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Student Organization Guide to Spaces on Campus



Any additions or corrections, please email backman@geneseo.edu.

PLEASE NOTE:

The information contained in this *Student Organization Guide to Spaces on Campus* is meant to provide students with a general overview of the different venues available on campus as well as provide suggestions for what types of events should be held in these spaces. Since policies, venue availability, and venue purposes change over time, this guide cannot possibly contain all the information you may need to implement your event.

For that reason ...

Before planning your event and reserving a space, it is recommended that you contact the individual or department responsible for that space to ensure that the venue meets your needs.

Campus Scheduling and Special Events (x5500) is a great place to start if you're unsure whether or not a space is suitable for your event.

FEES:

In addition, please note that there may be additional costs incurred for using the different spaces on campus that are not addressed in this guide. These fees may include charges for setups, tear-downs, cleaning, rental fees, building manager coverage, etc.

Specifically, the College Union charges for building manager coverage for any hours that the Union must be open for an event outside of normal building hours. For more information about fees associated with utilizing the College Union for an event or any other space on campus, please call Campus Scheduling and Special Events at x5500.

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ALICE AUSTIN THEATER

Location	In Brodie Hall which is across from Welles Hall
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Pat Baird, SOTA Music Secretary (x5824) Lori Morsch, SOTA Theater Secretary (x5841) Johnnie Ferrell, SOTA Professor (x5844)
Maximum Capacity	400
Facility Information	Theater seating, large stage with backstage, lighting, sound, dressing rooms
Recommended For	Small plays, dances, and lectures.
Additional Notes	You must receive permission from SOTA to have access to this facility. For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). If SA Tech cannot provide necessary tech, you may be instructed to contact Johnnie Ferrell (x5844). Dressing rooms must be reserved separately from auditorium.

BIG TREE INN

Location	Main Street
Contact for Reservation	Campus Auxiliary Services (x5666)
Additional Contacts	None
Maximum Capacity	98 in back reception area
Facility Information	Dining facility
Recommended For	Formal dinners and receptions.
Additional Notes	This space requires a rental fee which must be worked out with CAS.

BLAKE PATIO

Location	Outside Blake Hall near Milne Library and Integrated Science Facility
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	N/A
Facility Information	Medium-sized brick patio
Recommended For	Outdoor receptions and music acts (use patio as stage).
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). SA Tech and Facilities have the ability to turn off the outside lighting. You should reserve an inside venue in case of rain. This space requires special permission from Dr. Levison and cannot be utilized for noisy performances when classes are in session.

CAMPUS GRIND

Location	Second floor of MacVittie College Union
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Campus Auxiliary Services (x5666)
Maximum Capacity	129
Facility Information	Coffee/snacks available during business hours or by special request, large sofas and chairs, booths, tall tables and chairs, small stage with basic lighting
Recommended For	Acoustic performers and comedians.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). Contact CAS for additional assistance or for food requests. You should check to see what other events are going on in the College Union at the same time to make sure you're not going to overlap an important event.

CAMPUS HOUSE

Location	Main Street
Contact for Reservation	Campus Auxiliary Services (x5666)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	Upstairs – high tech room (50), large conference room (12), small conference room (8)/ Downstairs – Ballroom (100 reception/60 dinner)
Facility Information	Handicap access, patios, grilling services, tech equipment, 3 fireplaces, chairs, tables, bar available, elevator
Recommended For	Receptions
Additional Notes	This space charges a rental fee of \$75. CAS food must be used for all events in this space. Food is prepared in house in the kitchen located in the back.

COLLEGE GREEN

Location	In front of Erwin Hall and the Integrated Science Facility
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	N/A
Facility Information	Large open space
Recommended For	Outdoor gatherings, music, galas, and other special events.
Additional Notes	This space requires permission from higher ups, which will be asked for by Campus Scheduling and Special Events. Traditionally, this space restricts PA systems, rough activity, things being stuck into the grass or anything that might destroy the aesthetics of the space. You should reserve an inside venue in case of rain.

COLLEGE UNION BALLROOM

Location	Second Floor of the MacVittie College Union
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Chip Matthews, Director of College Union and Activities (x5926) Carey Backman, Asst. Director of College Union and Activities (x5150)
Maximum Capacity	700 standing, 500 seated, 300 at tables
Facility Information	Large open space, wood floors, stage, projection screen and ceiling-mounted projector, two dressing rooms, piano.
Recommended For	Lectures, bands, concerts/small recital groups, dinners, movies, dances, comedians, game shows, carnivals and other special events.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). If you need tech for your event, reserve CU 325 for balcony access. You may want to check to see if there are events in the Campus Grind at the same time. If no, you may want to reserve the space to prevent a noisy performance from overlapping. You must reserve the dressing rooms separately from the CU Ballroom. All tables, chairs, lecterns, or other set up needs must be requested through Campus Scheduling who will put in work orders for you. All work orders will be completed by Facilities and there are costs for these services. Any required food must be ordered through Campus Auxiliary Services (CAS) (x5666).

