

Student Center

Scheduling and Event Plan

The SIU Student Center and Conference and Scheduling Services has adjusted its calendar of events and revamped policies and spaces in response to COVID-19. We are exercising the utmost caution and taking responsible action to help ensure the health and well-being of the campus community. Standard room reservations may be made online, over the phone at 536-7751, in the office on the 2nd floor of the Student Center or by emailing studentcenterscheduling@siu.edu. If you are wanting to meet with someone to discuss your meeting or event, in depth, please make an appointment. Outside of the adjusted policies and spaces, all other standard scheduling and space guidelines apply.

Event Approval Process

Gatherings are allowed with appropriate approval in compliance with university guidelines and the state's Restore Illinois Plan. Please note, the allowable number of people at a meeting or event is determined by the current state and university guidelines at a given time. Approval is required for all on-campus and off-campus events sponsored by the university. To request approval, submit the [COVID-19 Event Approval Form](#) at least two weeks before the event. Events may not be promoted until they are approved, so early submission is encouraged. Standard meetings of 10 people or less will not require this form. In addition to departments and registered student organizations, external groups may use Student Center facilities to reserve meeting and event space with appropriate safety plans and approvals following the Event Approval process.

Solicitation and Donation Boxes

Due to the COVID-19 Pandemic, the SIU Student Center is temporarily adjusting its solicitation guidelines and donation box policy for the health and safety of the campus community. Therefore, the following guidelines will apply:

1. At this time, donation boxes under the north escalator are not allowed due to this being a high-touch area.
2. Only departments and Registered Student Organizations (RSOs) may use Student Center solicitation. At this time, external organization are allowed to host a solicitation table on an approval basis only by Conference and Scheduling Services.
3. There are 2 solicitation locations:
 - 1 solicitation spot at the North Escalators consisting of 1-6' table, two chairs, and one show wall.
 - 2 solicitation spots at the North Entrance consisting of 1-6' table and two chairsPlease note, there is no solicitation in the Art Gallery on the first floor of the Student Center at this time.
3. Solicitation times are limited to Monday through Friday 10am – 2pm.
4. There will be no charge for reserving a solicitation location.
5. We are mandating no-touch solicitation. This means there can be no handouts, no food nor physical exchange of information. We encourage posting information on banners to hang on or behind the table, utilizing plastic sign holders to display information, QR codes and encouraging departments and RSOs to verbally exchange contact information and/or encourage those stopping at tables to take pictures.
6. Masks are required and the Department or RSO hosting the table must have hand sanitizer available.
7. The table host and patrons stopping at the table must remain 6' apart at all times.

Cancellation

Per the COVID-19 Event Approval Form, if your event is not approved or not addressed in a timely manner, OR if your event or meeting is forced to be canceled because of coronavirus, there will be no cancellation fee.

Student Center Space

In compliance with appropriate guidelines, the Student Center has adjusted its room capacities to incorporate 6' social distancing guidelines between people. Please note that some spaces are temporarily closed while others may have limited set-up options. Lounge spaces have been reconfigured per social distancing. All rooms are thoroughly sanitized prior to use by groups. Masks and social distancing are required for in-person meetings and there is ample sanitizing stations placed around the Student Center. For more information about university and meeting guidelines, please visit

[SIU's Coronavirus website.](#)

Ballrooms	Dimensions	Square Foot	Max Capacity (Room Empty)	Classroom	Auditorium/Theater	Conference	Round	U Shape Out	Family
<i>Ballroom A</i>	27' x 45'	1,215	31	20	18	16	20	13	-
<i>Ballroom B</i>	55' x 59'	3,245	50	40	38	24	40	20	-
<i>Ballroom C</i>	29' x 45"	1,305	34	20	18	16	20	13	-
<i>Ballroom D</i>	76' x 92'	5966	50	50	50	40	50	32	-
River Rooms	Dimensions	Square Foot	Max Capacity (Room Empty)	Classroom	Auditorium/Theater	Conference	U Shape Out	U Shape In/Out	Family
<i>Mississippi</i>	20' x 44'	846	22	14 (w/ head table for 1)	-	-	-	-	-
<i>Illinois</i>	22' x 38'	838	22	-	-	10	9	-	-
<i>Ohio</i>	18' x 38'	722	19	-	-	10	9	-	-
<i>Kaskaskia</i>	24' x 25'	471	12	-	-	6	5	-	-
<i>Missouri</i>	24' x 25'	477	12	-	-	6	5	-	-
<i>Kaskaskia/Missouri</i>	-	948	24	-	-	12	11	-	-
<i>Vermillion</i>	19' x 30'	555	14	-	-	-	-	-	8
<i>Mackinaw</i>	20' x 22'	553	14	-	-	6	5	-	-
<i>Wabash</i>	19' x 21'	390	10	-	-	-	-	-	4
<i>Saline</i>	19' x 20'	400	10	-	-	6	5	-	-
<i>Iroquois</i>	15' x 19'	304	8	-	-	-	-	-	3
<i>Sangamon</i>	12' x 20'	247	6	-	-	4	-	-	-
Town Rooms	Dimensions	Square Foot	Max Capacity (Room Empty)	Conference	U-Shape Out				
<i>Thebes</i>	38' x 19'	686	18	-	9				
<i>Corinth</i>	20' x 19'	355	9	CLOSED	CLOSED				
<i>Troy</i>	18' x 19'	355	9	CLOSED	CLOSED				
Activity Rooms	Dimensions	Square Foot	Max Capacity (Room Empty)	Conference					
<i>Activity Room A, B</i>	19' x 17'	325	8	CLOSED					
<i>Activity C or D</i>	19' x 17'	325	8	8					
<i>Activity C/D (Combo)</i>	-	650	17	16					
Other Rooms	Square Foot	Max Capacity (Room Empty)	Other Set-ups						
<i>Delta Room Lounge</i>	1571	41	11 (chairs around)						
<i>Renaissance Room</i>	4965	50	-						
<i>Auditorium</i>	3400	50	-						
<i>Big Muddy Room</i>	3600	50	-						
<i>Old Main Room</i>	2343	50	27 (standard set-up)						
<i>Corker Lounge</i>	4119	50	-						
<i>Cambria Room</i>	1280	33	-						
<i>International Lounge (East/West)</i>	13516	50 (per side)	-						
<i>Old Main Lounge</i>	1561	41	-						
<i>Wabash/Vermillion Lounge</i>	534	14	-						
<i>Roman Room</i>	-	107	-						

For a complete list of Student Center rates or details on scheduling policies visit our website for more information:
<https://studentcenter.siu.edu/conference-and-scheduling-services/>

