Stony Brook University

Campus Life Centers

Dallas Bauman Center for Leadership and Service Scheduling Guide

TABLE OF CONTENTS

HOW TO USE THE SCHEDULING GUIDE

The scheduling guide provides information on events in the Dallas Bauman Center for Leadership and Service.

- 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:

⊖—	110 volt outlet
5628 V1, V2 D1, D2	Telnet Jack #s Voice Terminals Data Terminals

Seating Style Definitions

Seating Style	Notes
Clear Room	Standing Only No Tables, Chairs or Staging
Conference	6' Tables Set in a Square
Round Seating	72" Round Banquet Tables
Theater	Chairs Only
Vendor	6' Tables w/ 2 Chairs per table

Capacity Calculations For Non-Standard Setups

LAYOUT	FORMULA
All non-standard setups require approval by Assistant Director, Operations & Events 2 Weeks in Advance. (spanning both columns)	
Clear Room	● For every 6' or 1 round table reduce capacity by 3 ● For every piece of Bauman stage, reduce capacity by 5
Round Seating	● For every 2 6' tables remove 1 round table ● For every piece of SAC stage, remove 1 round table
Theater Style	● For every 6' table, remove 4 chairs ● For every piece of SAC stage, remove 8 chairs
Vendor	● For every piece of stage, remove 2 6' tables & 4 chairs

Bauman General Audio/Visual Resources

◻ **The following equipment can be used anywhere in Bauman C029.**

◻ **Equipment must be reserved in 25Live at least 1 week prior to the event.**

25Live RESOURCE	NOTES
Bauman - Wired Mic	● Wired
Bauman - Wireless Mic	● Wireless ● *Up to 4 wireless units in any combination.*
Bauman - PC Laptop, Programming Spaces	● PC laptop
Bauman - Wireless Presenter	● Laser Pointer
Bauman - Projector	● LCD Projector
Bauman - Computer Monitors	● For use of Zoom/Room Camera
Bauman - Conference Monitors	● For use at edge of stage to help presenter
Bauman - Headset Mic	● Countryman mic ● *Up to 4 wireless units in any combination.*
Bauman - Room Camera	● For videoconferencing (Zoom, Teams, etc.)

Bauman General Resources

25Live RESOURCE	NOTES
Bauman - Chairs, Black & Green	● Use these first
Bauman - Chairs, Blue	● Use only if Black & Green chairs are all in use
Bauman - Coat Rack	● 60 coats/rack
Bauman- Extension Cord	● 25' long 6 outlets
Bauman - Podium	● Portable, light wood podium
Bauman - Setup	● Required for all events
Bauman - Stage Platforms	● Default setup is 8 pieces ● Should always be included for events in Bauman; can only be removed with CLC consultation
Bauman - Stage Steps	● At least 1 needed for all stage usage ● Should always be included for events in Bauman; can only be removed with CLC consultation
Bauman - Stage Removal	● Assign only after consultation with CLC team ● Fees apply to all users
Bauman - Table, Rectangular 6ft	● 30" X 6' or 36" X 6'
Bauman - Table, Round 72in	● 72" diameter
Bauman - Table Skirts	● Not for use on food tables

# Bauman Additional Resources

25Live RESOURCE	NOTES
CLC - A/V Tech	- Required in any programming space when using AV resources - Must be assigned in 25Live at least 1 week prior to the event - Staff require 1.5 hours of pre-event for setup
CLC - Campus Catering	Indicates event is being catered by Campus Dining (Culinart or Windows)
CLC - Custodial	Assigned any time food is served or messy activities will occur (i.e. arts & crafts, etc.)
CLC - Damage Fee	Charges for maintenance repairs due to user negligence (i.e. holes in walls, etc.)
CLC - Digital Photo Booth	Fees apply to all users
CLC - DJ	Fees apply to all users
CLC - Extended Staff Hours	Charges to maintain an open building outside operating hours. Approval Required
CLC - Gobo Light (Wolfie or Snowflake)	Fees apply to all users
CLC - Grounds Staff	- Assign 4 weeks before the event - Pricing is determined by headcount
CLC - No Show Fee	Charges in accordance with reservation policies
CLC - Outsourced Catering	Requires a food permit
CLC - Uplighting Box of 6	Fees apply to all users