COLLEGE UNION PATIO

Location	In front of MacVittie College Union
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Chip Matthews, Director of College Union and Activities (x5926) Carey Backman, Asst. Director of College Union and Activities (x5150)
Maximum Capacity	N/A
Facility Information	Large open space with plants, brick
Recommended For	Musical performances, outdoor receptions, and other special events.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). You should reserve an inside venue in case of rain.

CORNER POCKET

Location	Second floor of MacVittie College Union
Contact for Reservation	Chip Matthews, Director of College Union and Activities (x5926)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	190
Facility Information	Pool tables, DDR, Guitar Hero, table tennis, air hockey, table games, booths, tall tables and chairs, small outdoor balcony
Recommended For	Pool/game night, parties centering on sports or television.
Additional Notes	Equipment cannot be moved so venue must be taken "as is."

DOTY PARK

Location	On Park Street, next to Doty building
Contact for Reservation	Geneseo Village Office (243-1177)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	N/A
Facility Information	Large open spaces, some benches, trash cans, and tables
Recommended For	Barbecues, sporting events, carnivals, and other special events.
Additional Notes	This space is not owned by the College and is under control of the Village. Depending on the activity, Village may require permits. You should reserve an inside venue in case of rain.

FIRESIDE LOUNGE

Location	Second floor of the MacVittie College Union
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Chip Matthews, Director of College Union and Activities (x5926) Carey Backman, Asst. Director of College Union and Activities (x5150)
Maximum Capacity	45
Facility Information	Fireplace, large table, couches, and chairs
Recommended For	Meetings, receptions, and small events.
Additional Notes	To use the fireplace, you must have the permission of Chip Matthews, Director of College Union and Activities (x5926).

GAZEBO

Location	Below Sturges Quad near Knight Spot
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	N/A
Facility Information	Wooden benches
Recommended For	Small reception or acoustic performer.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). SA Tech and Facilities have the ability to turn off the outside lighting. You should reserve an inside venue in case of rain.

HOLCOMB CAFETERIA

Location	Holcomb Hall near Holcomb Gymnasium
Contact for Reservation	Campus Scheduling and Special Events (x5150)
Additional Contacts	None
Maximum Capacity	500
Facility Information	Large open space, small staging area
Recommended For	Sports practices, small music events, rehearsals.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). This space is not typically used for performances.

HOLCOMB GYM

Location	Holcomb Hall
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	500
Facility Information	Bleachers, large open space, removable sporting equipment
Recommended For	Small music acts, rehearsal space.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). This space is not often utilized for performances.

HUNT ROOM

Location	First floor of the MacVittie College Union
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Chip Matthews, Director of College Union and Activities (x5926) Carey Backman, Asst. Director of College Union and Activities (x5150)
Maximum Capacity	49
Facility Information	Sofas, chairs, ceiling mounted projector and screen, TV/VCR/DVD can be provided
Recommended For	Small lectures, meetings, and pre -arranged group TV-watching.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). You will need to let Campus Scheduling and Special Events (x5500) know what set up you need with the chairs and any necessary tables.

INTERFAITH CENTER

Location	Franklin Street
Contact for Reservation	Sarah McClean (243-1460)
Additional Contacts	None
Maximum Capacity	Chandler Room – 330/ Founders' Room – 22
Facility Information	Kitchen fully equipped, nine-foot tables, 6-foot tables, round tables, chairs, lounge
Recommended For	Dinners and small musical performances.
Additional Notes	This space requires a rental fee - \$50 for four hours with \$50 security deposit.

KINETIC ART GALLERY

Location	Second floor of MacVittie College Union
Contact for Reservation	Carey Backman, Asst. Director of College Union and Activities (x5150)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	60
Facility Information	Small open space, art studio lighting, some pedestals available
Recommended For	Art shows and receptions
Additional Notes	You must be given approval from the Asst. Director of College Union and Activities or the AC Arts & Exhibits Coordinator to utilize art gallery equipment. The Kinetic Gallery Policies and Procedures can be found online at http://union.geneseo.edu in the "Organization" section.

KNIGHT SPOT

Location	Connected to Blake Hall with entrance from Sturges Quad
Contact for Reservation	Chip Matthews, Director of College Union and Activities (x5926)
Additional Contacts	Campus Scheduling and Special Events (x5500) Geneseo Late Knight (x5057)
Maximum Capacity	257
Facility Information	Dance floor, tall tables and chairs, DJ booth with equipment, lighting
Recommended For	Small musical performances, bands, dances, comedians, small special events.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). A trained employee must be on hand to access DJ booth and operate DJ equipment.

