

UNION

Revised 5-13-2015

PMU In-House Use Only

137 South Ballroom (122' x 61') Phone Ext. # 8859	187 North Ballroom (60' x 122') Phone Ext. # 8858
150 chairs around wall	125 chairs around wall
432 served at round tables 360 buffet w/rounds tables	384 Served at round tables 336 Buffet w/round tables
504 Rounds- (MAX) no other equip 56 tables (9 tops)	352 Served w/ Presentation Projection Screen 11'x16'
576 served at long tables 450 buffet w/ long tables	540 served at long tables 468 buffet w/long tables
360 Classroom w/2pcs stage & 6' tables 700 Theater	336 Max Classroom w/ 6' tables 500 Theater
800 Dance 58 Tables Career Fair	720 Dance 56 Tables Career Fair
~120 per buffet line (less lines = longer time getting through)	Permanent stage 12' x 32' x 3' w/floaters
SBR south corridor 76.5 long x 11' 4" wide	Permanent stage 8' x 32' x 3' w/o floaters
Ceiling Height 23'11" Overhead door 23.5' wide	Ceiling Height 22' 9" Door Opening 66" x 7'
Wedding Receptions – SBR (250 – 300) NBR (200 – 250)	
Both Ballrooms:	
848 Served w/ equipment Classroom 696 w/equipment	98 Booths (8'x8') 105 Tables Career Fair

240 East Faculty Lounge (28' x 60') Phone Ext. # 8861	250 West Faculty Lounge (28' x 77') Phone Ext. # 8860
60 chairs at walls	65 chairs at walls * = with stage
72 served at round tables 64 Max Buffet (rounds)	112 served at round tables 96 MAX buffet Rounds
72 at tables classroom max* 120 chairs in rows max*	99 at tables classroom style* 192 chairs in rows max*
100 served at long tables 84 buffet at long tables	132 served at long tables 102 buffet at long tables
54 Max Hollow 48 MAX U Shape	78 Max Hollow 66 Max U Shape
150 max for reception	225 max for reception 120 chairs facing East*
Both Lounges:	
200 Served 184 Buffet 324 Served at long tables 270 Buffet at long tables	
171 Classroom 280 Theater 42 Tables Career Fair 100 Wedding Reception	

304 Anniversary Drawing Room (28' x 50') Phone Ext. # 8805	230 Lafayette Room (29' x 29') Foods Events / Priority
12 lounge furniture seating Standard Internet	Empty Internet
64 max served at round tables 48 Buffet at rounds	40 served at round tables (5) 32 Buffet w/Rounds
45 max classroom 95 max chairs in rows	30 Classroom 50 Theatre
42 max at hollow 33 at U-shape	24 Hollow Square 18 U-Shape
100 max for catered reception Deluxe / Carpeted	50 max for catered reception 18 Conference Table
*lounge furniture cannot be removed No PA	54 served at long tables (7) No PA

113 East Lounge (29' x 59') Foods Events/ Priority Phone Ext. # 8847	131 Terrace Room (14' x 43') Foods Events / Priority
24 lounge furniture seating	32 served (8 tables of 4)
72 served\ 64 buffet w/o furniture (\$150 fee to remove)	24 served at one long table 24 Max Buffet @ longs
100 max reception 48 served w/furniture (very tight!)	
72 Classroom w/equipment 132 max chairs in rows	45 Theater
48 Max Hollow 45 Max U	

136 (13' x 30') Phone Ext. # 8840	256 (28' x 15') Phone Ext. # 8842
14 at conference table Internet	20 at conference table Internet
8 extra chairs Carpeted	Marker board w/flipchart & screen Carpeted
Marker board w/flipchart No windows	<i>No extra chairs</i> West window

258 (28' x 13') Phone Ext. #8843	260 (28 x 14.5") Phone Ext. # 8840
20 at conference table Internet	20 at conference table Internet
Marker board w/screen Carpeted	Marker board wall mounted Carpeted
<i>No extra chairs</i> West window	<i>No extra chairs</i> West windows

263AB (25' x 34')	263 A or B	320 South Tower (42' x 42') NOT AIR CONDITIONED
32 at hollow square	16 at conference table	Chairs around perm. (per fire regulations)
24 max U-shape	A Phone #- 48801 (15' x 25')	Permanent stage
32 Classroom	B Phone # - 48841 (17' x 25')	Upright Piano
32 at table groups	White board on 2 walls	Nothing added/ taken from room
NO ROUND TABLES	Section B = Sagamore overflow	NO ELEVATOR ACCESS

265 Directors Dining Room (DDR) 10 chairs at conference table

G002 Meredith Hall "The Gathering Place " STUDENT GROUPS ONLY NO PHONE Meredith Contact
116 buffet w/60" rounds of 8 Set buffet menu: Contact Chris Virgin for details Rita Garriott
Allow 2 hours between events AV equipment: lectern, projector, speakers, cordless & lavalier mic 42541 ragarriott@purdue.edu

STEWART CENTER

Revised 5-13-2015 (KCM)

