### Student Activity Center Reservations Guide

#### Purpose
The University Unions Student Activity Center is committed to providing students with the resources and leadership opportunities to enhance the student experience.

This building is a product of student needs and initiative, therefore present University of Texas at Austin students will have priority in reservations.

We strive to operate the building with integrity and loyalty to student needs. Events held in the Student Activity Center must honor the mission of The University of Texas at Austin.

#### Student Activity Center Reservations Guide

**History**
The University Unions Student Activity Center is a student dream finally fulfilled.

For years, students advocated for the creation of an additional student union building to provide for social, cultural, educational and recreational programs.

In 2006, students passed the Student Activity Center referendum. They created a $65 semester fee to build and maintain the facility for future students.

**Sustainability**
By incorporating a variety of design and construction features focused on reducing the project’s environmental footprint, the architects expect the building to receive LEED Gold certification from the US Green Building Council. Features include:

- Green roofs will reduce and slow the amount of storm water leaving the site, mitigating flooding in Waller Creek
- Natural day lighting will reduce energy consumption and heat gains from artificial lighting
- Rain water collected from the roofs will be used for water efficient landscaping
- Paper, plastic, glass and cardboard will be recycled in accordance with LEED standards.

**Honor Code**

> “The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.”

““There is a room for everyone and every organization.”

Rebekah Thayer, Business
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

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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

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/

Michelle V. Nguyen
Events Manager
mnguyen@universityunions.utexas.edu

For more information
512.232.0818
www.utexas.edu/universityunions/student-activity-center

For reservations
www.utexas.edu/universityunions/bookaroom

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

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**Procedures**

**Food & EHS**

**Facility Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>7am - 3am</td>
</tr>
<tr>
<td>Saturday</td>
<td>10am - 3am</td>
</tr>
<tr>
<td>Sunday</td>
<td>12pm - 3am</td>
</tr>
</tbody>
</table>

*Hours may vary with holiday closures, etc.*

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**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

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**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/

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**Event Information**

Eligible for Reservation Use

Current UT Austin Sponsored & Registered Student Organizations

Current UT Austin Students, Faculty & Staff
### Student Activity Center: Level 1

<table>
<thead>
<tr>
<th>Room</th>
<th>Area Sq. Ft.</th>
<th>Capacity</th>
<th>AV</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room 1.106</td>
<td>738</td>
<td>48</td>
<td>Basic</td>
<td>-Window Wall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Black Out Screen</td>
</tr>
<tr>
<td>Meeting Room 1.118</td>
<td>752</td>
<td>49</td>
<td>Basic</td>
<td>-Window Wall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Black Out Screen</td>
</tr>
<tr>
<td>Auditorium 1.402</td>
<td>4214</td>
<td>474</td>
<td>A/V Room</td>
<td>-Access To Dressing Rooms</td>
</tr>
<tr>
<td></td>
<td>503</td>
<td></td>
<td></td>
<td>-Stage</td>
</tr>
</tbody>
</table>

### Student Activity Center: Level 11

<table>
<thead>
<tr>
<th>Room</th>
<th>Area Sq. Ft.</th>
<th>Capacity</th>
<th>AV</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room 2.106</td>
<td>113</td>
<td>6</td>
<td>NA</td>
<td>-White Board</td>
</tr>
<tr>
<td>Meeting Room 2.120</td>
<td>955</td>
<td>60</td>
<td>Basic</td>
<td></td>
</tr>
<tr>
<td>* Dance Rehearsal Room</td>
<td>818</td>
<td>51</td>
<td>Sound System</td>
<td>-Mirrored Wall</td>
</tr>
<tr>
<td>Room 2.310</td>
<td></td>
<td></td>
<td></td>
<td>-Ballet Barres</td>
</tr>
<tr>
<td>** Black Box Theatre 2.304</td>
<td>1697</td>
<td>150</td>
<td>A/V Room</td>
<td>-Access To Dressing Rooms and Production Storage Closet</td>
</tr>
<tr>
<td>Legislative Assembly</td>
<td>2360</td>
<td>203</td>
<td>A/V Room</td>
<td>Fixed Assembly Set</td>
</tr>
<tr>
<td>Room 2.302</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballroom 2.410</td>
<td>5206</td>
<td>100-500</td>
<td>Basic</td>
<td>-Room Divider</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Picture Window</td>
</tr>
</tbody>
</table>

**Reservation Priority**
*will be given to Registered Student Organization Dance Groups*

### Student Activity Center: Level 111

<table>
<thead>
<tr>
<th>Room</th>
<th>Area Sq. Ft.</th>
<th>Capacity</th>
<th>AV</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balcony Room 3.106</td>
<td>369</td>
<td>23</td>
<td>Basic</td>
<td>Balcony Connects Neighboring Rooms</td>
</tr>
<tr>
<td>Balcony Room 3.112</td>
<td>570</td>
<td>36</td>
<td>Basic</td>
<td>Balcony Connects Neighboring Rooms</td>
</tr>
<tr>
<td>Balcony Room 3.116</td>
<td>591</td>
<td>37</td>
<td>Basic</td>
<td>Balcony Connects Neighboring Rooms</td>
</tr>
<tr>
<td>Executive Conference</td>
<td>946</td>
<td>58</td>
<td>Basic</td>
<td>-Fixed Conference Set</td>
</tr>
<tr>
<td>Room 3.114</td>
<td></td>
<td></td>
<td></td>
<td>-Board Room Set</td>
</tr>
</tbody>
</table>

**Reservation Priority**
*will be given to Registered Student Organization Theatre Groups*

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A/V Basic

- Projector
- Screen
- Speakers
- *Lectern
- *Mic
- *Depending on room

See floor plans of rooms on following page

*Information is subject to change due to building updates*