Bauman Permit Resources

Refer to Campus Life Centers website for policy details and forms	
25Live RESOURCE	**NOTES**
CLC - Alcohol Permit Required	• 6 week processing time
CLC - Food Permit Required	• Required for any event catered by an off-campus caterer. • Approved EH&S Food Permit required. • 10 day processing time
CLC - Media Permit Required	• 1 month processing time
CLC - Parking Permit Required	• Contact MAPS for all permits
CLC - Photo/Videotaping Notice	• Make sure guests are aware of photos/recordings taking place during event
CLC - Revocable Permit Required	• 6 week processing time
CLC - Vendor Permit Required	• Contact Auxiliary Services Association to generate permits

Bauman Staging Guide

8 Stage Pieces
Suitable for: 4 6' Tables
8-12 Chairs
1 Podium
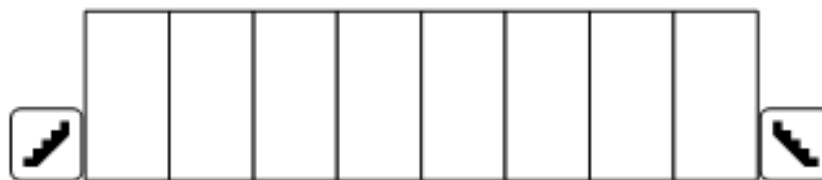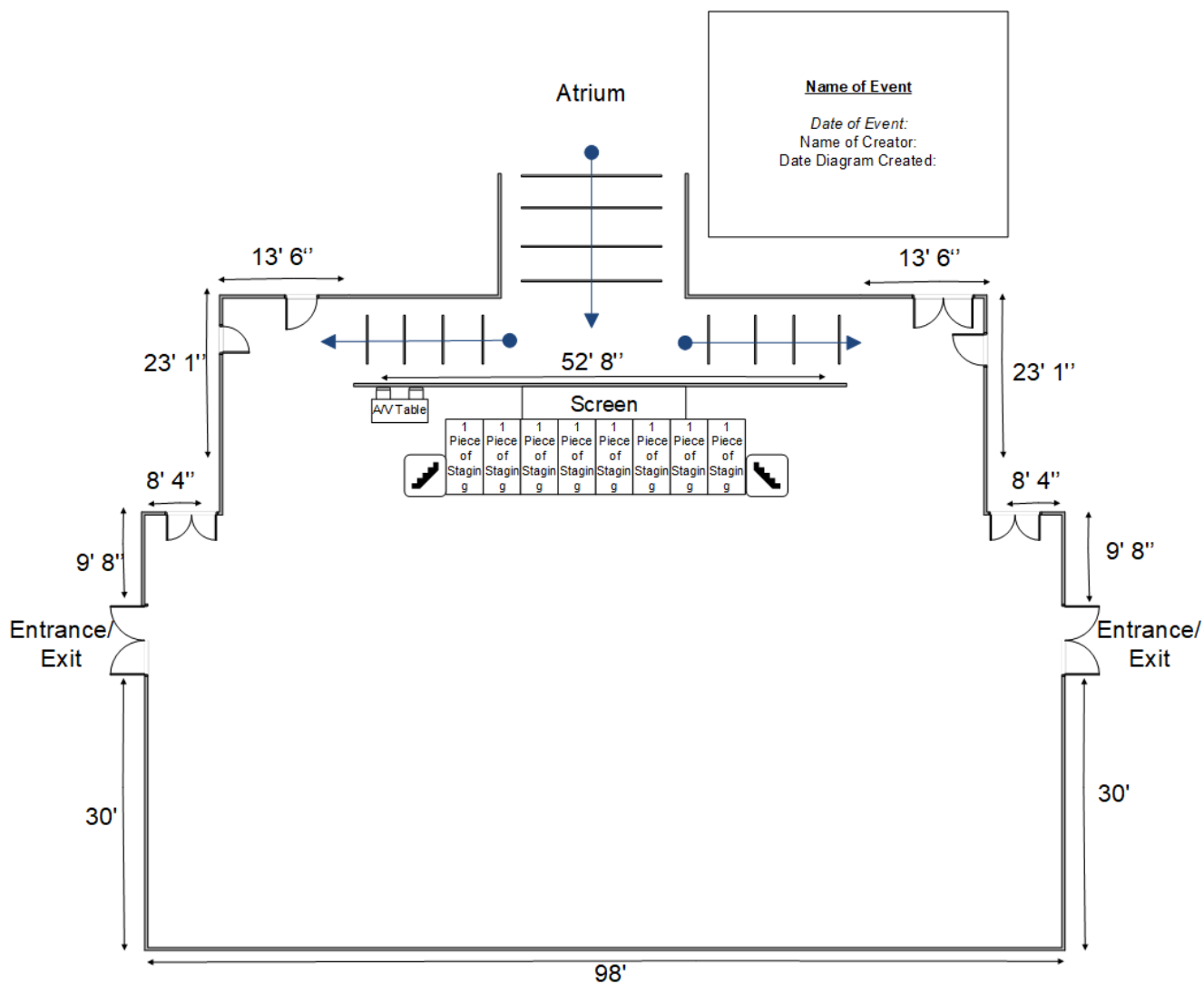
Each Stage Piece is 4 ft. X 8ft.

