Scheduling Policies

1. University departments, Registered Student Organizations, and departments and off-campus organizations are not allowed to schedule the Student Center for use by RSOs. Likewise, RSOs are not allowed to schedule for anyone other than their individual group. Misuse of scheduling policies will result in loss of scheduling privileges, prior use of other facilities and users will be unable to accommodate your meal, drink and refreshment needs. In the Student Center, you will find a fresh mix of dining options; Bowling & Billiards, the University Bookstore, the Craft Shop and the Information Center.

To reserve space or for more information, please visit our website at studentcenter.siu.edu/scheduling or call the Student Center Scheduling Office at 618/536-6633.

General Planning Process

Preplanning
• Determine the type of event you are hosting (lecture, luncheon, conference, dance, fundraiser)
• Establish desired date, time, and location of the meeting or program
• Determine the approximate number of guests and set-up arrangement you prefer

Reserving Space and Food
1. First, contact the Student Center Scheduling Office to reserve space at 618/536-6633.
2. If you plan to serve food, refer to the Student Center preferred caterer list and contact chosen carriers. All Student Center preferred caterers can be found at studentcenter.siu.edu/services/catering.html

Event Details
• Complete a general schedule and event plan
• Schedule audio/video, staging and any other set-up needs
• Coordinate performer arrangements
• Coordinate deliveries

Registered Student Organization Procedures

1. Determine date/time/length of activity for the meeting or program. Fill out a “Room Request Form” and send it to the Student Center Scheduling Office.
2. RSO Scheduling Office: Room Request Forms are available in the Scheduling Office and on the Student Center website.
3. Room requests can also be completed online at studentcenter.siu.edu/scheduling/room-space.
4. Remember, only the certified RSO Scheduling Office may reserve space.
5. If necessary, contact a Student Center preferred caterer to arrange food and beverage services.
6. If there are changes associated with the reservation, the RSO will receive a Fiscal Officer Form upon reserving space. This must be signed in Student Life by a fiscal officer.
7. Once the RSO has their fiscal officer sheet signed and all details coordinated, the reservation can then be confirmed and finalized.

Scheduling Policies

1. University departments, Registered Student Organizations (RSOs) and the general public are scheduled in the Student Center. Office organizations and departments are authorized to book space in the Student Center for up to one year in advance. RSOs are allowed to book for one semester only beginning on the Monday before finals week of the prior...
Room Descriptions

The Student Center offers a variety of rooms for your event, programming and meeting requests.

- Four spacious ballrooms of various dimensions can be used individually or joined together according to your specifications.
- The River Rooms which serve as multi-purpose meeting and dining spaces. There are 14 River Rooms available.
- To eliminate lines, the Tent and Activity Rooms are pre-set to accommodate a determined capacity.
- With a seating capacity of 300 and additional childcare spaces available, the Ballrooms can accommodate larger conferences and meetings.
- The International, Old Main and John W. Cooker Lounges offer relaxed atmospheres and are great places for receptions, registrations or expos.

Audiovisual & Scheduling Services

The Student Center offers a variety of equipment to fit your event, sound, lighting and audiovisual setup needs. We also have trained technicians who assure professional operation of our state-of-the-art audiovisual equipment. Below is a sample of both audiovisual and equipment items the Student Center offers:

- **Variety of Microphones**
- **Tables and Chairs**
- **Staging**
- **Smart Boards**
- **Directional Signs**
- **Sign Standards**
- **Basic PA, Concert and House Sound**
- **Signage**
- **Podiums and Lecterns**
- **Portable and Freestanding Lighting**
- **Various of Microphones**
- **Projectors**

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Student Center Preferred Caterers

The Student Center has a preferred caterers list containing area businesses able to accommodate customized service and professional assistance for elegant banquets, business lunchrooms and simple coffee breaks. Please visit our website for more information: studentcenter.si.edu/services/catering.

You may also call 618/536-6655 or visit the Student Center scheduling Office on the 2nd floor of the Student Center.

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