Stony Brook University

Campus Life Centers

STUDENT ACTIVITIES CENTER SCHEDULING GUIDE

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HOW TO USE THE SCHEDULING GUIDE

The scheduling guide provides information on events in the Student Activities Center.

- 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

All non-standard setups require approval by Assistant Director, Operations & Events 2 Weeks in Advance.	
LAYOUT	**FORMULA**
Classroom Style	● For every piece of SAC stage remove 2 6’ tables & 4 chairs
Clear Room	● For every 6’ or 1 round table reduce capacity by 3 ● For every piece of SAC 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 SAC stage remove 2 6’ tables & 4 chairs

SAC General Audio/Visual 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 following equipment:**
  - **SAC Portable Multimedia Kit**

25Live RESOURCE	NOTES
SAC Laptop, Programming Spaces	● Dell brand ● Assign to Programming Spaces ***ONLY***
SAC Microphone, Wired	● Wired, can be used throughout A, B, & AUD or with Portable Sound System
SAC Piano (Digital)	● Able to simulate a variety of pianos from baby grand through electric.
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 Portable Wireless Microphone	● ***Requires SAC Portable Sound System***
SAC Presentation Remote, Wireless	● Laser pointer & wireless remote

SAC General Resources

25Live RESOURCE	NOTES
SAC Chairs, Maroon	• Used in SAC Ballroom A or B, SAC Main Lobby and SAC Why Lobby
SAC Chairs, White Folding	• Available only to events with headcount large enough to require 10 chairs/60”round.
SAC Coat Rack	• 60 coats/rack
SAC Easel	• Groups must provide own signs on poster board
SAC Extension Cord	• 25’ long. 4 outlets.
SAC Music Stand	•
SAC Pipe & Drape Set	• Black curtains 50ft total. • Each section measures up to 8’ in adjustable height by 10’ in fixed length.
SAC Plaza Electric Outlets	• 8/20 AMP Circuits
SAC Podium, Tabletop	• For use in 3rd floor rooms.
SAC Sign Stand, Tabletop	• Tall, single pole stands with pressure clip on top
SAC Skirting	• Assign 1 per stage or table. • ***Not available to food service tables.***
SAC Stage Platform	• Recommended set-up for lecture is 4 pieces 4ft X 8ft
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 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 laptop next to podium
SAC Table, Rectangular 6ft	• 30” x 6’, for use in all programming spaces & lobby
SAC Table, Round 60in	• 60” diameter • Black
SAC Wood Powered Podium	• Plug-in anywhere capabilities • Comes with a microphone • Has speaker in podium

SAC Additional Resources

25Live RESOURCE	NOTES
CLC A/V Tech	● Required in any programming space or lobby for any event requesting A/V ● Must be assigned in 25Live at least one week prior to the event ● Staff require 1.5 hours pre-event for setup
CLC Campus Catering	● Indicates event is being catered by Campus Dining ● Custodial automatically assigned
CLC Custodial Staff	● Assigned any time food is served
CLC Damage Fee	● Charges for maintenance repairs due to user negligence (i.e. holes in walls, etc.)
CLC Extended Hours Staff	● Charges to maintain an open building outside of operating hours. Approval required.
CLC Grounds Staff	● Applicable to SAC Plaza events with food service. ● Assign 4 weeks before the event. ● Pricing is determined by headcount and event duration.
CLC Meeting Room Setup	● ***Upon approval from the Director of Campus Life Centers***, required for special meeting room setups. ● Applicable to events requiring room reset fees post-event.
CLC No Show Fee	● Charges in accordance with reservation policies
CLC Off Campus Catering	● ***Requires a food permit***
CLC Outdoor Setup	● Required for events in the SAC Plaza.
CLC Outdoor Stage Platforms	● 4ft X 8ft Platforms. ● Setups can be 8ft X 16ft or 12ft X 12ft
CLC Outdoor Stage Railings	● needed when stage is assigned
CLC Outdoor Stage Steps	● needed when stage is assigned
CLC Road Signs	● Order signs through Conferences & Special Events
SAC Ethernet Jack Use	● See “SAC Telnet Jack Numbers” page for more info.
SAC Helium Tank Usage	● Assign 1 week in advance.
SAC Lobby Setup	● Applicable to SAC Lobby when entire space is reserved
SAC Phone Jack Use	● See “SAC Telnet Jack Numbers” page for more info.

SAC Permit Resources

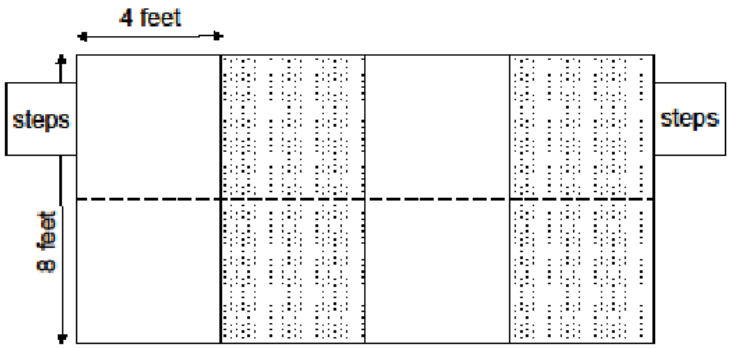
Refer to Campus Life Centers website for policy details and forms	
25Live RESOURCE	**NOTES**
Alcohol Permit Required	● 6 week processing time
Food Permit	● Required for any event catered by an off-campus caterer. ● Approved EH&S Food Permit required. ● 10 day processing time
Media Permit Required	● 1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

SAC Telnet Jack Numbers

- Voice & Data jacks are available throughout the SAC but need to be turned on.
- Requests should be submitted to "Telnet" via email 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 voice activation & calls. Data activation is free of charge.

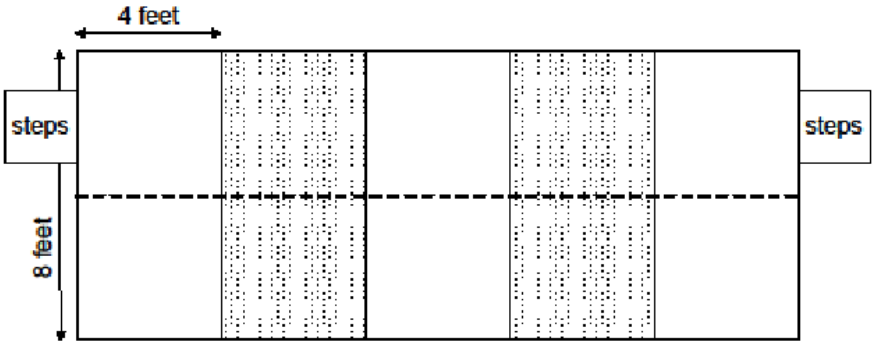
MEETING ROOMS	
SAC 223	Terminal 1: 5557 V1, V2, D1, D2 ***V2 always active*** Terminal 2: 5558 D1-D4 ***D1 always active*** Terminal 3: 5559 D1-D4
SAC 302	Terminal 1: 5626 V1, V2, D1, D2
SAC 303	Terminal 1: 5625 V1, V2, D1, D2
SAC 304	Terminal 1: 5624 V1, V2, D1, D2
SAC 305	Terminal 1: 5622 V1, V2, D1, D2 Terminal 2: 5623 V1, V2, D1, D2
SAC 306	Terminal 1: 5621 V1, V2, D1, D2
SAC 311	Terminal 1: 5629 V1, V2, D1, D2
SAC 312	Terminal 1: 5628 V1, V2, D1, D2
PROGRAMMING SPACES	
SAC Auditorium	Terminal 1: 5886 V1, V2, D1 Terminal 2: 5887 V1,V2,D1
SAC Ballroom A	Terminal 1: 5776 Terminal 2: 5777 Terminal 3: 5778 Terminal 4: 5779 Terminal 5: 5780 Terminal 6: 5781
SAC Ballroom B	Terminal 1: 5783 Terminal 2: 5784 Terminal 3: 5785 Terminal 4: 5786
OTHER SPACES	
SAC Commuter Lounge (Lower Level)	NO JACK # V1, V2, D1, D2
SAC Kiosk	5547 D1 Phone Number: 632-1165

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

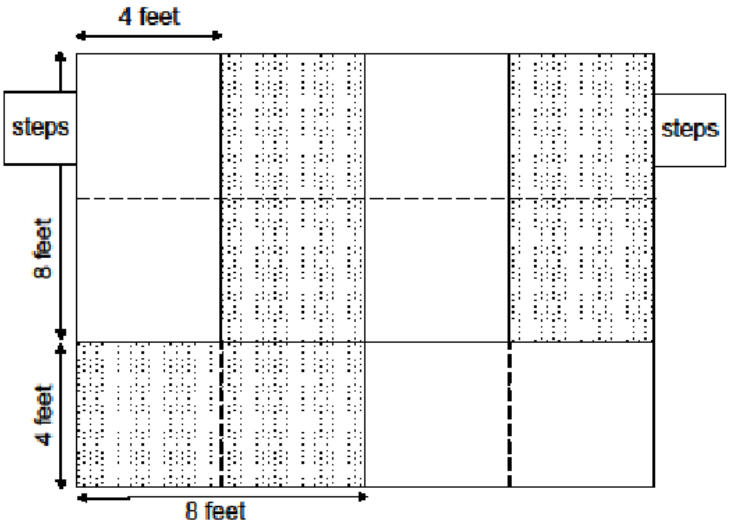


5 stages

Suitable for: 2 6' tables
4-6 chairs
1 podium
Uses 1 step in Ballroom B (Right Side)
Uses 2 steps in Ballroom A

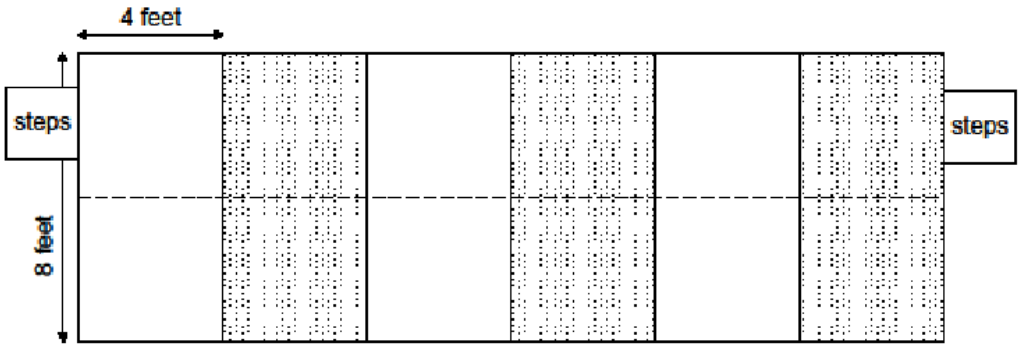
SAC STAGING GUIDE

- Each piece of staging is 4 feet x 8 feet
- SAC Stage Steps required



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

SAC Auditorium Layout Capacities

NO FOOD ALLOWED		
LAYOUT	**CAPACITY**	**NOTES**
Clear Room	595	• with clear stage: 245 (fixed seating) + 355 (standing on floor). • with people standing on clear stage: 245 (fixed seating) + 323 (standing on floor) + 32 (on stage) • with tables, chairs or props on stage: 245 (fixed seating) + 339 (standing on floor) + 16 (on stage)
Theater Style	595	• 350 chairs on the floor specific to auditorium • 245 fixed seating

Ceiling Height Stage Clearance: 28’ 1”

Ceiling Height Floor Clearance: 34’ 1”

SF: 2,920

SAC Auditorium Resources

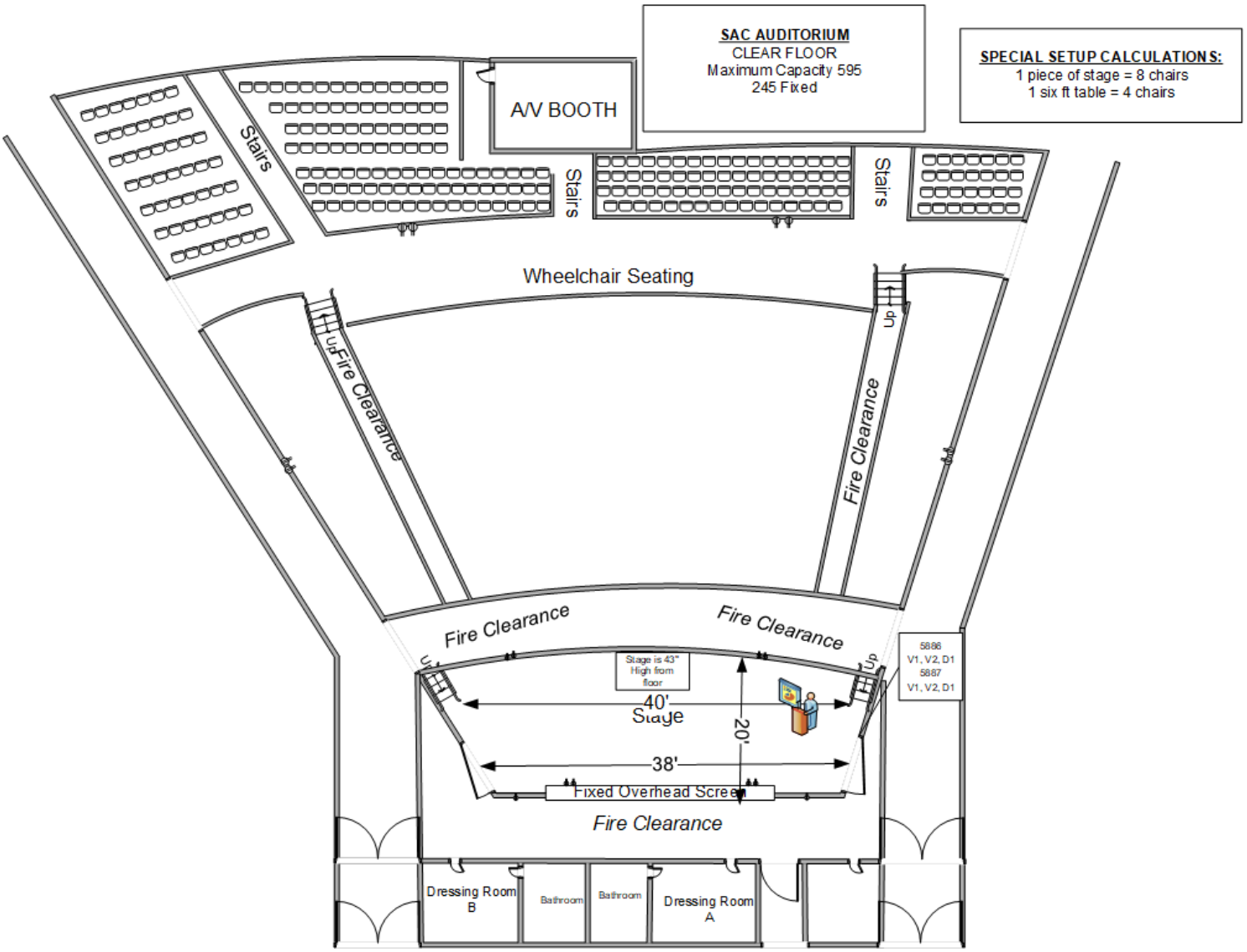
25Live RESOURCE	NOTES
SAC Auditorium CD Player	● Installed in A/V booth
SAC Auditorium Chairs	● Used only in SAC AUD
SAC Auditorium DVD Player	● 5 disc player installed in A/V booth ● For audio and video
SAC Auditorium HDMI/PC	● Built in PC and HDMI accessible
SAC Auditorium Laser Projector	● Installed in A/V booth (SONY brand) ● For Computer PC, MAC, VHS Tape, DVD. ● ***Requires laptop for computer projections.*** User must supply computer, unless SAC Laptop has been requested. Laptop can be connected at podium or AV booth. ***Indicate connection location in reservation comments.***
SAC Auditorium Podium	● Wired into stage. ● Connected at stage left unless otherwise indicated. ● ***SAC A/V Tech required if it needs to be moved.***
SAC Auditorium Screen	● Stationary, may be covered by sliding wood wall ● 24’ Wide x 12’ High.
SAC Auditorium Setup	● Required anytime SAC AUD is booked
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
- 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.
- ***CLC A/V Tech is required anytime access to the A/V Booth is needed.***