IN HOUSE USE ONLY

Table Spaces #1 - #4	107 (8' x 22') Phone Ext. # 8810	106 East Foyer (Registration Only)
INCLUDES:	12 chairs conference style only	Phone Ext. # 8807 (South) # 8809 (North)
One 6' table, 2 chairs	Tile floor- no carpet NO AV	# 8808 (Center)

202 (40' x 42', speakers) Phone Ext. # 8816	204 (21' x 45') Phone Ext. # 8817
84 at 8' tables facing east	30 at hollow square at 8' tables
128 chairs in rows max Portable Marker Board	42 max at 8' tables
42 at hollow square 34 at "U"	64 Chairs in rows 27 at "U"
20 extra chairs upon request South and East windows	Marker board on east wall South windows
206 (43' x 54') Phone Ext. # 8818	213 (20' x 19') Phone Ext. # 8822
178 chairs in rows facing south	10 chairs at conference table
84 at 8' tables max	20 chairs in rows
42 at hollow square 35 at "U"	Marker board on north wall
No extra chairs South windows	4 extra chairs upon request

214 A (20' x 44') Phone Ext. # 8820 & 214 B Phone Ext. # 8821	214 CD (44' x 44') Phone Ext. (C) # 8824 (D) # 8825
42 at 8' tables facing south	42 at 8' tables facing south
64 chairs in rows	128 chairs in rows
30 at hollow square 27 at "U"	42 at hollow square 34 at "U"
Marker board on east wall Portable Mark board in A & B	South windows 20 extra chairs
	Marker board on west wall Portable Marker in C & D
214 ABC (or) 214 BCD (44' x 66') 126 classroom 220 chairs in rows 60 at Hollow	
214 ABCD (44' x 88') 168 Classroom 300 chairs in rows 76 at hollow square 66-ushape 192 served at rounds (w/2 piece stage) 65 Poster Boards w/o food tables Any combination can be scheduled: AB/ABC/ABCD/BCD/CD as standard setup. Room will be turned to face one direction.	

218 AB (44' x 44') Phone Ext. (A) # 8826	218 C (44' x 20') Phone Ext. # 8845	218 D (44' x 20') Phone Ext. # 8846
84 at tables facing east (B) # 8844	42 at tables facing south Internet	64 chairs in rows facing south
128 chairs in rows	64 chairs in rows	35 at tables at 8' tables
42 at hollow square 34 at "U"	34 at hollow square 23 at "U"	26 at hollow square 23 at "U"
Marker board on east wall	Portable marker board	Portable marker board
20 extra chairs Portable marker in A & B	No extra chairs	No extra chairs
218 ABC (44' x 66') 126 classroom 220 Chairs in rows 60 at Hollow		
218 ABCD (44' x 88') 126 classroom w/ 64 theatre at back 300 chairs in rows 76 at hollow square 66 U shape 192 served at round tables (w/2 piece stage) In scheduling ABCD – ABC - CD as standard setup, it will be facing east. Can be scheduled in any combination except starting with "B".		

302 East Ballroom (44' x 65') Phone Ext. # 8827	306 West Ballroom (44' x 54') Phone Ext. # 8828
55 chairs around wall	40 chairs around wall
144 at tables (4 per 8' table) 108 at tables (3 per 8' table)	112 at tables (4 per 8' table max) 84 at tables (3 per 8' table)
260 chairs in rows – max 96 buffet	200 chairs in rows – max
64 at hollow square – max 52 max at "U"	48 at hollow square – max 36 max at "U"
120 at rounds – Served Max Dance Capacity: 300 max	80 at rounds - Served Max Dance Capacity: 200 max
96 at rounds – Buffet Connecting door can be opened	64 at rounds - Buffet
COMBINE 302/306: (54' x 110')	
244 Classroom with 8' and 4 chairs 183 Classroom with 8' and 3 chairs 377 Theater 232 Served 200 Buffet	

307 (30' x 19') Phone Ext. # 8829	310 (44' x 45') Phone Ext. # 8830
20 max hollow square 6-8' tables	84 at tables 8' facing west
18 max at "U" 8 extra chairs upon request	128 Theatre
24 max at 6' tables No windows	42 at hollow square 36 at "U"
48 theatre – if no food Marker board on east wall	20 extra chairs upon request Marker board on west wall
311 (40' x 20') Phone Ext. # 8831	313 (20' x 42') Phone Ext. # 8832
34 max at hollow square 6-8' tables & 2-6' tables	42 at 8' tables facing north
30 max at "U" No windows	64 theatre
36 max at tables 8 extra chairs	30 at hollow square 27 at "U"
64 theatre – if no food Marker board on east wall	No extra chairs Marker board on north wall

278 (31' x 53') Phone Ext.	279 (39' x 53') Phone Ext.
60 at 8' & 6' tables	72 at 8' & 6' tables
120 Theatre	144 Theatre
58 at hollow square 48 at "U"	64 at hollow square 51 at "U"
Marker board on N & S wall	Marker board on N & S wall