



Wiseman Student Centre & Conference Services

CAMPUS SPACE REQUEST FORM PROCESS

Attached is a copy of the current Campus Space Request Form and a list of people who can sign for their respective areas. University personnel requesting to use University facilities for personal use, must fill out the Community Group Space Request Form.

Required signatures for **all student functions**:

- 1) Advisor
- 2) Student Government Association
- 3) Director of Student Life
- 4) If Applicable (Classroom, Grounds, etc.)

Required signatures for **all department functions**:
(Meeting, Retreats, etc.)

- 1) Department Head
- 2) If Applicable (Classroom, Grounds, etc.)

Space Request Forms with all required signatures are due in the Wiseman Student Centre Office five (5) business days prior to the date of the function. The five (5) business days, does not include the day that the form is received or the day of the event. There will be no exceptions, please plan accordingly. Completed Space Request Forms should be taken to the Wiseman Student Centre, Room 111 for final processing.

Space Request Forms for parties, dances, concerts or similar events are due in the Wiseman Student Centre office with all required signatures ten (10) business days prior to the date of the function. The 10 business days, does not include the day that the form is received or the day of the event. **No loud noises (music, bands, DJ's, etc.) before 3:00 p.m. Monday through Friday.**

The Wiseman Student Centre reserves the right to change meeting rooms based on the number of guests listed on the space request form. However, it is at our discretion to use the requested area(s) to capacity. If a group is requested to change rooms, we will find another area that is comparable to the group's size and needs.

Misrepresentation on the type of event or failure to fully disclose pertinent details regarding the event may result in additional charges or denial of facility use.

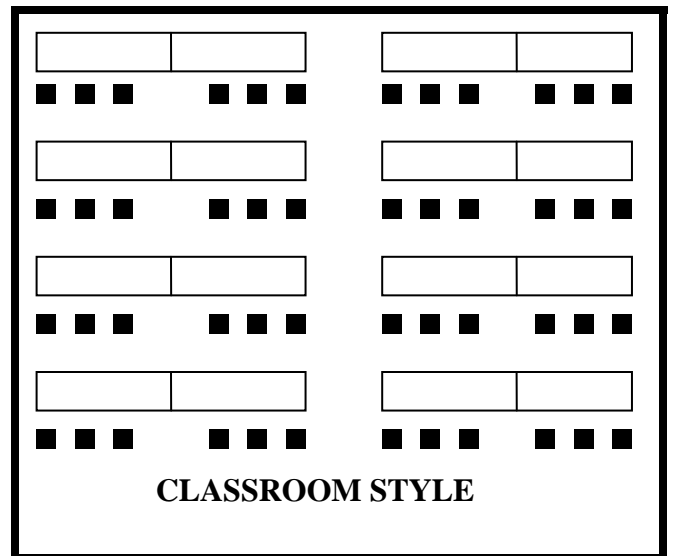
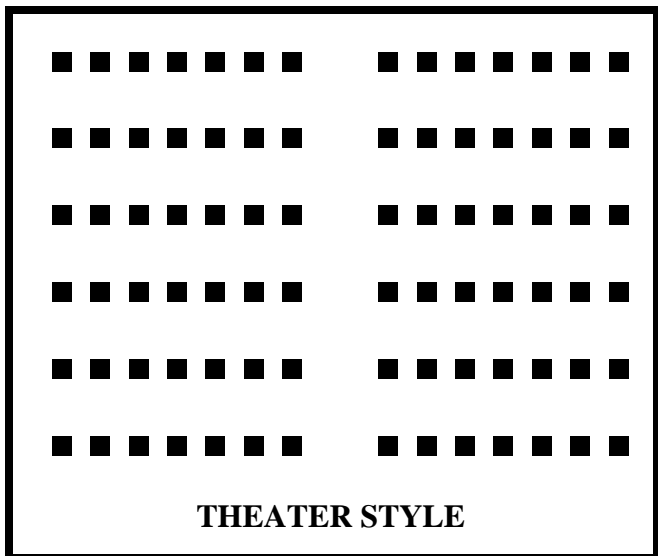
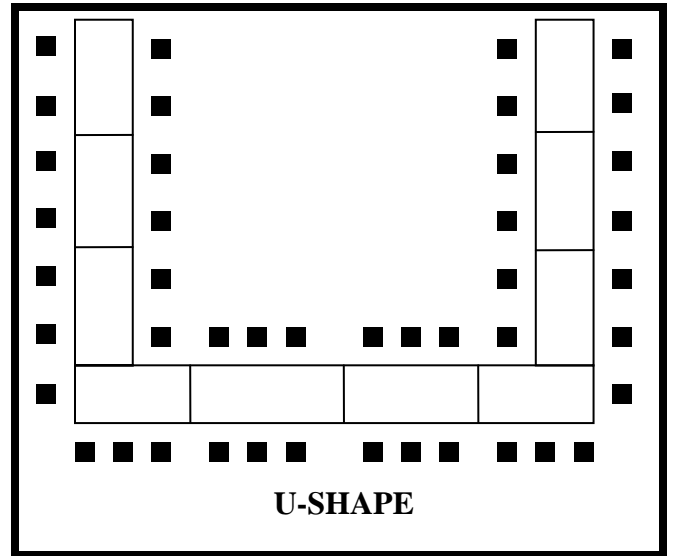
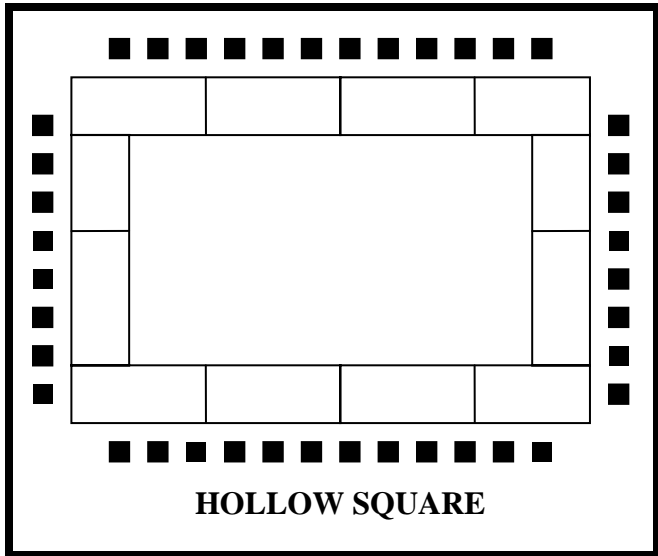
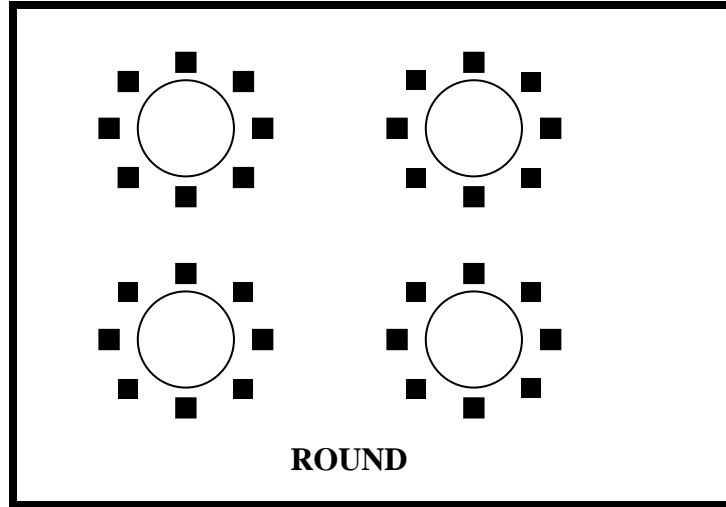
Request for Tables and Chairs:

If tables and/or chairs are needed for your event and the request is not made on the space request form, these items will not be provided. If you request tables and/or chairs on your space request form, the Scheduling Office will make the arrangements with ABM Services, Inc. If ABM Services informs the Scheduling Office that your request cannot be filled, then the Scheduling Office will notify you. You will be responsible for payment and making arrangements with an outside company to provide your group with tables and chairs.

The Wiseman Student Centre provides tables and chairs for setups in the Student Centre ONLY. If your event requires more tables and/or chairs than what the Centre can provide, you will be notified. You will be responsible for payment and making arrangements with an outside company to provide your group with additional tables and/or chairs.

Cancellation Policy: See Attached Information

MOST FREQUENTLY REQUESTED SET-UPS





PLANNING INFORMATION

The Wiseman Student Centre Hours

Main Office:

Monday Thru Friday 8AM to 5PM

Gameroom:

Monday Thru Friday 8AM to 12AM

Saturday 9AM to 12AM

Sunday 10AM to 9PM

The Wiseman Student Centre Inclement Weather Emergency Plan:

If the University is closed the Wiseman Student Centre opens at 12:00 p.m. and closes at 7:00 p.m. and all other University areas will remain closed. If the University is on delay time the WSC and all other areas would open at that specified time. If the University closes early the WSC remains open until 10:00 p.m. and all other areas will be closed.

CANCELLATION POLICY:

Operating cost involved

Cancellation of an event that has operating costs must be received in writing in the scheduling office 48 hours prior to your event. If written notice is not received, you will be charged all applied operating cost if applicable.

No operating cost involved

Cancellation of an event that doesn't involve operating cost must be received in writing in the scheduling office 24 hours prior to your event. If written notice is not received, it may affect future reservation privileges.

