

Stanley O'Brien Center Scheduling and Usage Policy

1/17/2019

- Use limited to campus events (student, faculty or staff) or events hosted by a campus organization appropriate for academic or professional development.
- The space is not an appropriate venue for social events.
- Classes will not be held in the O'Brien Center.
- Board of Trustee meetings (2-3 a year) have first priority for the space.
- Beyond these uses, room requests can be submitted to Central Scheduling via 25Live.
- Meetings can be scheduled from 8:15 – 4:45. If after-hours access is required, a non-student Union employee must be in attendance and entrance/exit logistics must be arranged with Campus Safety, since work spaces in Grant Hall would be accessible without employees in that building at those times.
- Central Scheduling will coordinate with designated person from admissions and the request will be 1) approved with confirmation sent to requestor and admissions designee or 2) denied with Central Scheduling following up with requestor to select another location and/or date/time.
- All events will comply with Facilities Services (HVAC) capacity limits and New York State fire code which is listed in 25Live location description.

Room 117

Reserved for admission information sessions (2-3 times a day), recruitment events and open house programs.

Permanent set-up (outside of Trustee Meetings and special exceptions, which require paid set-up and take-down):

- 60 chairs theater style facing front of room
- 3-clusters of tables and chairs in back of room (seating for 36)

Food is limited to lobby and normally not allowed in the main room.

Rooms 016, 017 & 018

Set-up will be hollow rectangular with seating for 22, but can be rearranged, as long as it is returned to original set-up at end of event.

If video conference (via Zoom) is required, register for Room 016; otherwise request 017 or 018.

Food set-up should be in the downstairs lobby, but eating is allowed in these rooms.