KUHL GYM

Location	Merritt Athletic Center
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Jim Lyons, Athletics (x5450)
Maximum Capacity	3,000
Facility Information	Bleachers, large open space, removable sporting equipment
Recommended For	Large concerts, large performing arts shows, athletic events, carnivals and other special events.
Additional Notes	<p>For technical assistance, contact SA Tech (www.geneseo.edu/~techserv).</p> <p>Permission to use the space must be given by Athletics.</p> <p>The Conference Room can be reserved as a "hang out" space for performers. There are no dressing rooms in Kuhl Gym. Instead, you must utilize locker rooms and this request must also be approved by Athletics.</p> <p>The back hallways can be used for security, tech storage, and a worker area for events and must also be approved by Athletics.</p> <p>Traditionally, green vinyl mats are placed to protect the gym floor. Placement of these mats is done by Facilities, is time-consuming (usually needs to be done the day before), and expensive.</p> <p>For some events, student organizations have been able to use tarps instead of the green mats which is much easier and more cost-effective. This needs to be worked out with Athletics in advance.</p> <p>A diagram of Kuhl Gym can be found online at http://www.geneseo.edu/~mcgraths.</p>

LETCHEWORTH DINING FACILITY/FAST EDDIE'S

Location	North residence hall village, next to Putnam Hall
Contact for Reservation	Campus Auxiliary Services (x5666)
Additional Contacts	Ginny Geer-Mentry (x5666)
Maximum Capacity	540 seated, 1100 total
Facility Information	Large open spaces, two floors, movable tables and chairs, kitchen, smaller room in Fast Eddies' with big screen TV
Recommended For	Dinners, small music events, food-centered activities.
Additional Notes	Once you've gotten approval from CAS, you may need to put in a formal reservation with Campus Scheduling and Special Events (x5500). For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). CAS must be consulted for all special food requests.

MARY JEMISON DINING HALL

Location	Between north residence halls and MacVittie College Union
Contact for Reservation	Campus Auxiliary Services (x5666)
Additional Contacts	Ginny Geer- Mentry (x5666)
Maximum Capacity	500 seated, 1000 total
Facility Information	Two floors, moveable tables and chairs, kitchen, some available performance space
Recommended For	Dinners, acoustic musicians, food-centered activities.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). Once you've gotten approval from CAS, you may need to request a formal reservation with Campus Scheduling and Special Events (x5500). CAS must be consulted for all special food requests. This venue may have limited hours.

MCCLELLAN HOUSE/LOCKHART GALLERY

Location	Main Street
Contact for Reservation	Gallery Director (x5779)
Additional Contacts	None
Maximum Capacity	10-15
Facility Information	Board room, open space normally used as art gallery
Recommended For	Very small receptions and art shows
Additional Notes	This space requires a rental fee that must be worked out with the Gallery Director.

NEWTON LECTURE HALLS

Location	Newton Hall, near Milne Library and behind Integrated Science Facility
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	none
Maximum Capacity	150-400 depending on which lecture hall is used
Facility Information	Lecture seating, seats with desks, projection equipment and screens, dry erase boards
Recommended For	Lectures, debates, open forums, movies.
Additional Notes	CIT (x5588) should be contacted for technical assistance. Lecture halls are typically only available in the evenings after classes are over for the day.

ONONDAGA BULLPEN

Location	Onondaga Hall main lobby
Contact for Reservation	Onondaga Residence Director (x5785)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	150-200
Facility Information	Two round tables, plastic chairs, built-in benches, two kitchens downstairs in Iroquois room
Recommended For	Small gatherings
Additional Notes	The center of the Bullpen is sectioned off from the remainder of the Bullpen and sits a little lower than the perimeter. The "barrier" consists of four built-in benches that wrap around each corner of the center area.

ONONDAGA FIELD

Location	Next to Onondaga Hall parking lots
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Brooks Hawley, Intramurals (x5353)
Maximum Capacity	N/A
Facility Information	Large open space
Recommended For	Sporting events, large picnics, inflatables (if you have generators)
Additional Notes	Electricity could be difficult in this area since there is no outside access to power. You should reserve an inside venue in case of rain.

RED JACKET DINING FACILITY/SOUTHSIDE CAFÉ

Location	South residence hall village
Contact for Reservation	Campus Auxiliary Services (x5666)
Additional Contacts	Ginny Geer-Mentry (x5666)
Maximum Capacity	500 seated, 1000 total
Facility Information	Large open spaces, two floors with rooms upstairs, movable tables and chairs, Smoothie machine, ice cream
Recommended For	Dinners, bands, food-centered activities.
Additional Notes	Once you've gotten approval from CAS, you may be required to submit a formal reservation with Campus Scheduling and Special Events (x5500). For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). CAS must be consulted for all special food requests.