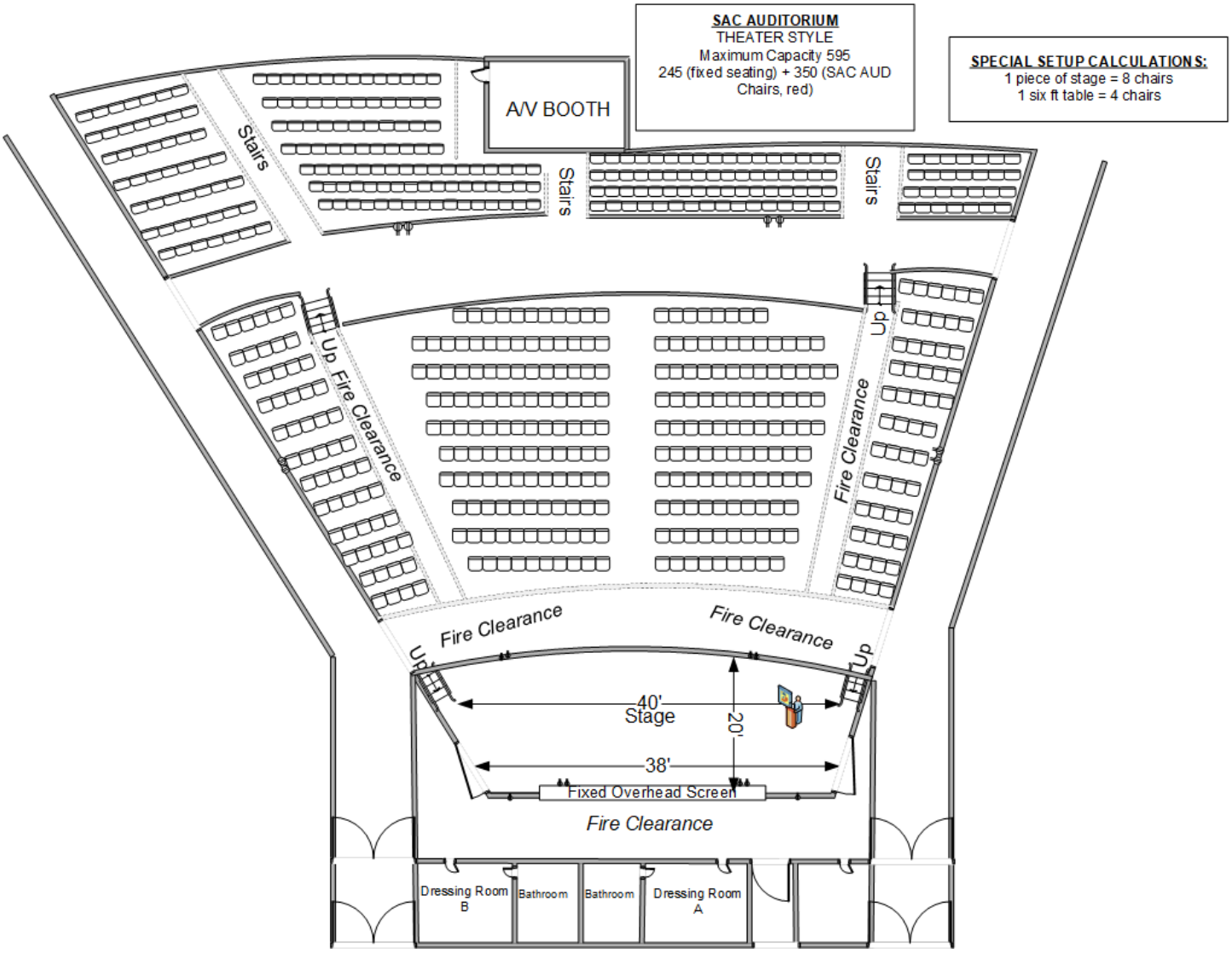
SAC Auditorium Electric Capabilities

- 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 Campus Life Centers***

SAC Auditorium Clear Room



SAC Auditorium Theater Style



SAC Ballroom A Layout Capacities

LAYOUT	CAPACITY	NOTES
Classroom Style	2/table: 154 3/table: 231	• 77 6’ tables w/2 chairs each • 77 6’ tables w/3 chairs each
Clear Room	600	• Clear space
Round Seating	8/table: 392 10/table: 460	• 49 60” rounds w/8 chairs each • 46 60” rounds w/10 chairs each ***Only available when required by headcount***
Theater Style	195	• ***Only available for specific events (Commencement)*** ***Allow for additional setup/takedown time***
Vendor Style	138	• 69 6’ tables w/2 chairs each

CEILING HEIGHT CLEARANCE: 21’ 8”

SF: 7,290

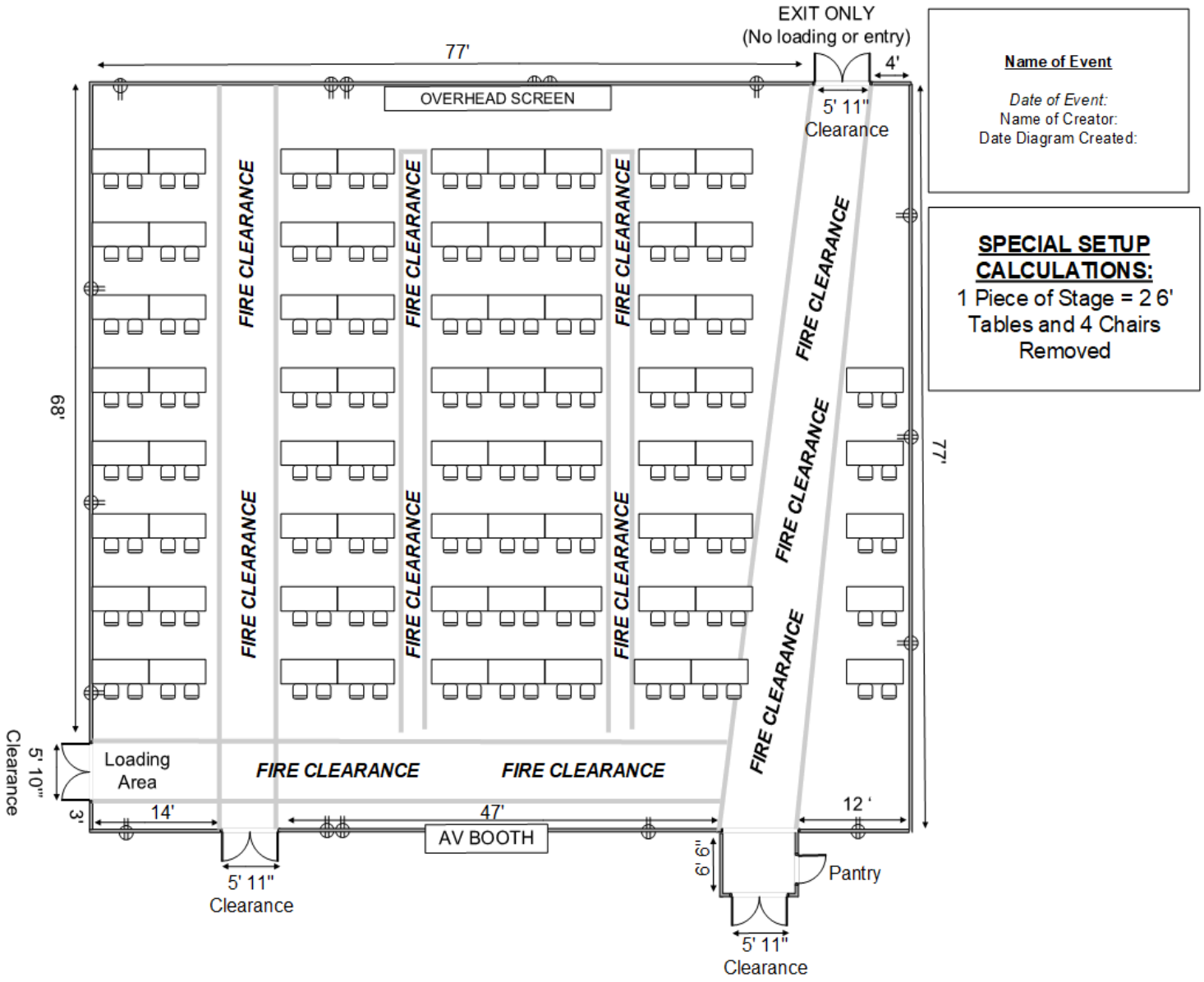
SAC Ballroom A Resources

25Live RESOURCE	NOTES
SAC Ballroom A DVD/CD Player/HDMI	● Single disc blu-ray player installed in A/V booth
SAC Ballroom A LCD Projector	● Installed in A/V booth ● Can project the same image in both ballrooms. ***Request in reservation comments.***
SAC Ballroom A Podium	● Portable, light wood podium w/Stony Brook logo
SAC Ballroom A Screen	● Retractable **Dimensions: 18ft High 26.5ft Wide**
SAC Ballroom A Setup	● Required anytime Ballroom A is booked
SAC Ballroom A Wireless Lapel Mic	● ***Up to 4 wireless units in any combination*** (lapel or handheld).
SAC Ballroom A Wireless Microphone	● ***Up to 4 wireless units in any combination*** (lapel or handheld).
SAC Chairs, Maroon	● 18“ Wide x 18” Deep