SPACE REQUEST FORM REQUIRED SIGNATURES

FACILITY & DEPARTMENT	PRIMARY	ALTERNATE
ALL Classrooms	Bonnie Harrington – 23249 Henry Admin - Room 111	
Grounds	Michael Harris – 24186 Maintenance - Room 101	
Special Collections (Library)	Dr. Bradberry – 23849 Thurgood Marshall Library Main Office 2 nd Floor	
MLK Music Rooms 143 & 145	Aldolph Wright – 23762 Martin Luther King – Room 281	
McAuliffe Hall	Melissa Noblit - 21602 (9a – 5p) Ricardo McCray – 21336 (5p – 12a)	
Haley Hall	April Cutchember - 24267	
Holmes Hall	Jeremy Henderson - 24271	
Kennard Hall	William Tweedle - 24252	
Towers	Stephanie Leonard - 24275	
Tubman Hall	Darlene Burwell - 24295	
Promenade West (Behind the WSC)	Michael Harris – 24186 Maintenance - Room 101	
Promenade East (Behind Tubman)	Michael Harris – 24186 Maintenance - Room 101	
Rathskeller, Auxiliary Dining Room, Cafeteria	Selenna Phillips – x23816 WSC – Gold Room	
Fraternity & Sorority Plots	Dorothy Holland– x23394 WSC – Room 118	
McKeldin Gym James Gym	Shawn Lamb – 23812 WSC - Room 131	
Goodloe House	Karen Tyler – 23814 WSC – Room 115	



CAMPUS SPACE REQUEST FORM

Date of Application

Set-Up Time

Event Start Time

Building & Room Requested

Date of Event

Breakdown Time

Event End Time

Admission Fee

Estimated Attendance

***No loud noises (music, bands, DJ's, etc.) before 3:00 p.m. Monday through Friday, for outside events.**

Type of Event:

Organization:

Advisor/Rep Name: _____
(Advisor must be present during entire event.)

(Conference, Meeting, Dance include DJ, Band)

Advisor Signature:

Chair/Dept Head: _____

Contact Person

Address of Organization

Advisors Contact Information:

Work: _____

Fax: _____

Other: _____

Contact Number

Email Address

Program is open to:

- Reserving Group & Guest Only
- Faculty/Staff
- Students
- Public

Room & Stage Set-up and/or Equipment:

Audio Visual (**Contact Media Operation (x23900) for ALL facilities except WSC**)

- Food (**First right of refusal**)
- Housing

Are you inviting dignitaries and/or VIP's (Governor, President from other Universities, Mayor, popular speakers, etc.) to your event?
Yes No If yes, give names and titles _____

Are you inviting vendors to this event? Yes No If yes, what type _____

Please contact the Wiseman Student Centre if you are not sure whether your guests fall into the categories above.

Order of Signatures:

Scheduling Office

Date

SGA, WSC-139 (President or VP ONLY)
(Student Groups ONLY)

Date

Director of Student Life, WSC-137
(Student Groups ONLY)

Date

If Applicable (See Required Signature Page)

Date

----- **FOR OFFICE USE ONLY** -----

Public Safety, Robinson Hall, Room 110A

Date



CAMPUS PARTY FORM

Date of Application

Set-Up Time

Event Start Time

Building & Room Requested

Date of Event

Breakdown Time

Event End Time

Admission Fee

Estimated Attendance

***No loud noises (music, bands, DJ's, etc.) before 3:00 p.m. Monday through Friday for outside events.**

Organization:

Chair/Dept. Head:

Advisor/Rep Name:

Advisor Signature:

(Advisor must be present during entire event.)

Contact Person

Address of Organization

Advisors Contact Information:

Work: _____

Contact Number

Email Address

Fax: _____

Other: _____

Program is open to:

- Reserving Group & Guest Only
- Faculty/Staff
- Students
- Public

Room & Stage Set-up and/or Equipment:
Audio Visual (**Contact Media Operation (x23900) for ALL facilities except WSC**)

- Food (**First right of refusal**)
- Housing

Are you inviting dignitaries and/or VIP's (Governor, President from other Universities, Mayor, popular speakers, etc.) to your event?
Yes No If yes, give names and titles _____

Will you have a DJ? Yes No

Will you have a band? Yes No If yes, please give a detailed description, including the name of the group: _____

Will you be making arrangements to bring in a generator? Yes No If yes, what company will you be using: _____

Are you inviting vendors to this event? Yes No If yes, what type _____

Please contact the Wiseman Student Centre if you are not sure whether your guests fall into the categories above.