Bauman C029 Layout Capacities

LAYOUT	CAPACITY	NOTES
Clear Room	550	● Clear space w/staging
Round	8/table: 232 10/table: 290	● 29 72" rounds w/8 chairs each ● 29 72" rounds w/10 chairs each
Special	579	● Abnormal setup (consult with CLC team)
Theater Style	195	● ***Only available for specific events (Commencement) Allow for additional setup/takedown time***
Vendor Style	100	● 50 6' tables w/2 chairs each without staging

SF: 5,957

Bauman C029 Clear Room

Atrium

Name of Event

Date of Event:
Name of Creator:
Date Diagram Created:

13' 6''

13' 6''

23' 1''

52' 8''

23' 1''

A/V Table

Screen

1 Piece of Staging	1 Piece of Staging	1 Piece of Staging	1 Piece of Staging	1 Piece of Staging	1 Piece of Staging	1 Piece of Staging	1 Piece of Staging

8' 4''

8' 4''

9' 8''

9' 8''

Entrance/
Exit

Entrance/
Exit

30'

30'

98'

Bauman C029 Round Seating

Atrium

Name of Event

Date of Event:
Name of Creator:
Date Diagram Created:

13' 6''

13' 6''

23' 1''

23' 1''

52' 8''

Screen

A/V Table

| 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging |

8' 4''

8' 4''

9' 8''

9' 8''

Entrance/Exit

Entrance/Exit

30'

30'

98'