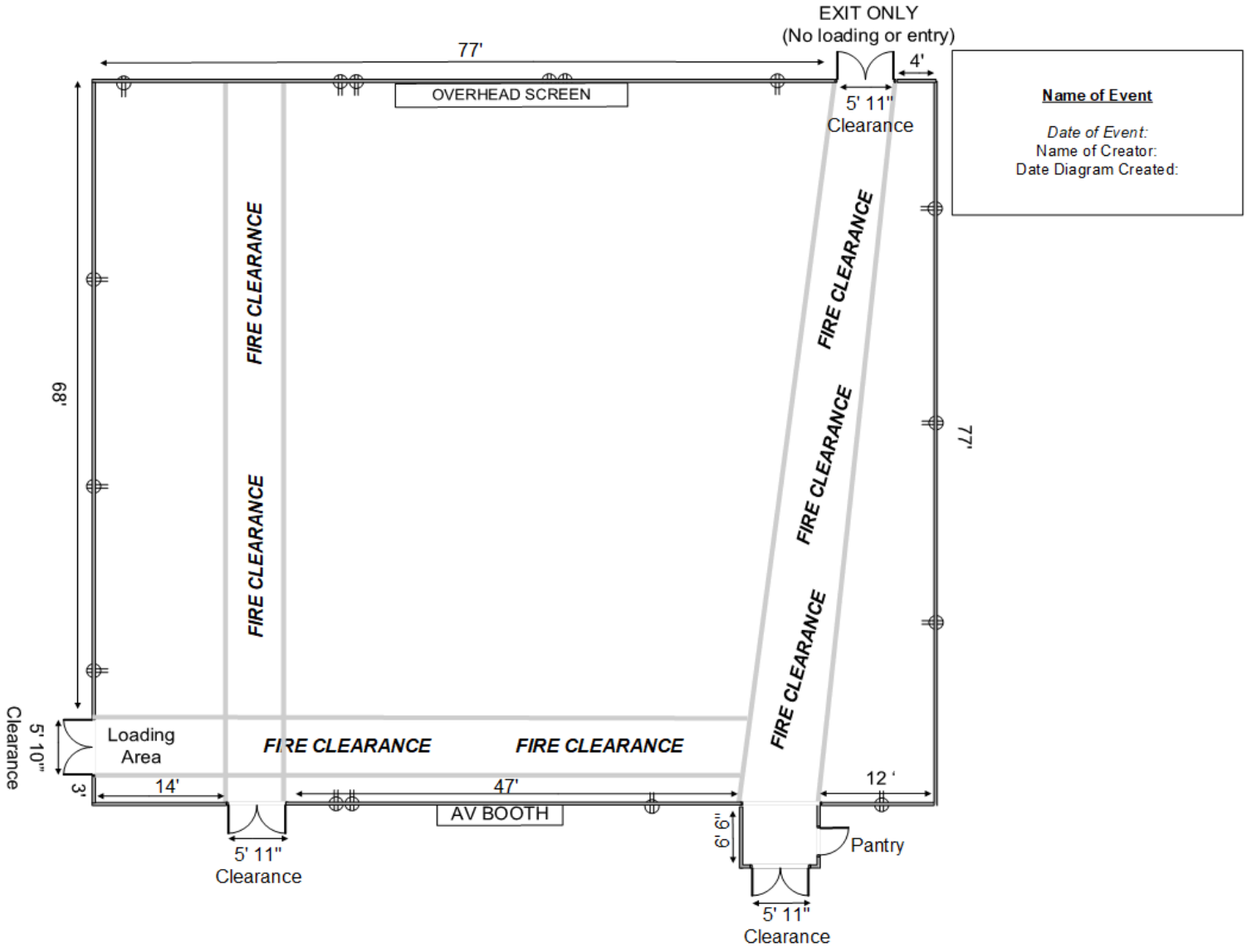
SAC Ballroom A Electric Capabilities

- 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 Campus Life Centers***

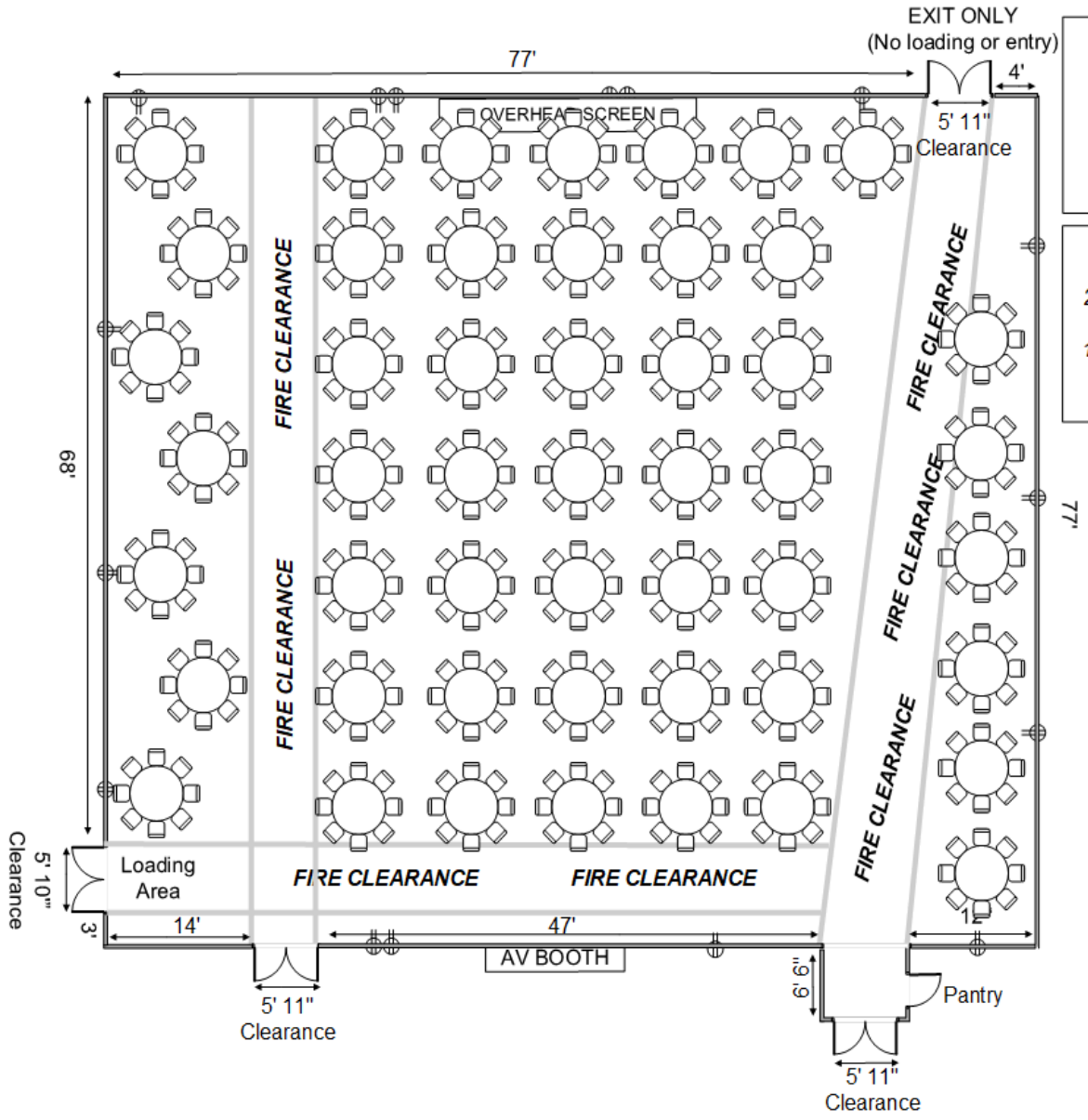
SAC Ballroom A Classroom Style



SAC Ballroom A Clear Space



SAC Ballroom A Round Seating



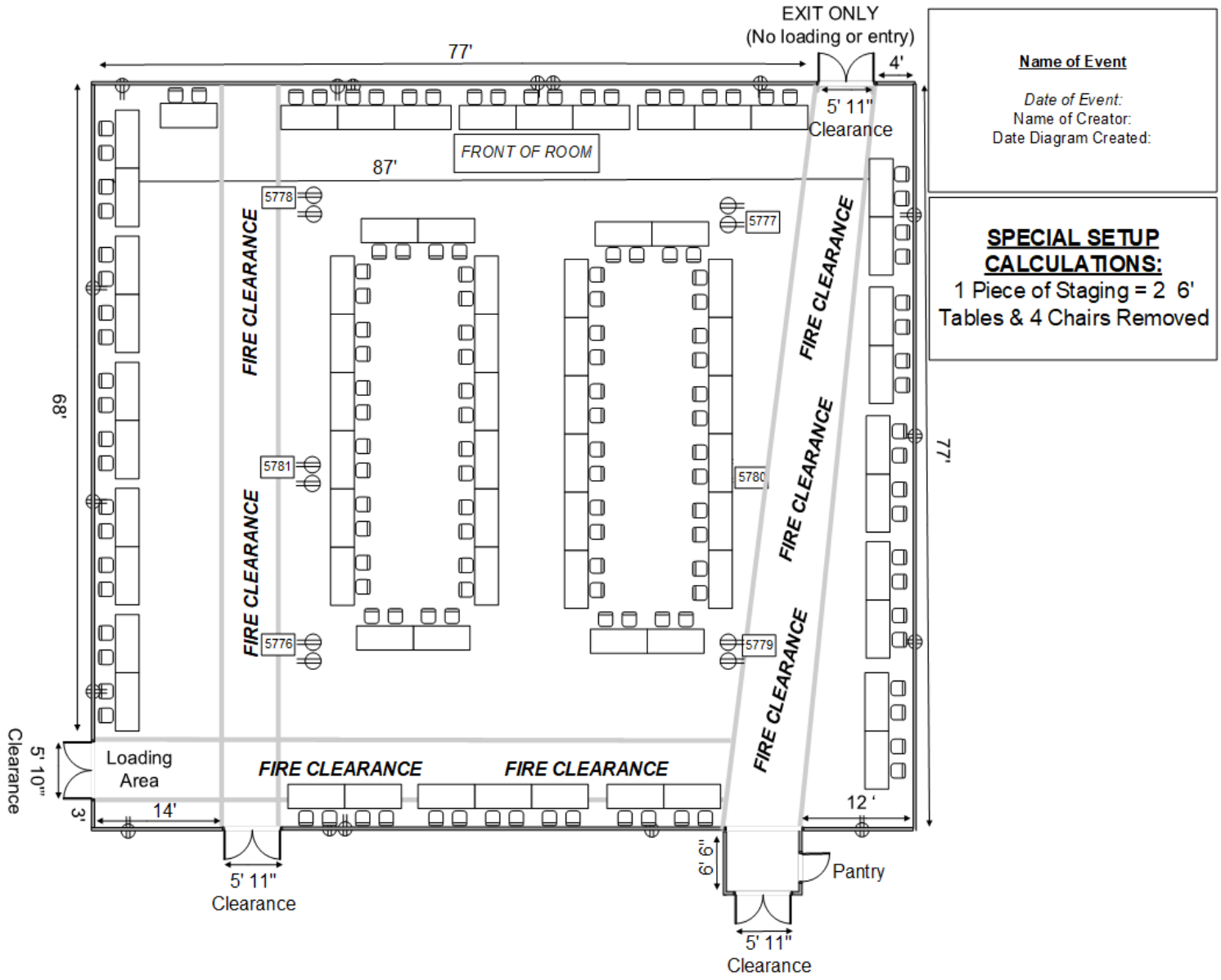
Name of the Event

Date of Event
Name of Creator
Date Diagram Created

SPECIAL SETUP CALCULATIONS

2 6ft Tables = 1 Round Table Removed
1 Piece of Staging = 1 Round Table Removed

SAC Ballroom A Vendor Style



SAC Ballroom B Layout Capacities

LAYOUT	CAPACITY	NOTES
Classroom Style	2/table: 80 3/table: 120	• 40 6’ tables w/2 chairs each • 40 6’ tables w/3 chairs each
Clear Room	300	• Clear space
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 headcount***
Theater Style	195	• ***Only available for specific events (Commencement)*** ***Allow for additional setup/takedown time***
Vendor Style	78	• 39 6’ tables w/2 chairs each

Ceiling Height Clearance: 18’ 7”

SF: 2,750

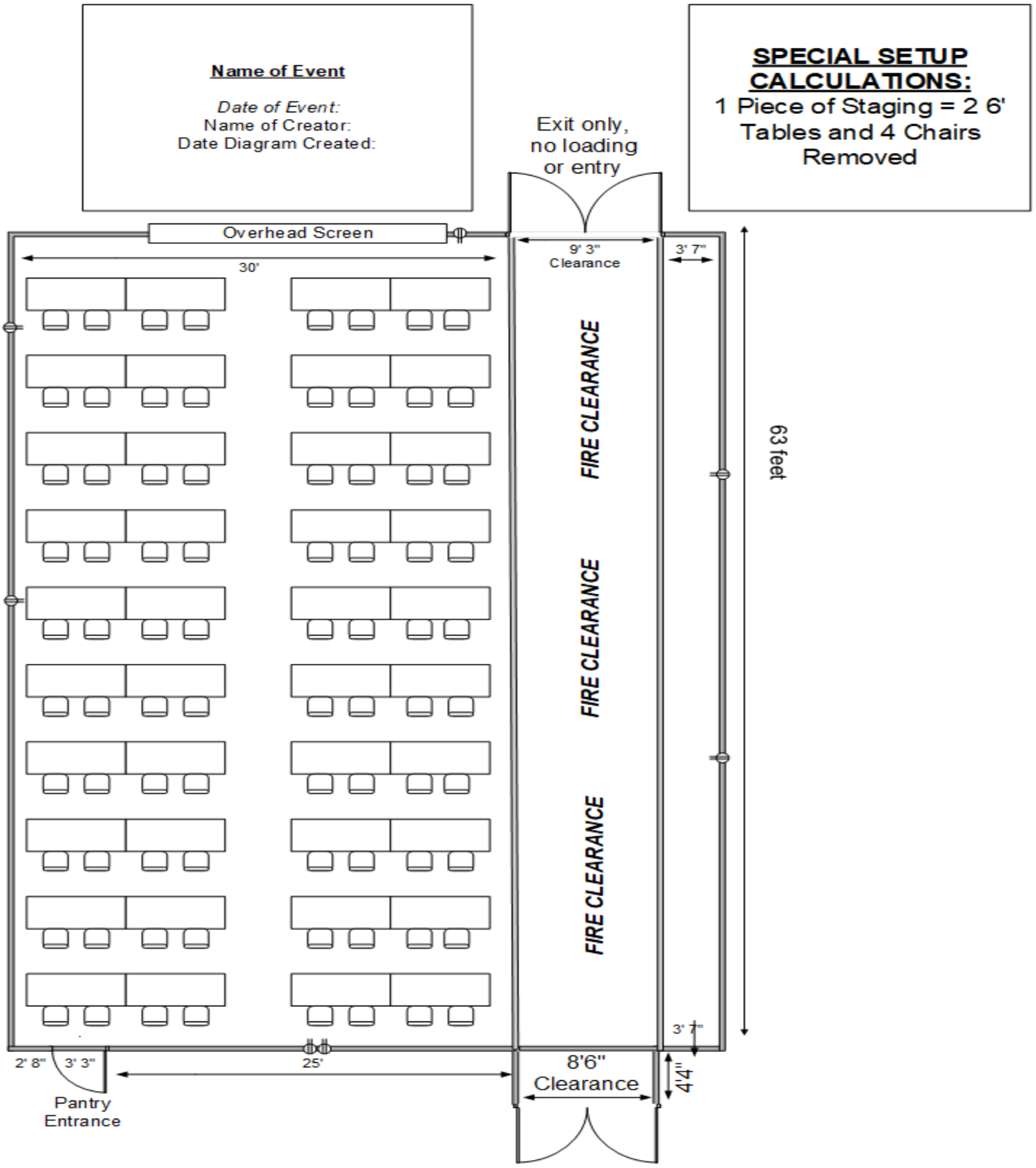
SAC Ballroom B Resources

25Live RESOURCE	NOTES
SAC Ballroom B DVD/CD Player	● Single disc player installed in Pantry cabinet
SAC Ballroom B HDMI	● For audio and video
SAC Ballroom B LCD Projector	● 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 Podium	● Portable, light wood podium w/Stony Brook logo
SAC Ballroom B Screen	● Retractable **Dimensions: 14ft High 18.3ft Wide**
SAC Ballroom B Setup	● Required anytime Ballroom B is booked.
SAC Ballroom B Wireless Lapel Mic	● ***Up to 4 wireless units in any combination*** (lapel or handheld).
SAC Ballroom B Wireless Microphone	● ***Up to 4 wireless units in any combination*** (lapel or handheld).