Order of Signatures:

Scheduling Office

Date

**Student Government Association, WSC-137
(Student Groups ONLY)**

Date

**Director of Student Life, WSC-137
(Student Groups ONLY)**

Date

----- **FOR OFFICE USE ONLY** -----

Public Safety, Robinson Hall, Room 110A

Date

Dean of Student Affairs

Date



Campus Yard Signs Do's & Don'ts

Do's

- You can post signs on the backside of the pond area across from the stop sign.
- You can post signs on the second center island on Loop Road near Goodloe Apartments.
- You can post signs at the end of Loop Road near the Maintenance Building.
- You can post signs on Loop Road.

Rules

- All signs must be at least seventy-five feet (25 yards) away from all intersections.
- All signs must be two feet away from all roadways and sidewalks where applicable.
- Signs can be posted two weeks prior to your event.
- The group must remove all signs from all areas immediately following the end of the event.
- If the sign is an approved message, then the sign can be posted for two weeks.
- You can't post signs in any other areas besides the areas listed above.

Don'ts

- Signs can't be placed between the entranceway of Rte. 197 and the stop sign facing the pond.
- Signs can't be placed in the front or the side of the pond circle area.
- Signs can't be attached to fences or gates.
- Signs can't be placed on any flowerbeds.
- Signs can't be placed on any trees.
- Signs can't be placed on any light poles.
- Signs can't be attached to property/University signs.
- Signs can't be placed on any parking lot median.



ROOM CAPACITY AND SET-UP OPTIONS

J. Alexander Wiseman Student Centre

Space	Set-Up	Capacity	With Head Table	With Stage
Room 102	Roundtables	195	150	150
	U-Shape	35	35	35
	Hollow Square	40	40	-----
	Theater Style	300	275	250
	Reception *	416	-----	300

Space	Set-Up	Capacity	With Head Table
Room 107	Roundtables	48	32
	U-Shape	25	-----
	Theater Style	60	50
	Reception*	75	-----
	Classroom Style	30	25
	Conference Style	30	-----
Room 123/125	Roundtables	48	48
	U-Shape	25	-----
	Hollow Square	30	-----
	Theater Style	60	50
	Reception*	75	-----
	Classroom Style	30	30
	Conference Style	30	-----
Game Room	As Is	150	-----

*No tables or chairs.

- Multipurpose Room 102 = 53' Wide X 55' Long, 2,915 square feet
- Room 107 = 19' Wide X 36' Long, 684 square feet
- Room 123/125 - 21' Wide X 36' Long, 756 square feet



J. Alexander Wiseman Student Centre
Food Service Area

Space	Set-Up	Capacity
Rathskeller	Roundtables	100
	Theater Style	175
Cafeteria	Roundtables*	250
Auxiliary Dining Room	Roundtables	120

*Room is already preset with roundtables that seat 4 people per table.
 This is the only setup for this room.

Martin Luther King Communication Arts Center

Space	Set-Up	Capacity
Myers Auditorium	Preset in Theater Style	999
Lecture Hall 101	Preset in Theater Style	137
Lecture Hall 102		86
Classrooms	Theater Style*	15-30

*Chair with desk attached

Thurgood Marshall Library

Space	Set-Up	Capacity
Library Conference Room	U-shape with additional seating around the perimeter of the room	35
Library Auditorium	Preset in Theater Style	147
Special Collections Room	Preset with half theater style for 50 people and half in tables and chairs for 25 people	



Crawford Science Building

Space	Set-Up	Capacity
Classroom	Preset in Theater Style*	30

*Chair with desk attached.

Leonadis James Physical Education Complex

Space	Set-Up	Capacity
Basketball Arena**	Bleachers	2,200
With stage & bleachers only		2,000
Classroom	Theater Style*	30
Fields/Track/Courts		
Football Stadium		
Wrestling Room		

*Chair with desk attached.

**If it's not a basketball game, you must provide a floor covering. Floor cover must be 90' x 170'. Covering must be a low knapp type with all-weather unitary backing that is professionally installed.

Theodore McKeldin Gymnasium

Space	Set-Up	Capacity
Basketball Arena	Rounds	500
	Theater Style	900
	Reception*	1100
	Socials/Parties (Empty Room)	900

*No tables or chairs.

Center for Learning and Technology

Space	Set-Up	Capacity
CLT 102	Preset in Theater Style	250
CLT 117		124
Classrooms	Preset in Classroom Style*	30

*Chair with desk attached.

STAFFING RATES

Staff	Rate
Housekeeping	\$16.00 per hour, per person
Public Safety	Rates according to type of officer assigned to the event (ex: Police Officers, Security Guards or outside contractor)
Technician	No Charge
Building Manager	\$10.00 per hour, per person
Stage Manager	\$10.00 per hour, per person
Maintenance	Rates according to classification of worker assigned to the event

*****Recognized student organizations registered with SGA or university departments will not be assessed a rental fee, however, you will have to pay operating costs.**

*****If a department sponsors an outside group, the department is to immediately pay all costs. Payment will be made by purchase order for food and expenditure/revenue transfer for operating costs. A representative from the department must be present during the event.**