



STUDENT ACTIVITY CENTER RESERVATION GUIDE

STUDENT
ACTIVITY
CENTER



PROCEDURES



FACILITY HOURS*

Monday - Friday	7am - 3am
Saturday	10am - 3am
Sunday	12pm - 3am

**Hours may vary with holiday closures, etc.*

FOOD & EHS

University Unions Catering is the preferred caterer for the Student Activity Center.

In the event that this option is unable to accommodate the special menu needs of the event sponsor, the event sponsor may contract the services of an off-campus catering company.

The use of an off-campus catering company will be approved only upon the timely submission of the required information to insure that the company has the appropriate experience, permits and equipment to insure that food is prepared, transported and served in a safe manner and within the guidelines established by the Travis County Health Department and The University of Texas at Austin Environmental Health & Safety Department.

For events with food, the Food Distribution form may be required.

<http://www.utexas.edu/safety/ehs/food>

EVENT PARKING



For events considering parking, complete the UT Parking & Transportation Services Group/Event Parking Request Form at least 2 weeks before the event
http://www.utexas.edu/parking/parking/specialevents/event_parking.html

EVENT SECURITY



For events that will need security, complete the UT Police Department Event Security Request Form at least 2 weeks before the event
<http://www.utexas.edu/police/securityrequest/>

ELIGIBLE FOR RESERVATION USE

Current UT Austin Sponsored &
Registered Student Organizations
Current UT Austin Faculty & Staff

EVENT INFORMATION

FOR RESERVATIONS

512.475.6628

www.sacreservations@universityunions.utexas.edu

www.utsac.org

The University Unions Student Activity Center uses the Event Management System.



STUDENT ACTIVITY CENTER: LEVEL I

ROOM	AREA SQ. FT.	CAPACITY	AV	FEATURES
MEETING ROOM 1.106	738	56	BASIC	-WINDOW WALL -BLACK OUT SCREEN
MEETING ROOM 1.118	752	56	BASIC	-WINDOW WALL -BLACK OUT SCREEN
AUDITORIUM 1.402	4214 <small>503 Stage Area</small>	474	A/V ROOM	-ACCESS TO DRESSING ROOMS -STAGE

STUDENT ACTIVITY CENTER: LEVEL II

ROOM	AREA SQ. FT.	CAPACITY	AV	FEATURES
CONFERENCE ROOM 2.106	113	4 FIXED MEETING SET	BASIC	-WHITE BOARD
MEETING ROOM 2.120	955	80	BASIC	-LARGEST STANDARD MEETING ROOM
DANCE REHEARSAL ROOM 2.310	818	54 CLEAR FLOOR	SOUND SYSTEM	-MIRRORED WALL -BALLET BARRES
BLACK BOX THEATRE 2.304	1697	150	A/V ROOM	-ACCESS TO DRESSING ROOMS AND PRODUCTION STORAGE CLOSET
LEGISLATIVE ASSEMBLY ROOM 2.302	2360	96 EXECUTIVE SEATS 76 EXECUTIVE SEATS	A/V ROOM	-FIXED ASSEMBLY SET
BALLROOM 2.410	5206	550	BASIC	-ROOM DIVIDER -PICTURE WINDOW

STUDENT ACTIVITY CENTER: LEVEL III

ROOM	AREA SQ. FT.	CAPACITY	AV	FEATURES
MEETING ROOM 3.106	369	22	BASIC	BALCONY CONNECTS NEIGHBORING ROOMS
MEETING ROOM 3.112	570	38	BASIC	BALCONY CONNECTS NEIGHBORING ROOMS
MEETING ROOM 3.116	591	38	BASIC	BALCONY CONNECTS NEIGHBORING ROOMS
EXECUTIVE CONFERENCE ROOM 3.114	946	24 EXECUTIVE SEATS 14 EXECUTIVE SEATS	BASIC	-FIXED CONFERENCE SET -BOARD ROOM TABLE

STUDENT ACTIVITY CENTER RATES

DEPARTMENTS COLLECTING FEES

BALLROOM | AUDITORIUM • \$500

BLACK BOX THEATRE

LEGISLATIVE ASSEMBLY ROOM • \$300

STUDENT ACTIVITY CENTER ROOMS • \$100

DEPARTMENT (SET-UP)

BALLROOM | AUDITORIUM • \$100

BLACK BOX THEATRE

LEGISLATIVE ASSEMBLY ROOM • \$75

STUDENT ACTIVITY CENTER ROOMS • \$50

CANCELLATION & NO SHOW RATES

BALLROOM | AUDITORIUM

CANCELLATION: \$250 IF LESS THAN 30 DAYS

NO SHOW: \$300

BLACK BOX THEATRE

LEGISLATIVE ASSEMBLY ROOM

CANCELLATION: \$50 - \$150 IF LESS THAN 30 DAYS

NO SHOW: \$75 - \$200

STUDENT ACTIVITY CENTER ROOMS

CANCELLATION: \$10 IF LESS THAN 2 DAYS

NO SHOW: \$25

ALL RESERVATIONS ARE SUBJECT TO A CLEANING CHARGE, PRICING WILL VARY BASED ON THE EVENT.

A/V & FURNISHINGS	DEPARTMENTS
PROJECTION SCREEN (ALL TYPES)	\$10
LECTERN TABLE	\$10
MICROPHONE (ALL TYPES)	\$10
STAGE PIECE 6' x 8'	\$15
PODIUM	\$15
IN-HOUSE PA SYSTEM	\$30
PROJECTOR LCD	\$85

A/V BASIC

PROJECTOR	SCREEN	SPEAKERS
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