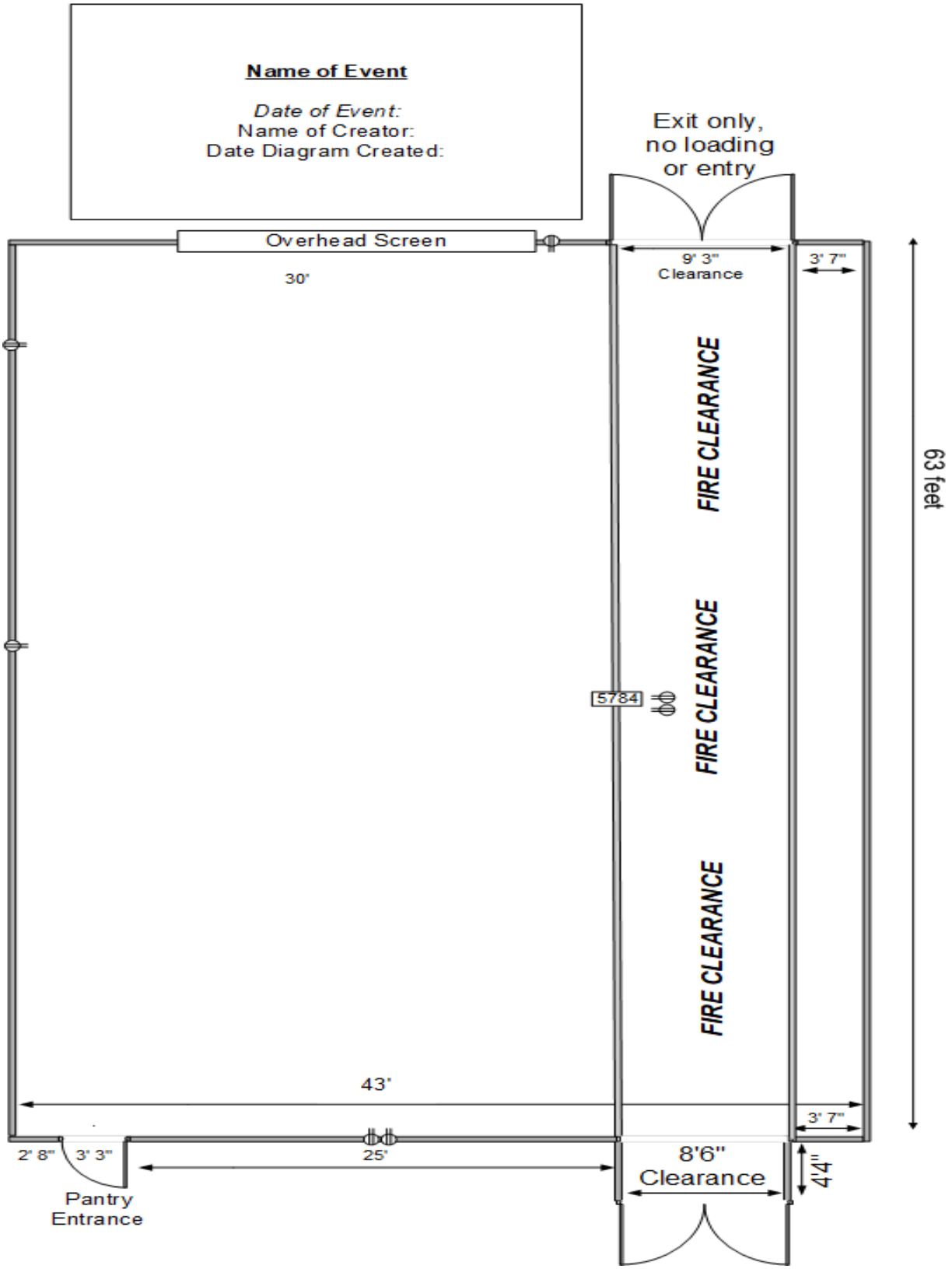
SAC Ballroom B Electric Capabilities

- 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 Campus Life Centers***

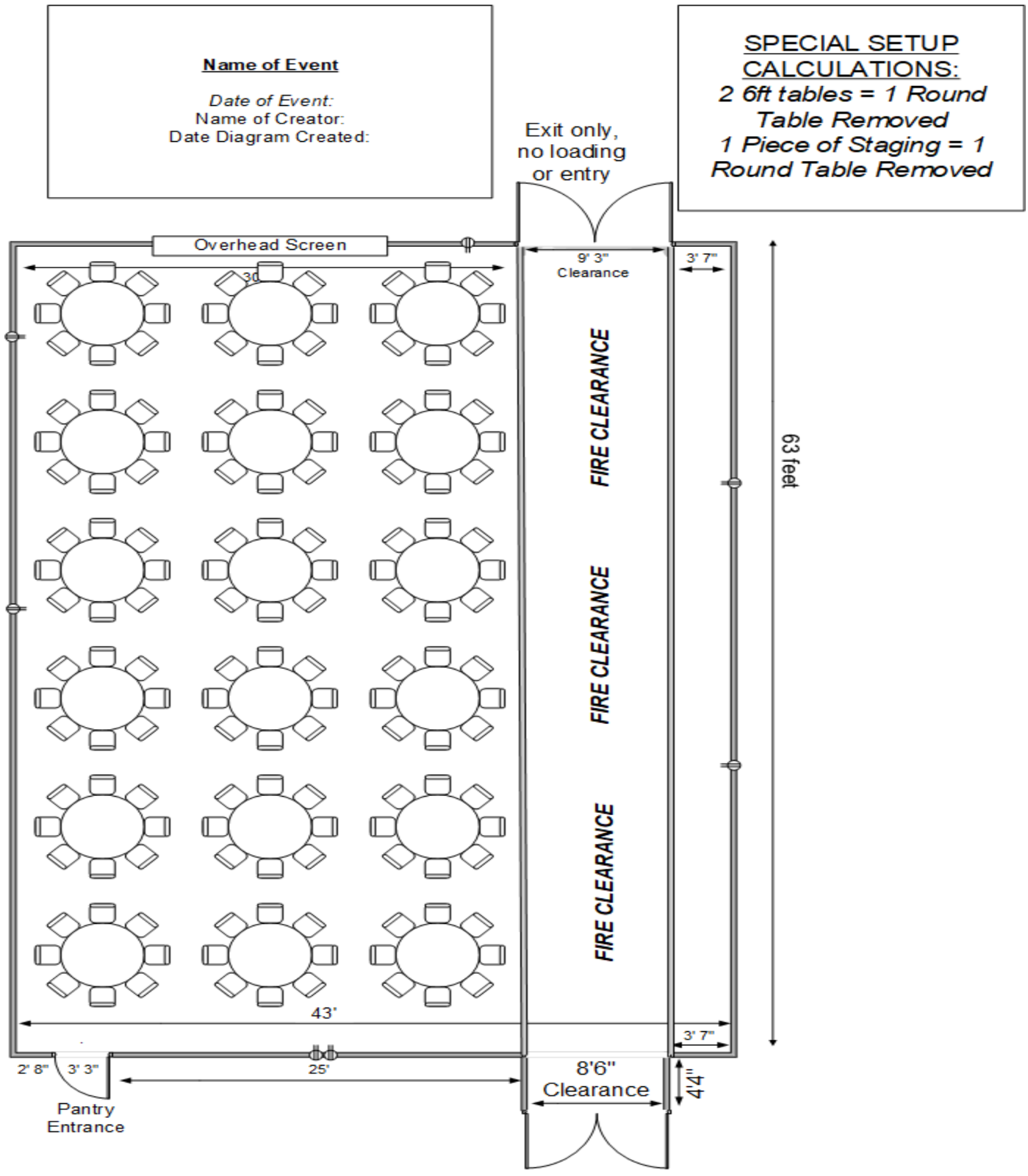
SAC Ballroom B Classroom Style



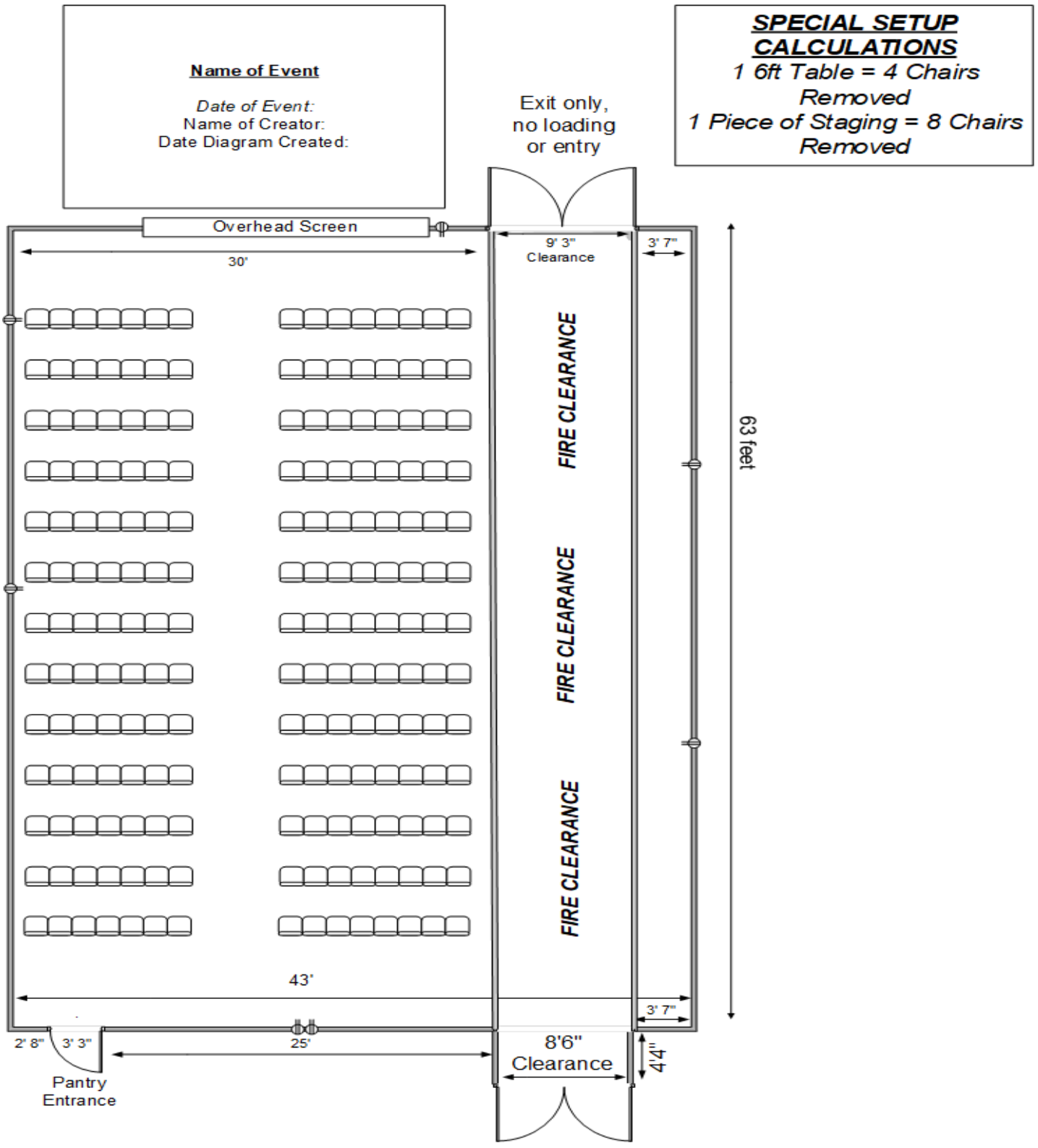
SAC Ballroom B Clear Room



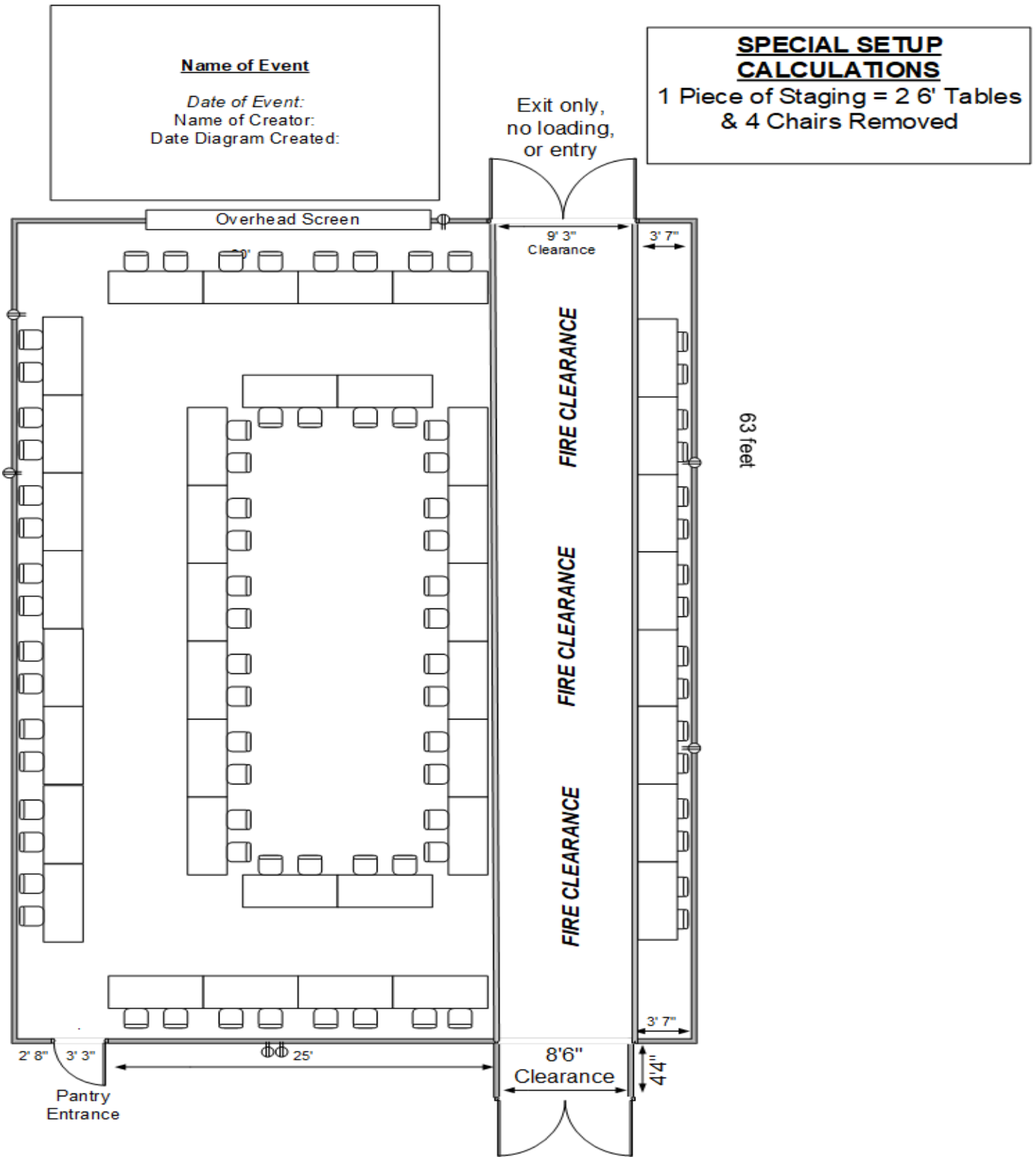
SAC Ballroom B Round Seating



SAC Ballroom B Theater Style



SAC Ballroom B Vendor Style



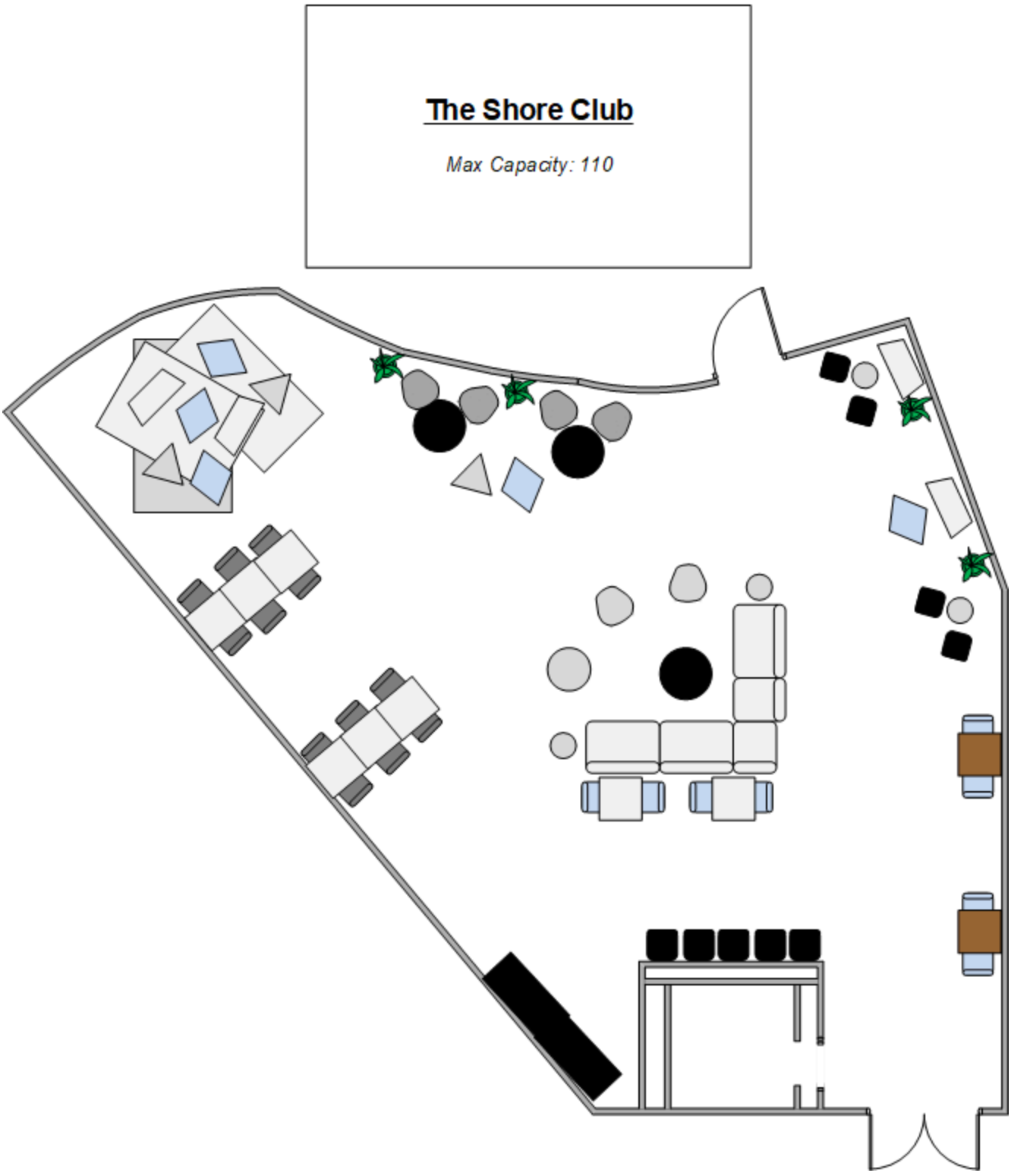
The Shore Club Layout Capacities

LAYOUT	CAPACITY	NOTES
As-is	110	• Fixed Furniture

Ceiling Height Clearance: 13’

SF: 1,850

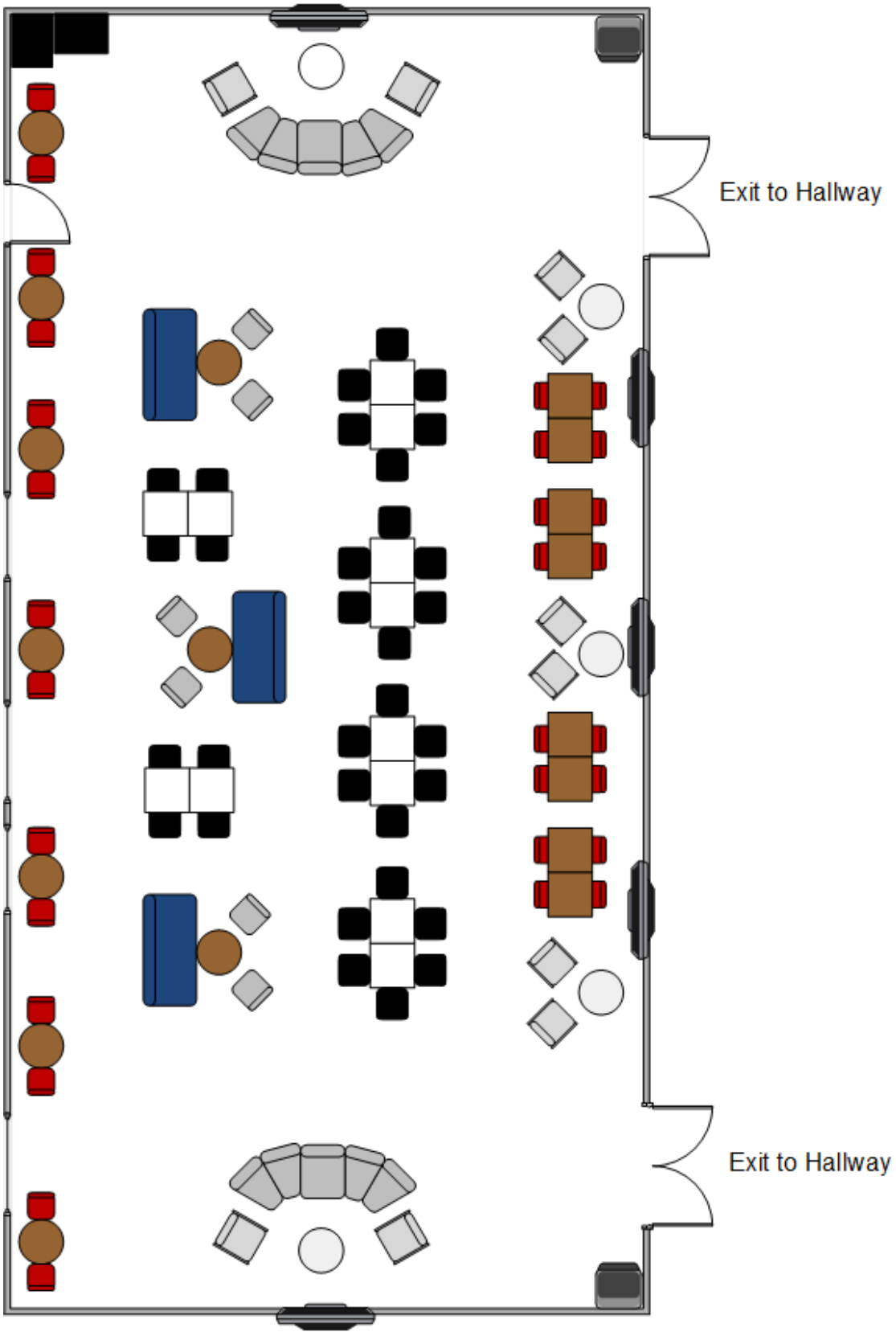
The Shore Club



The Loft Layout Capacities

LAYOUT	CAPACITY	NOTES
As-is	112	• Fixed Furniture

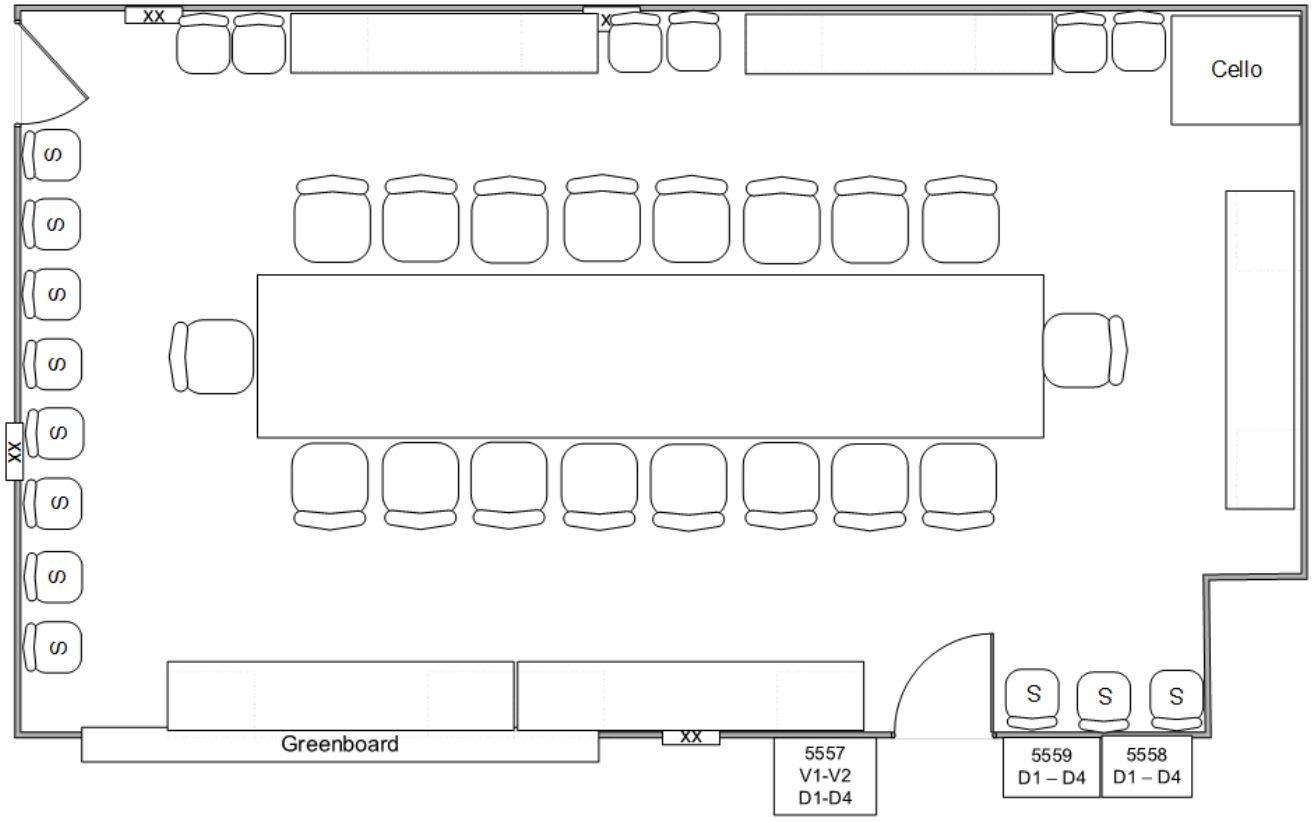
The Loft



SAC Meeting Room Layout Capacities

No special setups: Spaces come "AS IS"		
LAYOUT	**CAPACITY**	**NOTES**
Conference Style ● 223	35	● SAC 223 is reserved through 25Live for DOS area only ● SAC 223 reservable for DOS area only through Campus Life Centers
Lecture Style ● 302 ● 303 ● 304 ● 305 ● 306 ● 311	75 60 48 60 75 48	● All Meeting Rooms come set as is. All furniture must be moved back to its original location if changed during an event. ● Event Organizers are subject to a Meeting Room Fee if a reset is not complete. ● Built in A/V in SAC 302 and SAC 306 ● Each room comes with a table top podium and whiteboard.