Bauman C029 Theater Style

Atrium
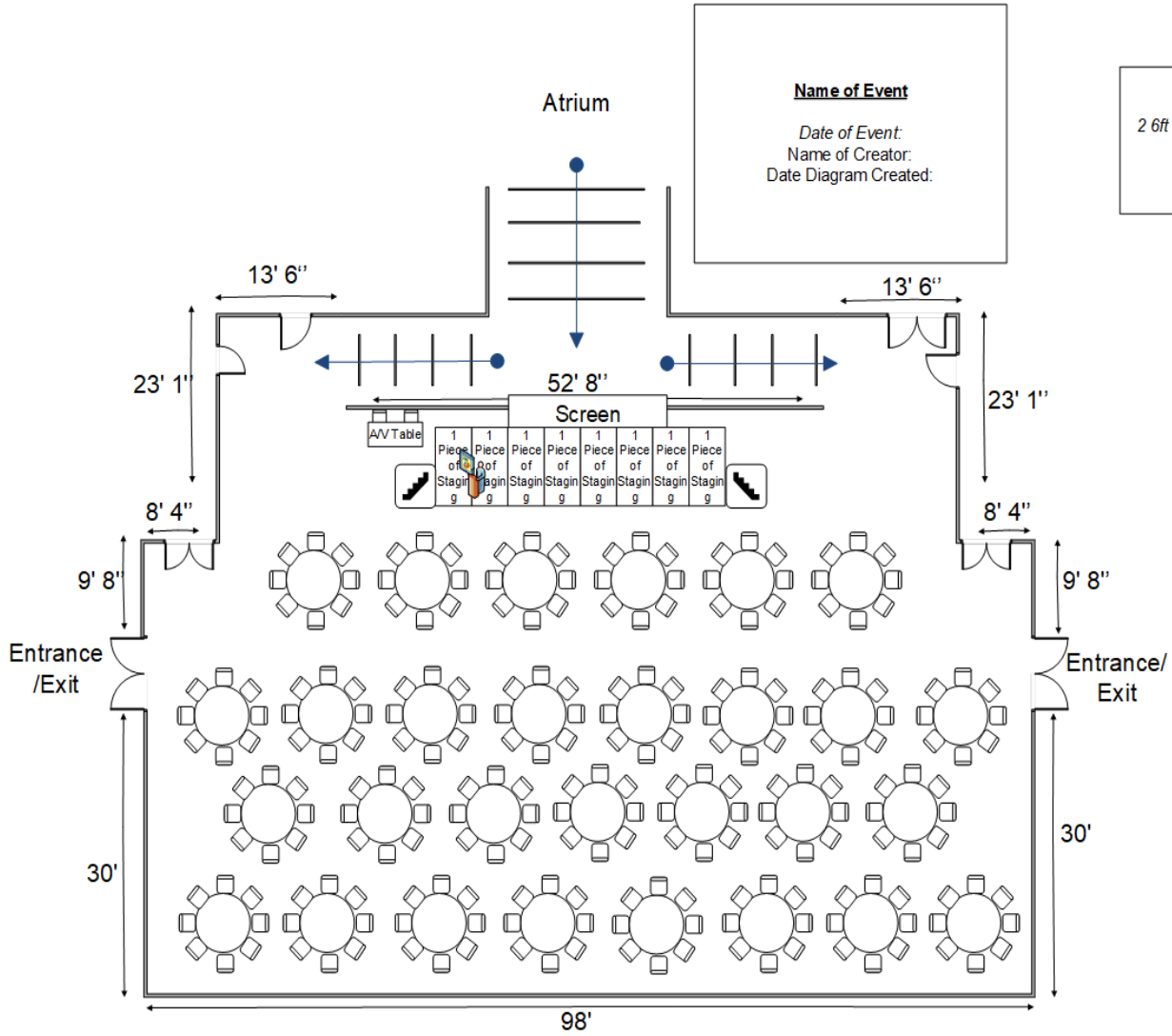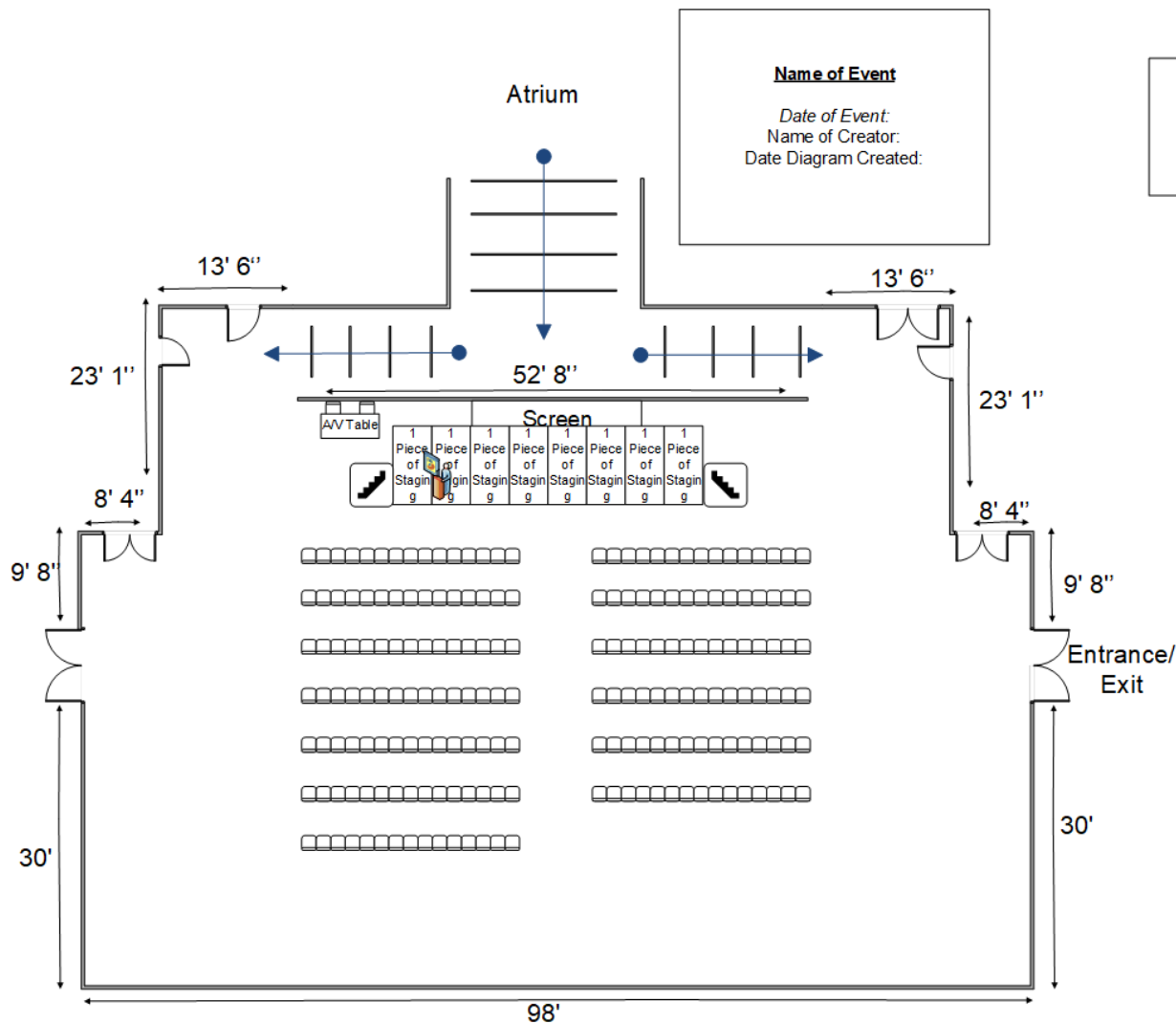
**SPECIAL SETUP
CALCULATIONS**
*1 6ft Table = 4 Chairs
Removed
Staging is As-Is*

13' 6"

13' 6"

23' 1"

52' 8"

23' 1"

A/V Table

Screen

| 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging | 1 Piece of Staging |

8' 4"

8' 4"

9' 8"

9' 8"

Entrance/
Exit

30'

30'

98'

Bauman C029 Vendor Style - Without Staging

Helpful Links

- **Academic Calendar**

  - https://www.stonybrook.edu/commcms/registrar/calendars/academic_calendars

- **Campus Dining**

  - https://www.stonybrook.edu/commcms/dining/

- **Wang Center**

  - https://www.stonybrook.edu/conference-services/ **Click on Facility > Space Rental**

- **Parking & Transportation**

  - https://www.stonybrook.edu/commcms/mobility-and-parking/parking/Parking_Services.php