ROBERT SINCLAIR THEATER (BLACK BOX)

Location	In Brodie Hall
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Pat Baird, SOTA Music Secretary (x5824) Lori Morsch, SOTA Theater Secretary (x5841) Sean McGrath, SOTA Technical Director (x5099)
Maximum Capacity	120
Facility Information	Theatre-style open space, some lighting, dressing rooms
Recommended For	Small theatrical events
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). You must receive special permission from SOTA to use the space. Dressing rooms must be reserved separately from theater.

ROEMER ARBORETUM

Location	Behind South Village residence halls
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	N/A
Facility Information	Trailed areas, gazebo
Recommended For	Tours, lectures, scavenger hunts, and other special events.
Additional Notes	You should reserve an inside venue in case of rain.

SARATOGA COMMONS GREAT ROOM

Location	Saratoga Commons near Route 63 By-pass
Contact for Reservation	Saratoga Commons Residence Director (x5796)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	40
Facility Information	Several tables and approximately 25 chairs, small kitchen with sink, fridge/freezer, stovetop range, and oven.
Recommended For	Meetings and parties.
Additional Notes	Parties using this facility are responsible for all clean up.

SARATOGA STREET

Location	Between Saratoga Townhouses
Contact for Reservation	Saratoga Residence Director (x5796)
Additional Contacts	Campus Scheduling and Special Events (x5500)
Maximum Capacity	N/A
Facility Information	Stone street
Recommended For	Street fairs
Additional Notes	Must contact Saratoga RD for permission, noise factor taken into account. Any event held in this space cannot block doors. You should reserve an inside venue in case of rain.

SCHRADER GYM

Location	Schrader Hall
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Jim Lyons, Athletics (x5450)
Maximum Capacity	1,200
Facility Information	Large open space, removable sporting equipment
Recommended For	Athletic activities, small musical acts
Additional Notes	Schrader Gym is Athletics new tournament gym so it is extremely difficult to reserve this space. You may want to opt for Kuhl Gym instead.

SOUTH HALL QUAD

Location	Between South Hall and Wadsworth Auditorium
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	N/A
Facility Information	Amphitheater, large white all for projection purposes
Recommended For	Outdoor movies and bands.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). SA Tech and Facilities have the ability to turn off the outside lighting. You should reserve an inside venue in case of rain.

STURGES AUDITORIUM

Location	Second floor of Sturges Hall
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	95
Facility Information	Small stage, piano, chairs with desks attached, and screen
Recommended For	Chamber ensemble performances
Additional Notes	Currently, SA Tech will not provide technical assistance for this space due to its poor power and tendency to short circuits.

STURGES QUAD

Location	Between Blake Hall and Sturges Hall
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	None
Maximum Capacity	N/A
Facility Information	Large park-like atmosphere in the center of academic buildings
Recommended For	Outdoor receptions and musical performances.
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). You should reserve an inside venue in case of rain.

WADSWORTH AUDITORIUM

Location	Between Erwin and Welles
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Pat Baird, SOTA Music Secretary (x5824) Lori Morsch, SOTA Theater Secretary (x5841) Sean McGrath, SOTA Technical Director (x5099)
Maximum Capacity	950 seated
Facility Information	Large stage, lighting, sound system, fixed seating, balcony, backstage area, projection screen and equipment, two group dressing rooms downstairs and two single dressing rooms onstage, piano
Recommended For	Lectures, seated concerts/recitals, performing arts, plays, dance groups, movies
Additional Notes	For technical assistance, contact SA Tech (www.geneseo.edu/~techserv). If SA Tech cannot assist you, you may be directed to contact Sean McGrath. If you need dressing rooms, they must be reserved separately from the auditorium. SOTA must give approval before space can be reserved. The auditorium doesn't have a loading dock so large sets and equipment that cannot fit through the outside double doors cannot be utilized. A diagram and general information about Wadsworth Auditorium can be found online at http://www.geneseo.edu/~mcgraths .

WILSON ICE ARENA

Location	Merritt Athletic Center
Contact for Reservation	Campus Scheduling and Special Events (x5500)
Additional Contacts	Jim Lyons, Athletics (x5450)
Maximum Capacity	2,200
Facility Information	Large floor space and seating around rink
Recommended For	Concerts, large special events
Additional Notes	This space is not traditionally used because the ice goes down at the start of October and stays down until mid-April. To utilize this space, more research would have to be done with Athletics.