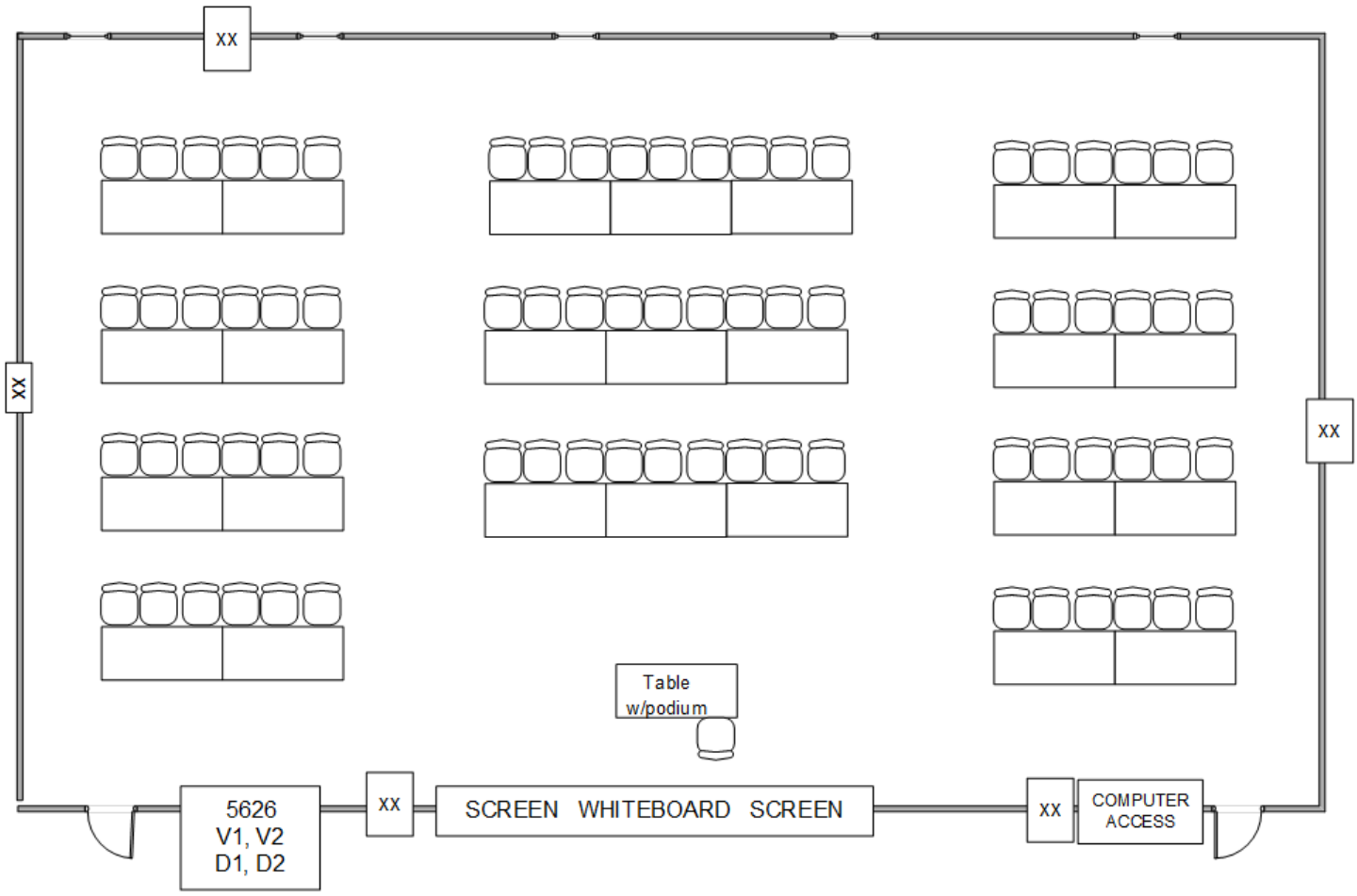
SAC 223 Conference Style



MEETING ROOM 223
CONFERENCE - Maximum Capacity 35
35 CHAIRS
1 CONFERENCE TABLE

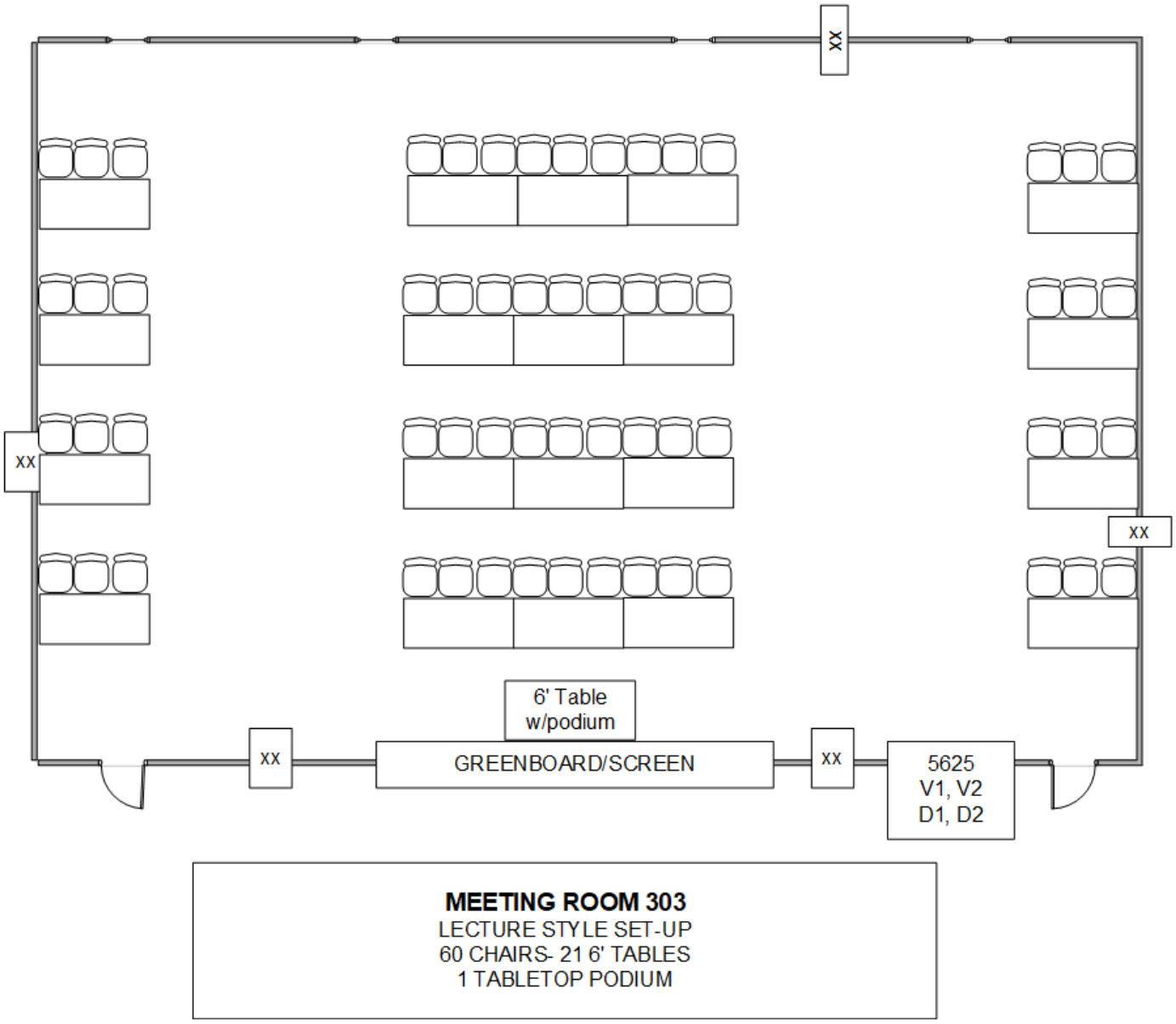
S = Stationary Chair

SAC 302



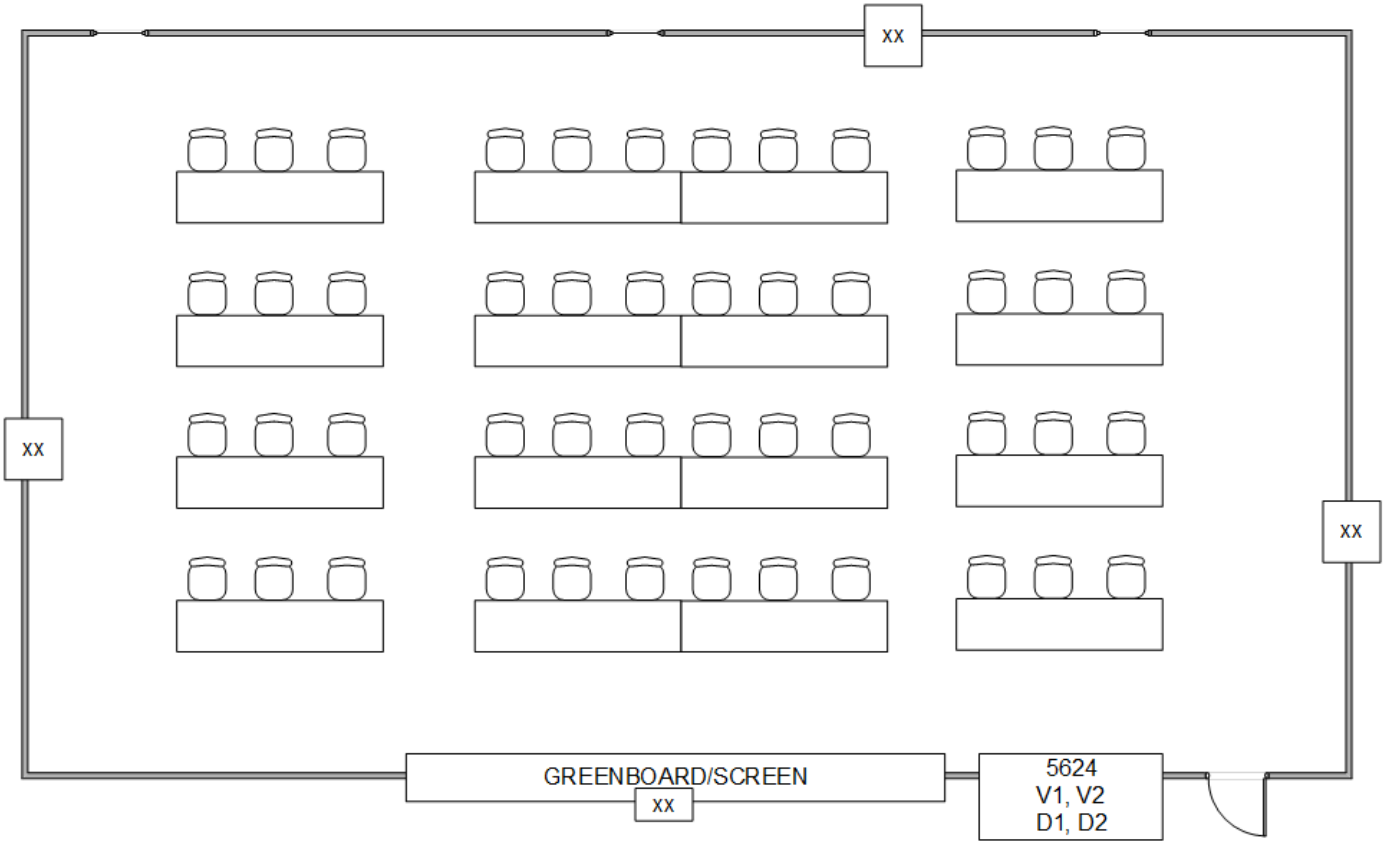
MEETING ROOM 302
LECTURE STYLE SET-UP
75 CHAIRS- 25 6' TABLES
1 INSTRUCTOR CHAIR AND TABLE

SAC 303



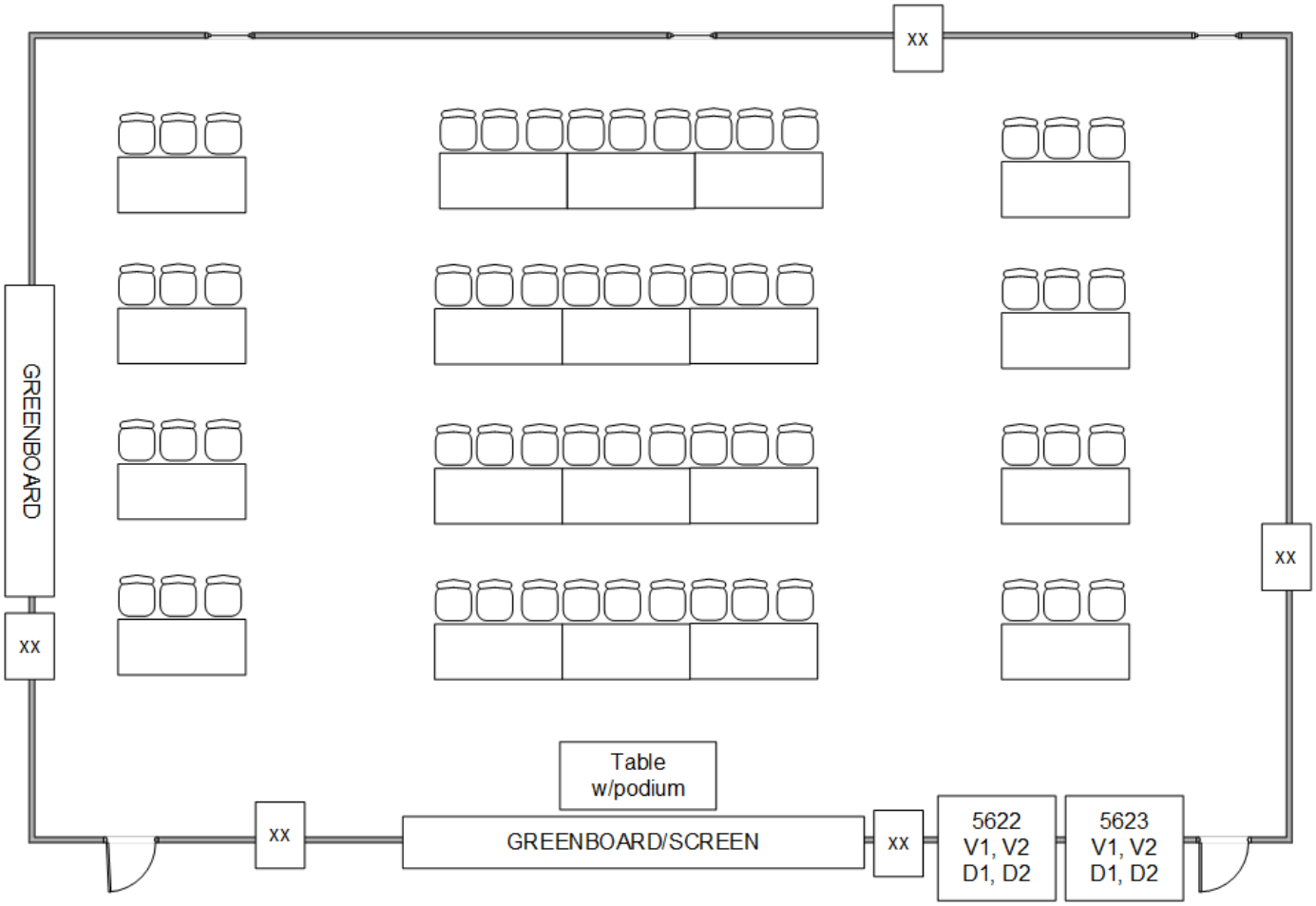
MEETING ROOM 303
LECTURE STYLE SET-UP
60 CHAIRS- 21 6' TABLES
1 TABLETOP PODIUM

SAC 304



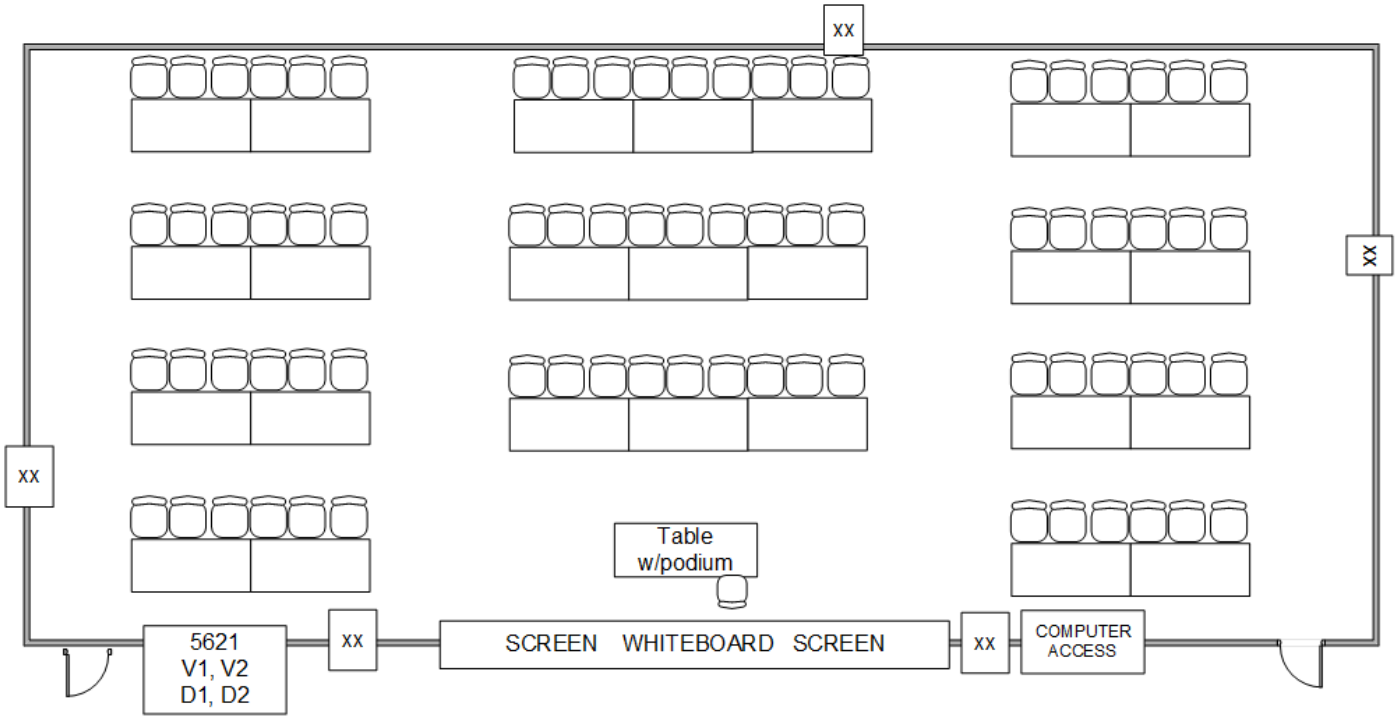
MEETING ROOM 304
LECTURE STYLE SET-UP
48 CHAIRS 16- 6' TABLES

