**SBU 231**
LECTURE STYLE
maximum capacity 46: 44 Student Chairs + 1 Instructor
15 Student Tables + 1 Instructor
1 tabletop podium

**DIAGRAM TO SCALE**

*Booking Rules:*
Space not available Fall & Spring semesters Monday thru Friday 8am – 7pm until after third week of classes. Available to book during Campus Lifetime (Wednesdays 12:30-2:10pm).
Space comes "AS IS"
RESERVATIONS BOOK

STUDENT ACTIVITIES CENTER

STONY BROOK UNION

UNION 236

SBU 236
LECTURE STYLE
maximum capacity 73: 72 Student Chairs + 1 Instructor
36 Student Tables + 1 Instructor
1 tabletop podium
DIAGRAM TO SCALE

Booking Rules:
Space not available Fall & Spring semesters Monday thru Friday 8am – 7pm until after third week of classes.
Available to book during Campus Lifetime (Wednesdays 12:30-2:10pm).
Space comes "AS IS"
Union 237

SBU 237
LECTURE STYLE
maximum capacity 49: 48 Student Chairs + 1 Instructor
24 Student Tables + 1 Instructor
1 tabletop podium
DIAGRAM TO SCALE

Booking Rules:
Space not available Fall & Spring semesters Monday thru Friday 8am - 7pm until after third week of classes.
Available to book during Campus Lifeline (Wednesdays 12:50-2:10pm).
Space comes "AS IS"
Union 247

SBU 247
LECTURE STYLE: 18 seats
CONFERENCE STYLE: 8 seats around oval conference table
maximum occupancy 34

Space comes "AS IS"
Union UCC 135A

SBU UCC 135A
CONFERENCE STYLE
10 chairs setup around 1 long oval conference table
NOT TO SCALE

Booking Rules:
See "Unity Cultural Center Reservation Process" for availability.
Space comes "AS IS"
Union UCC 135B

SBU UCC 135B
LECTURE STYLE (Standard Layout)
maximum capacity 24 people
NOT TO SCALE

Booking Rules:
See "Unity Cultural Center Reservation Process" for availability.
Space comes "AS IS"
Union UCC 135C

SBU UCC 135C
CONFERENCE STYLE
14 chairs setup around 1 long oval conference table
NOT TO SCALE

Booking Rules:
See "Unity Cultural Center Reservation Process" for availability.
Space comes "AS IS"
## Union Ancillary Spaces Capacities

<table>
<thead>
<tr>
<th>SPACE</th>
<th>CAPACITY</th>
<th>SETUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union Ballroom Patio</td>
<td>10</td>
<td>• Clear</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reception</td>
</tr>
<tr>
<td>Union Mall</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Union University Café</td>
<td>64</td>
<td></td>
</tr>
</tbody>
</table>
Union Ballroom Patio

Combination of benches and gardens adjoin SBU University Café outside dining area.

NOT TO SCALE
UNION BALLROOM PATIO
RECEPTION AREA
8/table: maximum capacity 48 (6 tables)

NOT TO SCALE

- Taylor rental will be needed for furniture
- Submit Request for Amplified Sound if AV is needed.
Stony Brook Union

SBU Mall
Diagram not to scale

- Submit Request for Amplified Sound if A/V is needed.
- SBU Chairs, White Folding may be assigned.
- No electricity available.
UNIVERSITY CAFE

STANDARD SETUP: Lounge area with stage and professional A/V equipment.
Furniture consists of cafe style tables and chairs adjacent to full-service bar (during designated hours).

Maximum Capacity 64 (with Tables & Chairs)
Maximum Capacity 138 (Clear Room)
HELPFUL LINKS

- Academic Calendar
  http://www.stonybrook.edu/registrar/calendar-academic.shtml

- Accessibility
  http://studentaffairs.stonybrook.edu/for/facilities/index.shtml

- Athletics (events, ticket prices etc.):
  http://www.goseawolves.org/tickets/ston-10-tickets.html

- Campus Dining Services (operating hours, catering etc.):
  http://www.campusdining.org

- Conferences and Special Events
  http://www.stonybrook.edu/cse

- Directions to the Campus
  http://studentaffairs.stonybrook.edu/for/about/directions.shtml

- Facilities Operations: Student Activities Center & Stony Brook Union
  forms, pictures, directions to buildings & loading areas, internet access, policies
  http://studentaffairs.stonybrook.edu/facilities/

- Transportation & Parking
  http://www.stonybrook.edu/parking/

- Wang Center (reservations etc.)
  http://www.stonybrook.edu/commcms/wang/facilities/reservations.html