SAC 305



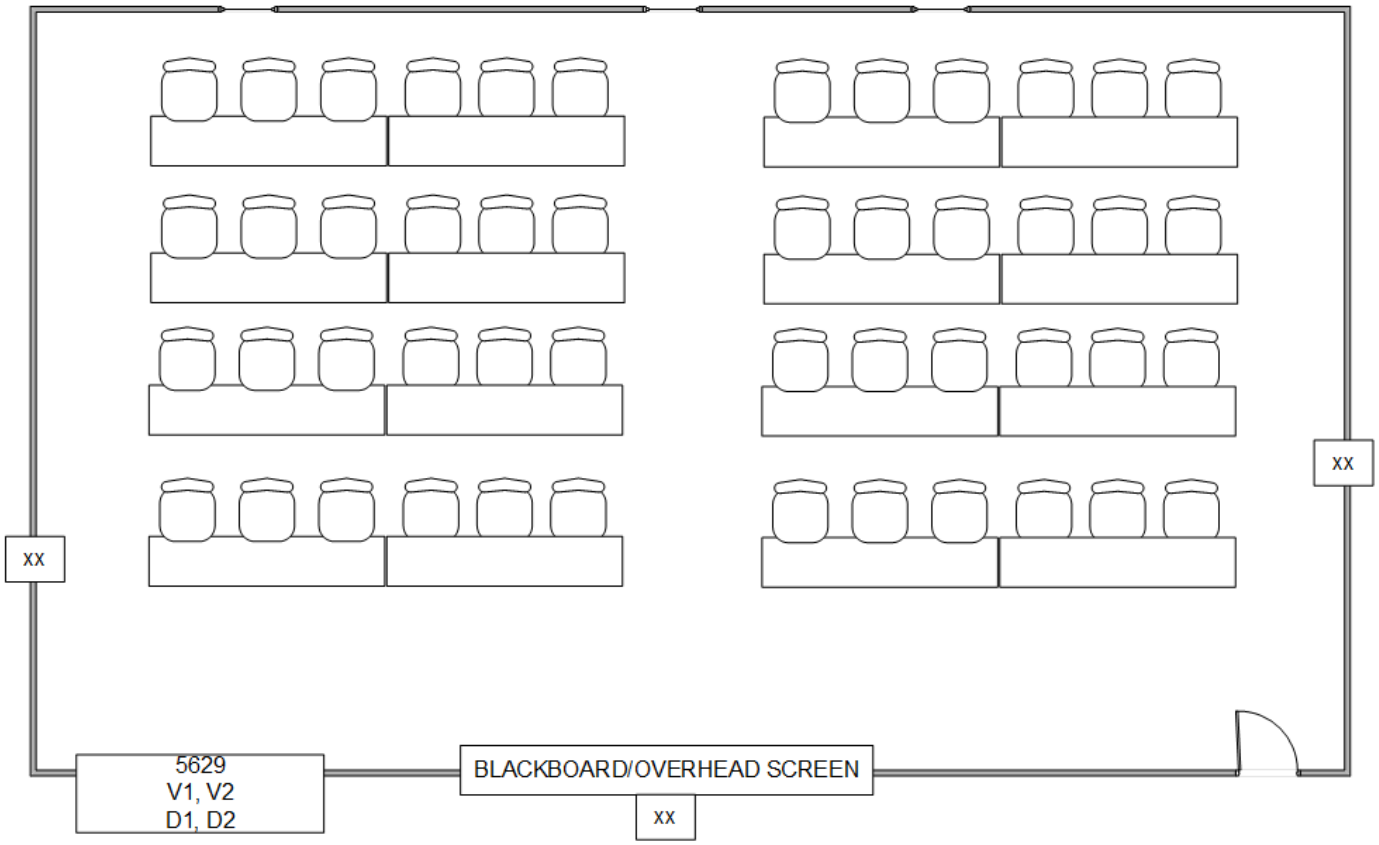
MEETING ROOM 305
LECTURE STYLE SET-UP
60 CHAIRS- 21 6' TABLES
1 TABLETOP PODIUM

SAC 306



MEETING ROOM 306
LECTURE STYLE SET-UP
75 CHAIRS – 25 6' TABLE
1 INSTRUCTOR CHAIR AND TABLE

SAC 311



MEETING ROOM 311
LECTURE STYLE SET-UP
48 CHAIRS
16- 6' TABLES

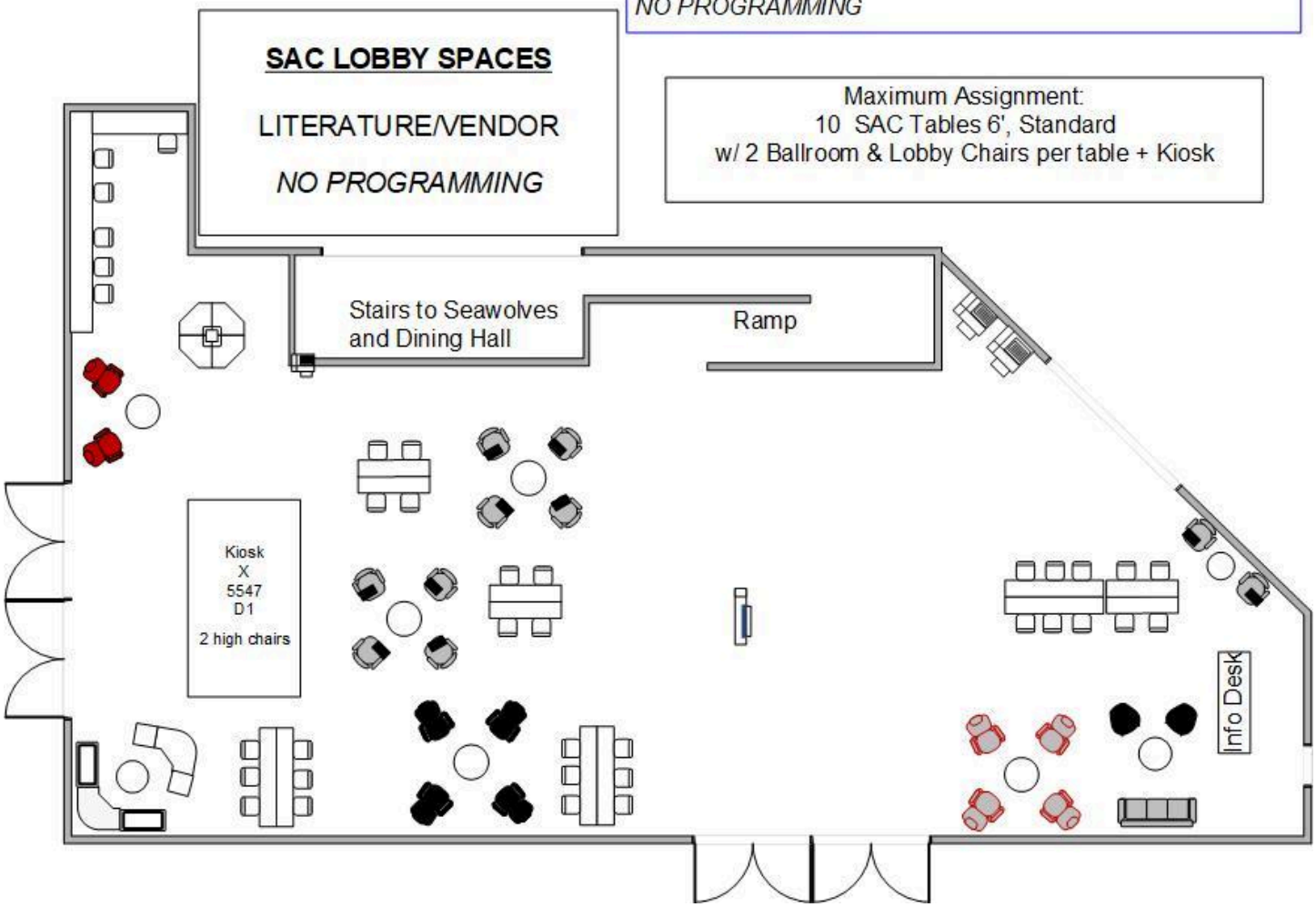
SAC Lobbies, Courtyards, and Lounges Layout Capacities

SPACE	LAYOUT	CAPACITY	NOTES
SAC Lobby	Clear Literature/Vendor	35 20	• 10 tables, 20 chairs
SAC Why Lobby	Clear Reception	100 50	• 4 tables, 8 chairs
SAC Plaza	Special	2000	• Includes Plaza Circle and Plaza Mall
SAC Plaza Mall	Special	1000	• 6 tables, 12 chairs
SAC Plaza Circle	Special	1000	• 6 tables, 12 chairs
SAC Bus Loop	Special	200	• 4 tables, 8 chairs
SAC Sculpture Garden	As Is	135	• Furniture comes as is

Ceiling Height Clearance: 20’ 9”

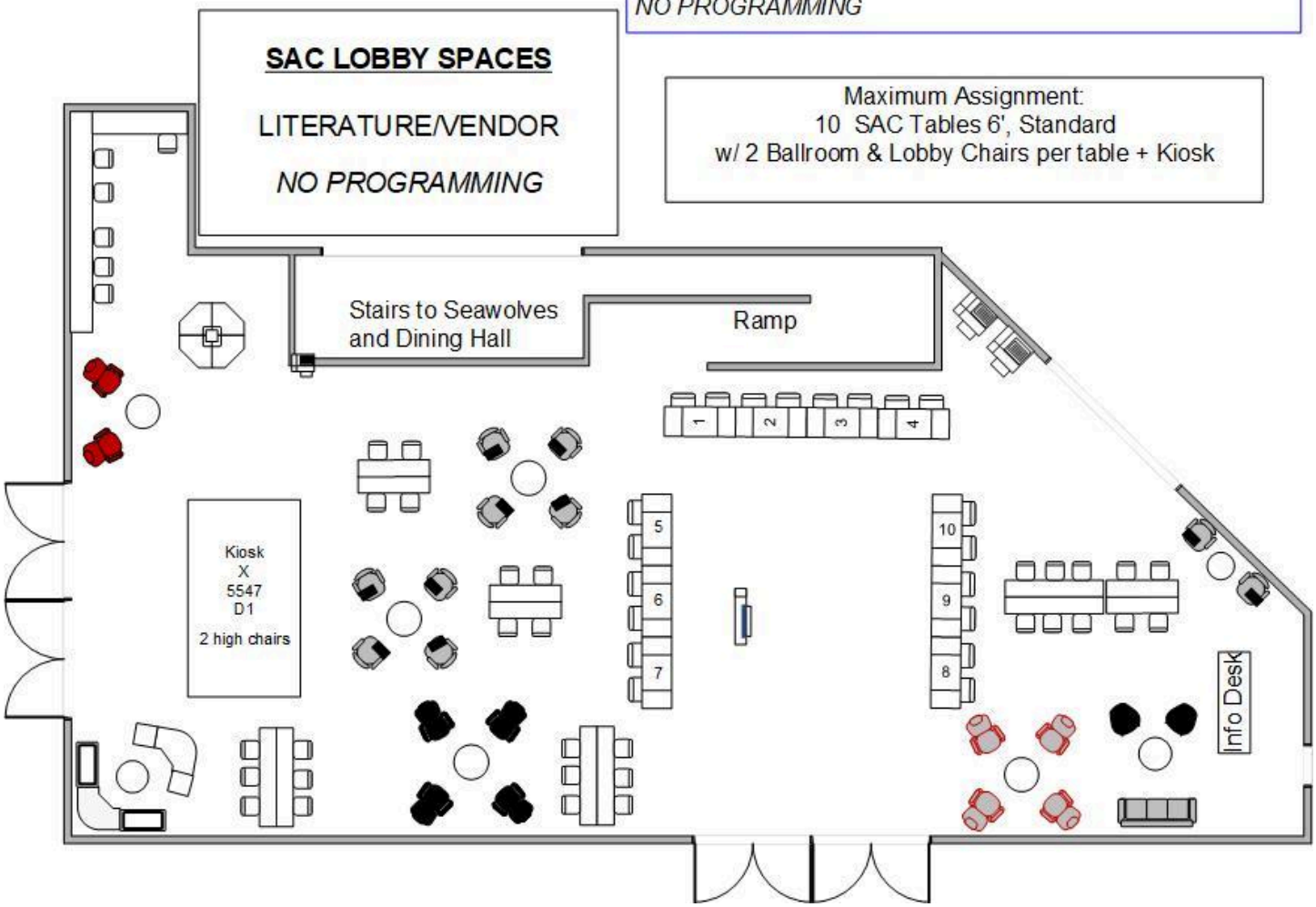
SAC Lobby Clear Room

Booking Rules:
Thursdays: Unavailable 9a-5p during academic year
Kiosk: Available Summer, Intercession & Spring Break
NO PROGRAMMING

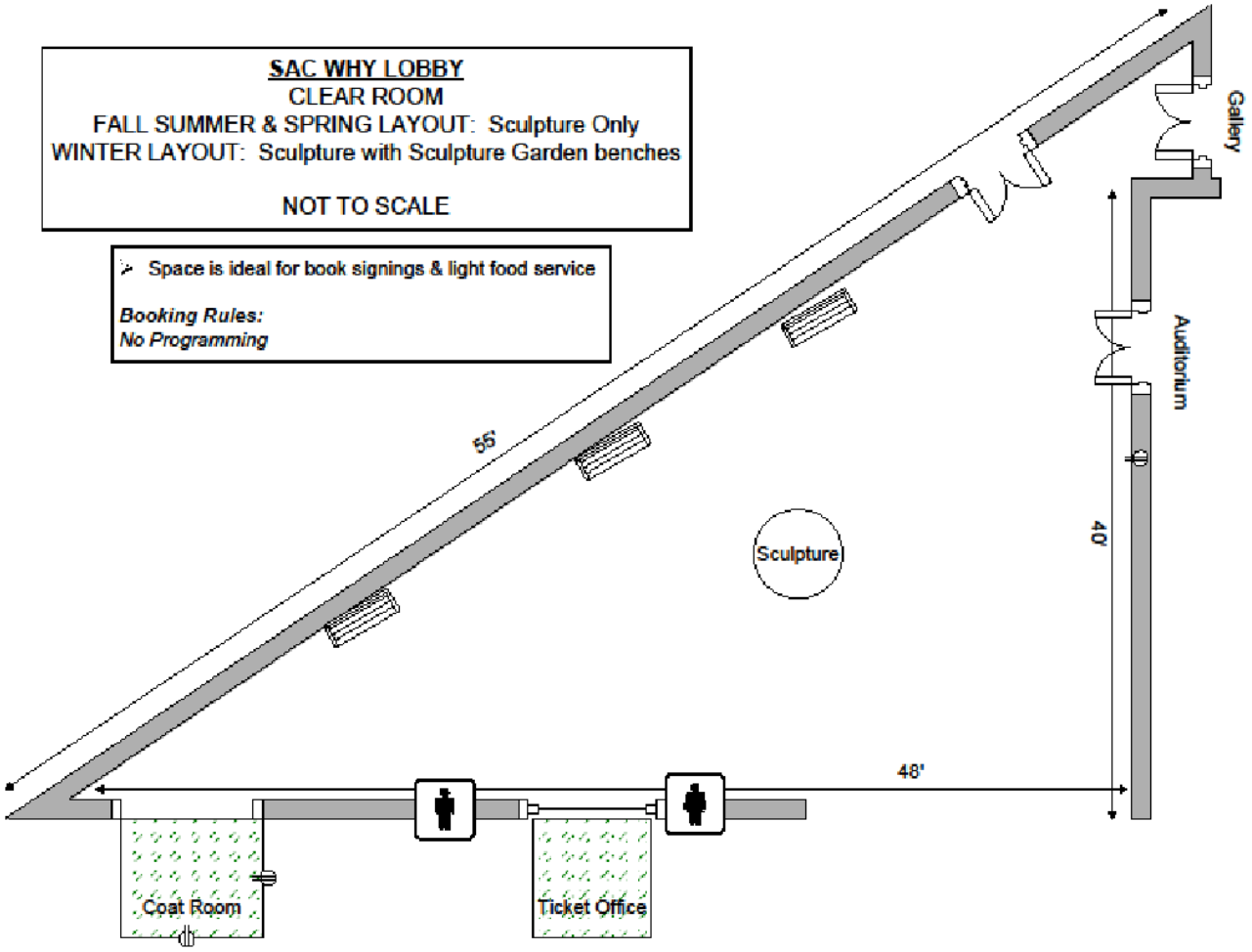


SAC Lobby Clear with Tabling

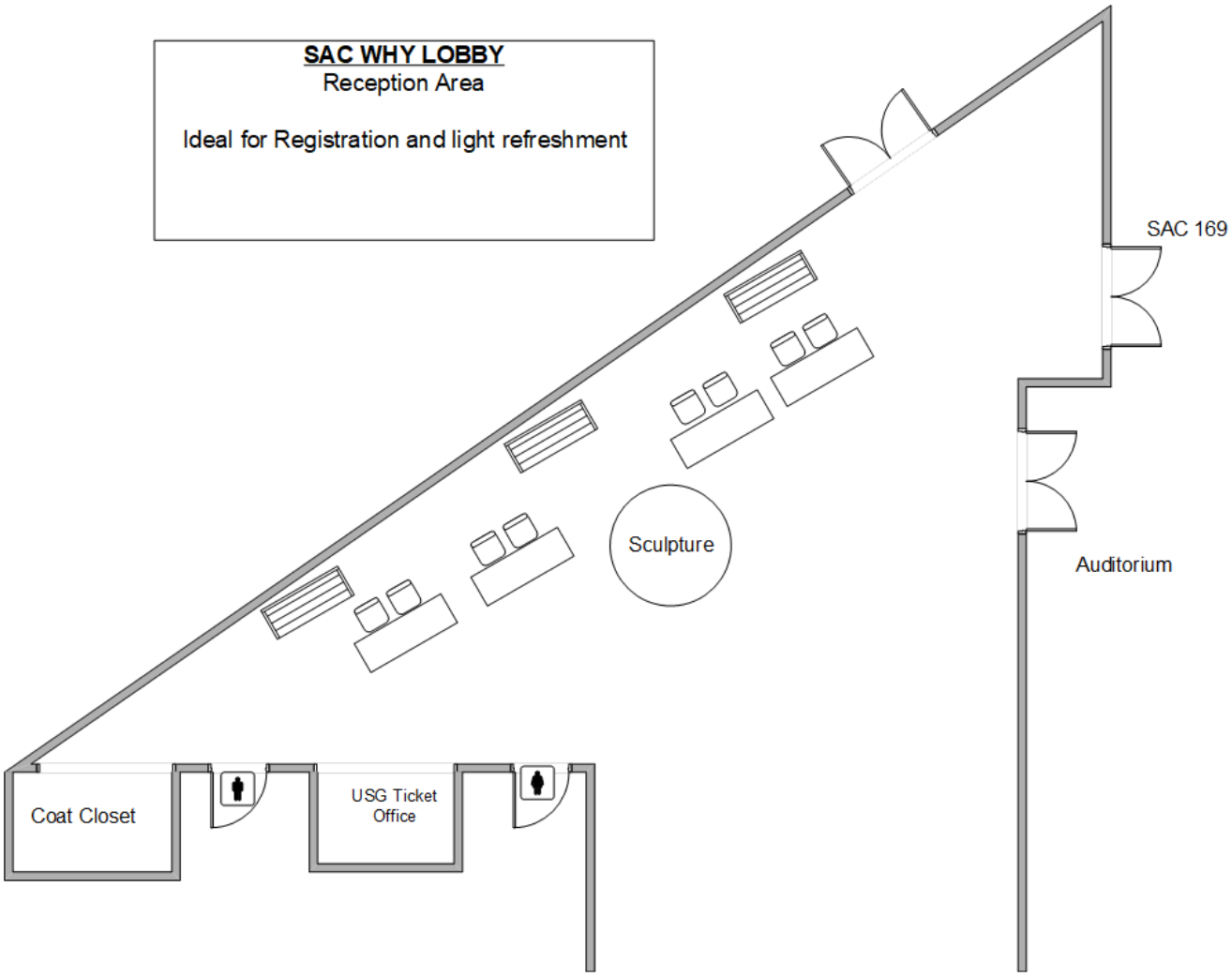
Booking Rules:
Thursdays: Unavailable 9a-5p during academic year
Kiosk: Available Summer, Intercession & Spring Break
NO PROGRAMMING



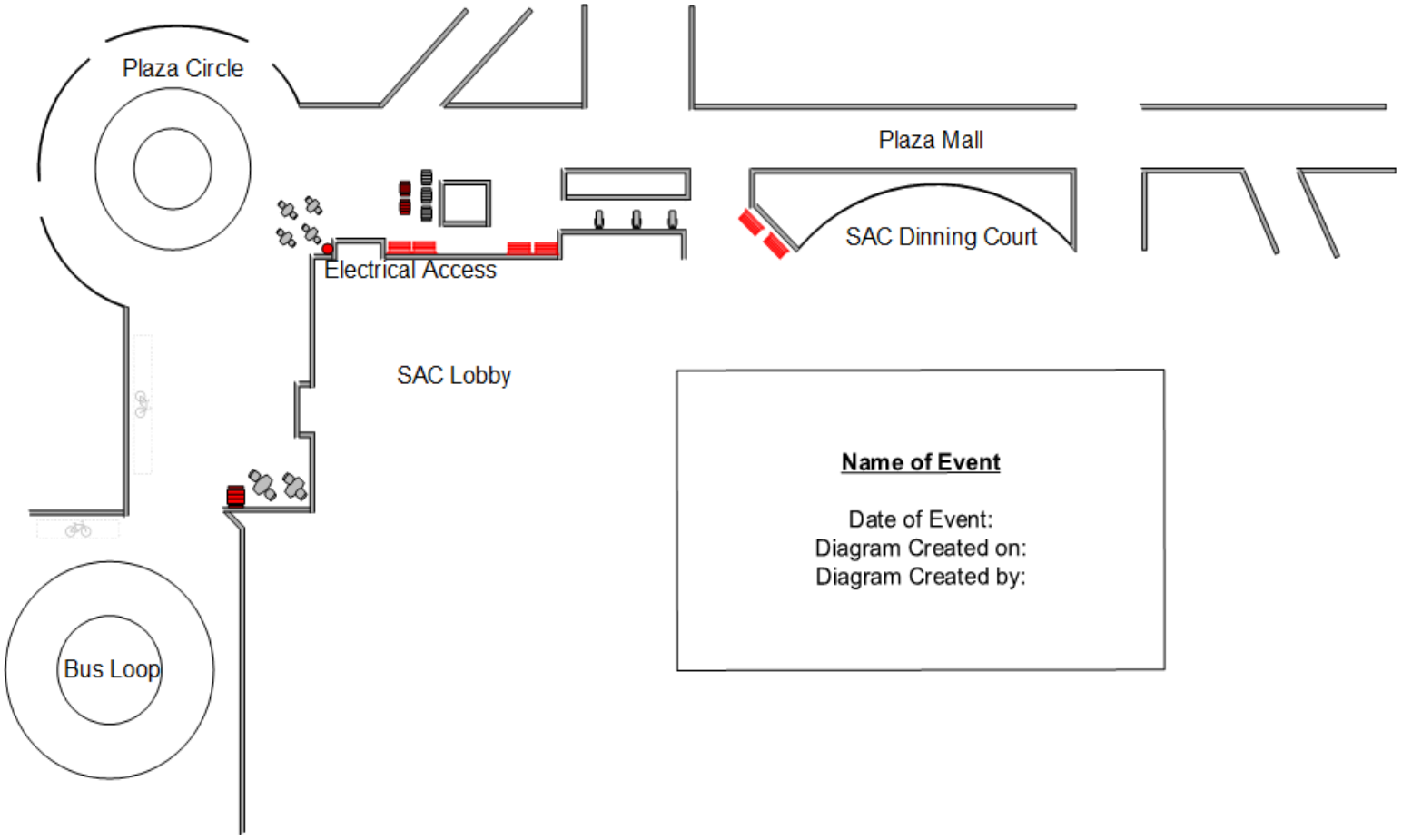
SAC WHY LOBBY CLEAR ROOM



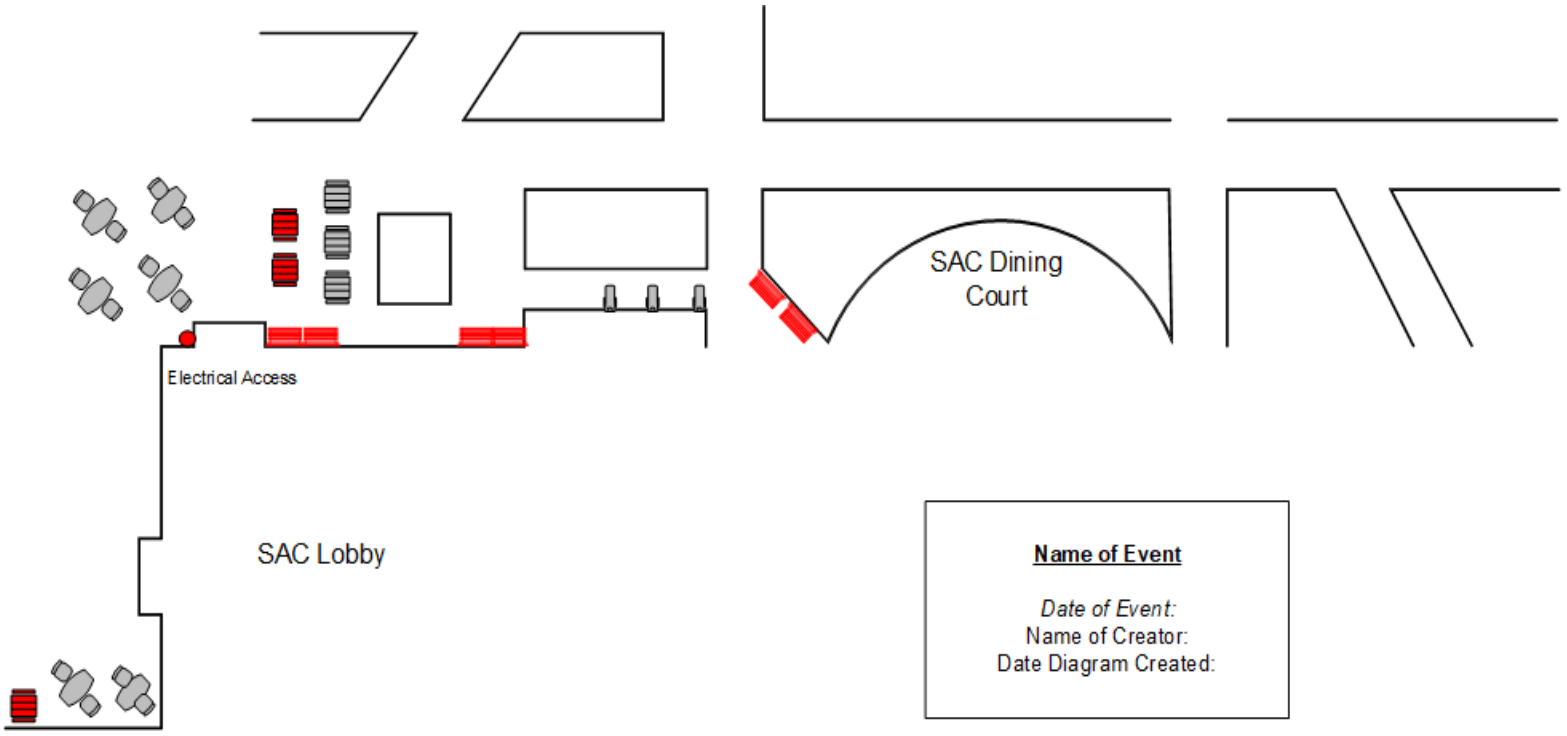
SAC Why Lobby Vendor Style



SAC Plaza


Plaza Circle
Plaza Mall
SAC Dinning Court
Electrical Access
SAC Lobby
Bus Loop
Name of Event
Date of Event:
Diagram Created on:
Diagram Created by:

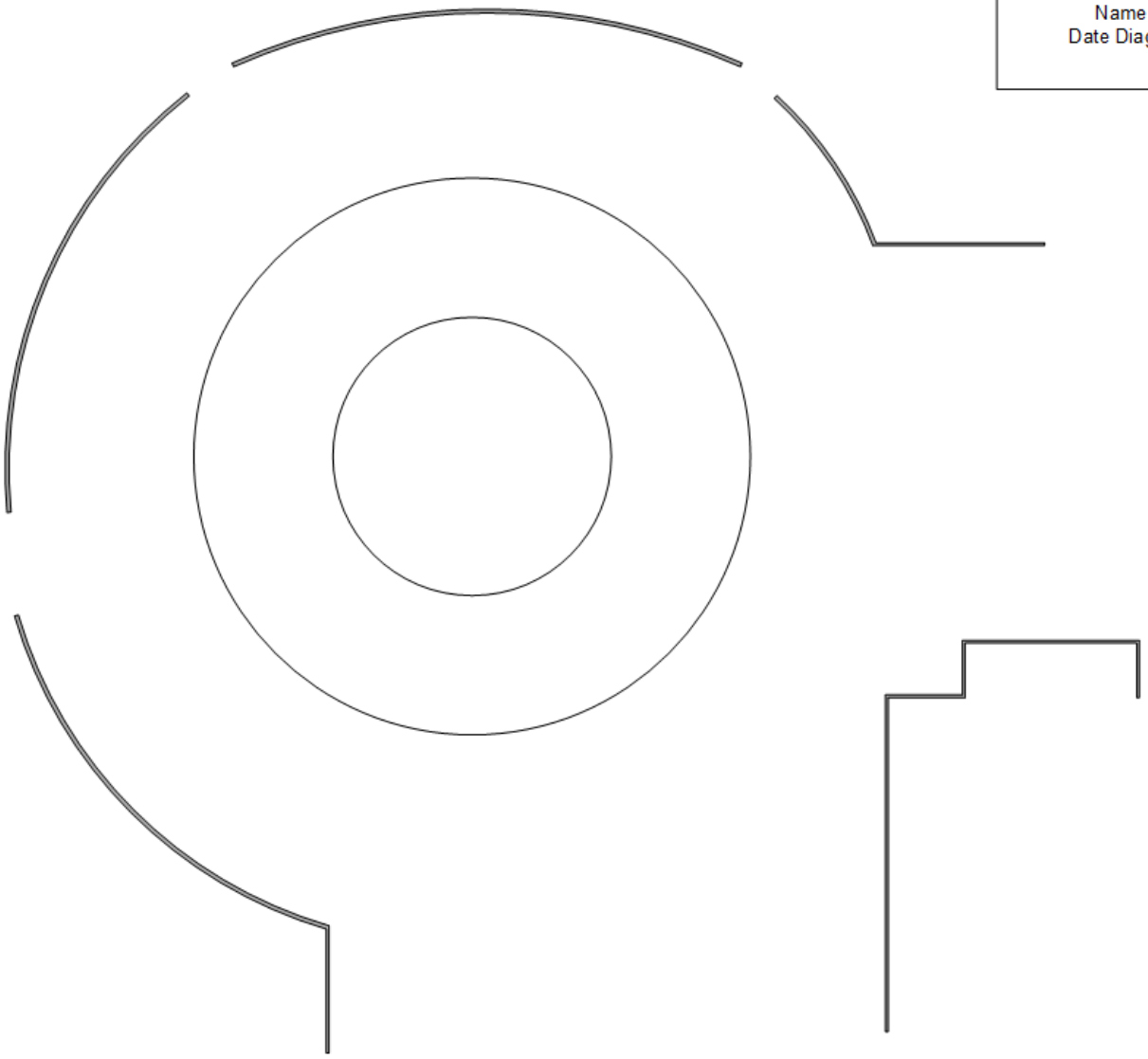
SAC Plaza Mall



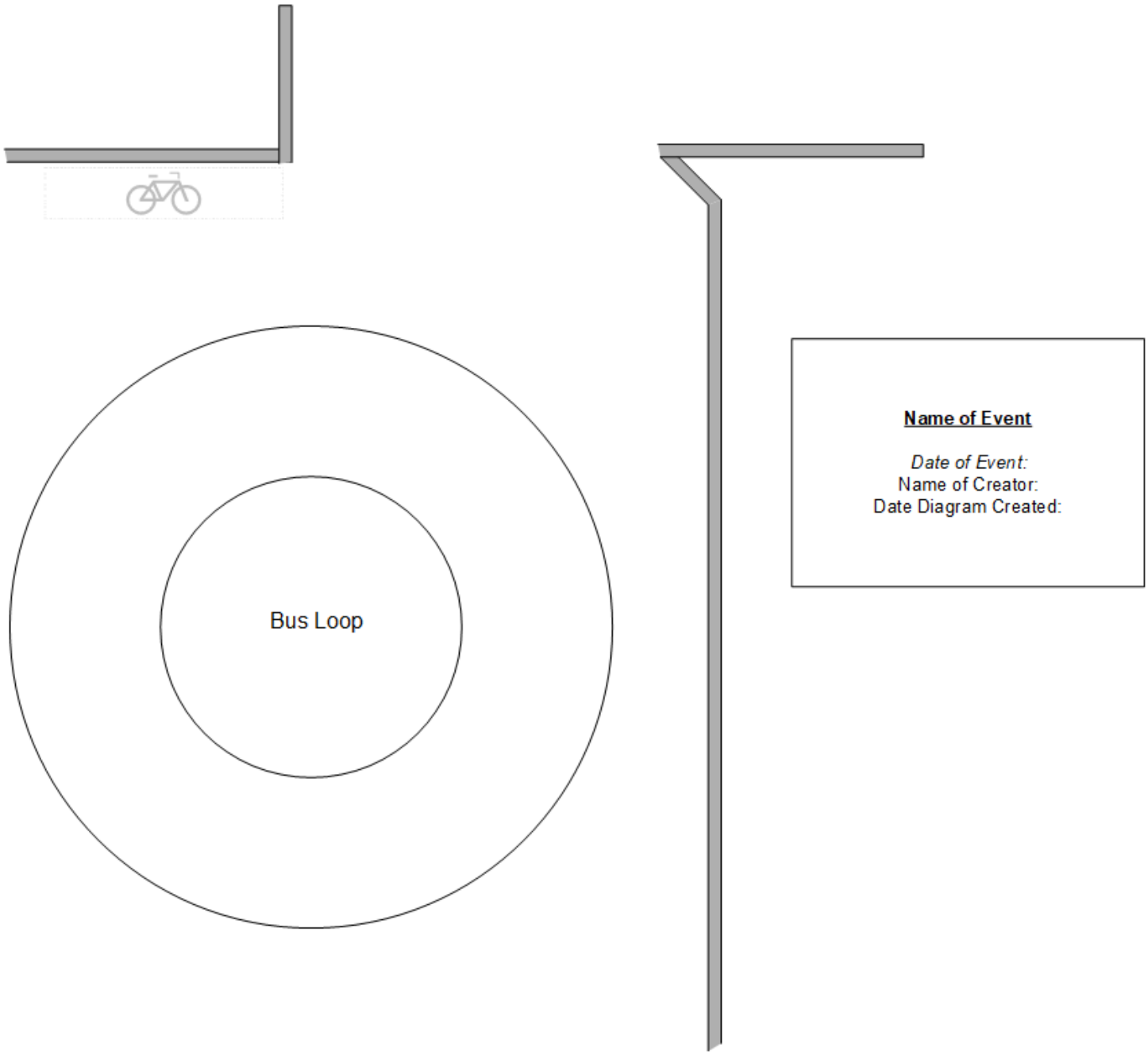
SAC Plaza Circle

Name of Event

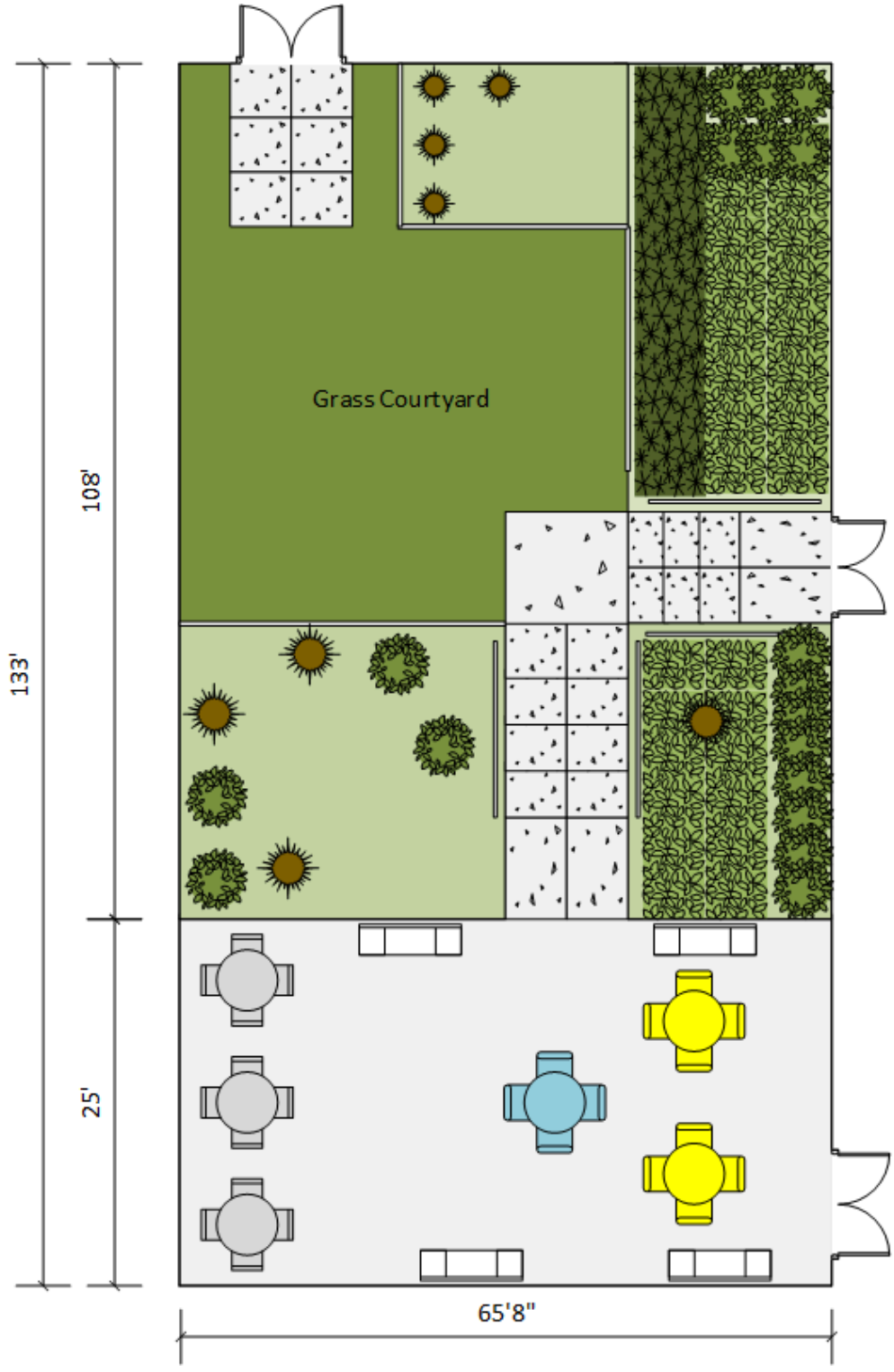
Date of Event:
Name of Creator:
Date Diagram Created:



SAC Bus Loop


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

SAC Sculpture Garden



SAC Sculpture Garden

Capacity: 135 Overall
Cement Area: 75
Grass Area: 50

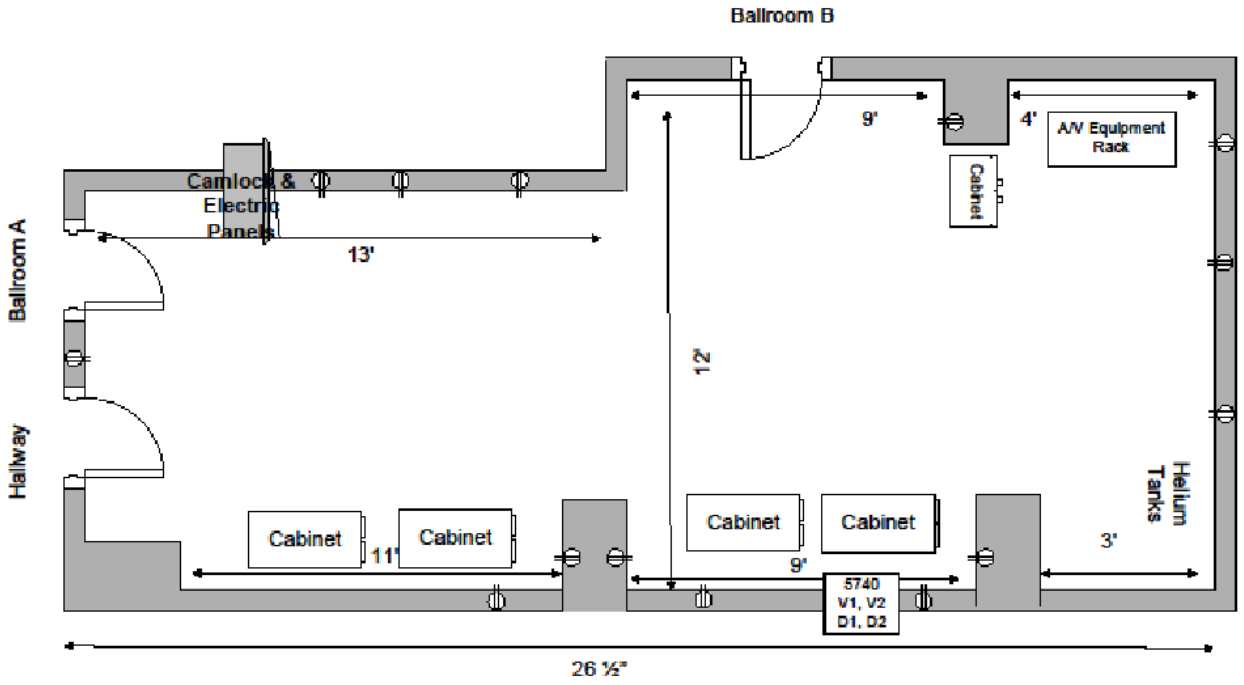
SAC Ancillary Spaces Capacities

SPACE	CAPACITY	NOTES
SAC Pantry	2	● 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 Rehearsal Space	12	● No furniture, comes as is

SAC Ancillary Capacities

SPACE	LAYOUT	CAPACITY	NOTES
SAC Pantry	Clear	2	Reservable as a storage space

SAC Pantry



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.

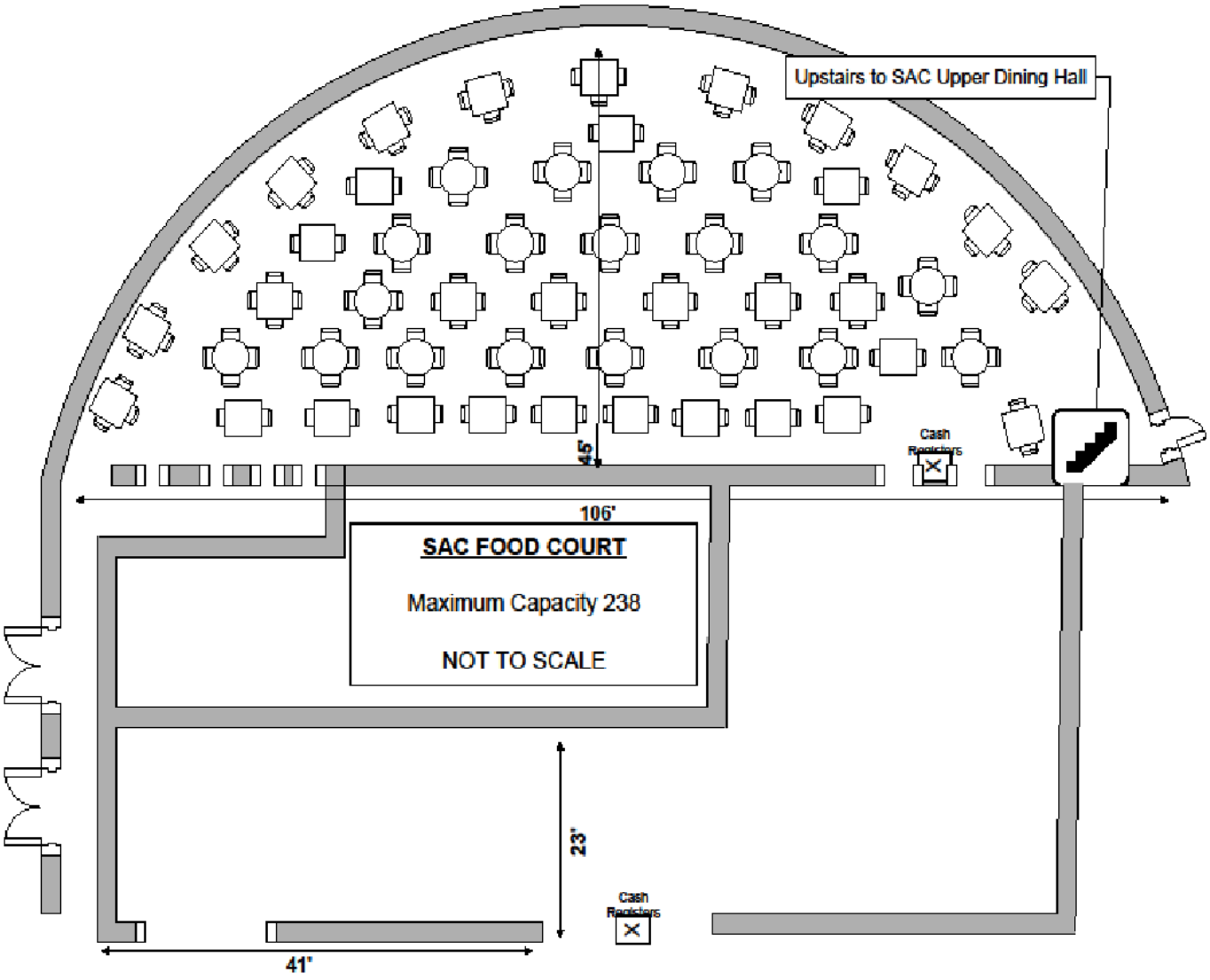
Space doubles as A/V Booth for Ballroom B and caterers should be notified to keep the corner with the A/V Rack clear of obstruction.

Assign maximum of 5 SAC Tables, 6' Standard if needed by caterer.

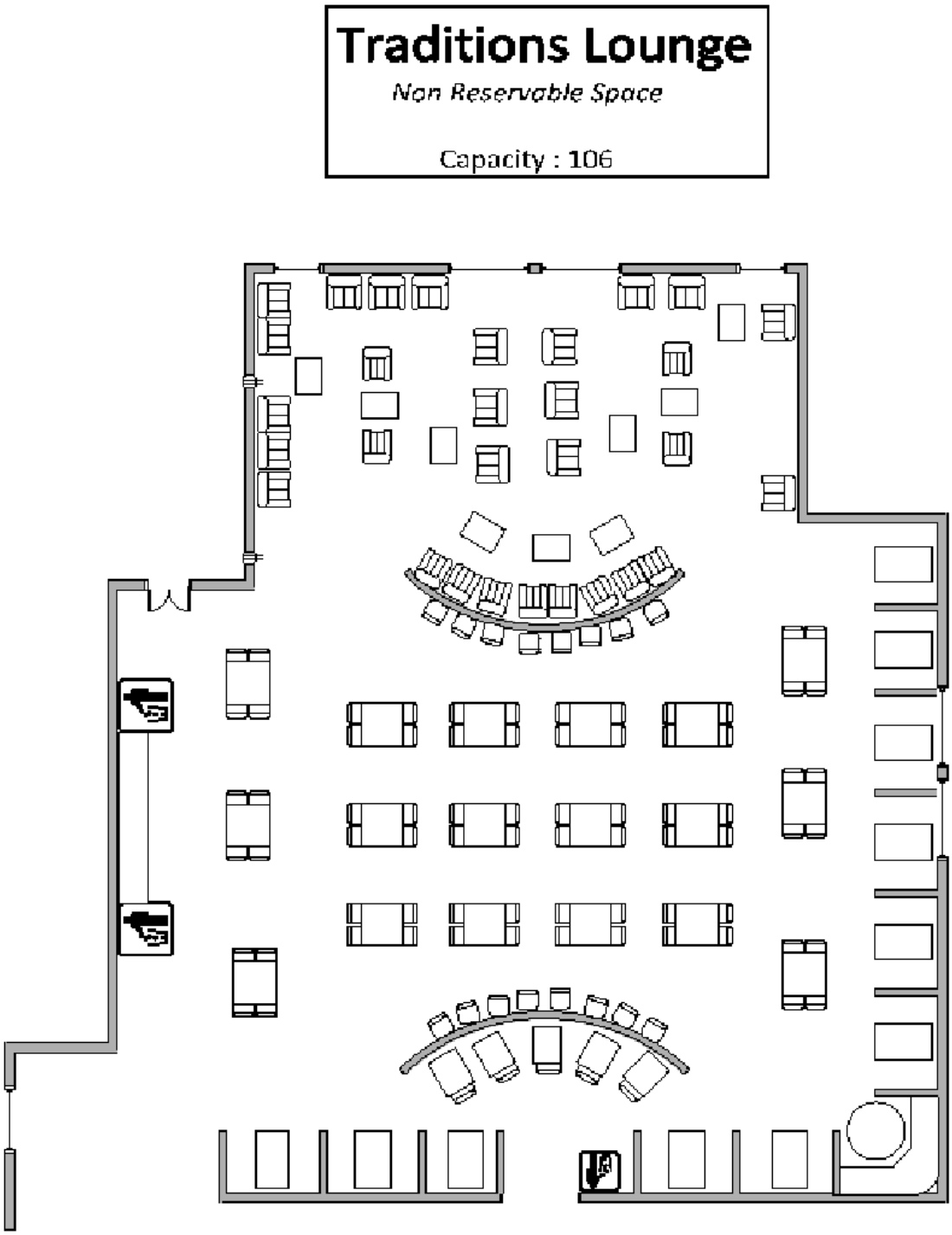
SAC Non-Reservable Space Capacities

SPACE	CAPACITY	NOTES
SAC Food Court	238	
SAC Traditions Lounge	106	

SAC Food Court



SAC Traditions Lounge



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