

COLLEGE of CHARLESTON

RESIDENCE LIFE
AND HOUSING

MEETING SPACE REQUEST

PLEASE COMPLETE THE FOLLOWING INFORMATION

This form does not guarantee your meeting space.

Group/Conference Name: _____

Contact Name: _____

E-mail: _____ Phone: _____

PLEASE SEE REVERSE SIDE FOR ROOM OPTIONS AND LAYOUT FEATURES

Meeting Space Request # 1

Name/Type of Event: _____ # of people attending? _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Room Choice (Options on back): _____ Layout: _____

Technical Needs (Options on back): _____

Additional Comments/Needs/Specifications: _____

Meeting Space Request # 2

Name/Type of Event: _____ # of people attending? _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Room Choice (Options on back): _____ Layout: _____

Technical Needs (Options on back): _____

Additional Comments/Needs/Specifications: _____

Meeting Space Request # 3

Name/Type of Event: _____ # of people attending? _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Room Choice (Options on back): _____ Layout: _____

Technical Needs (Options on back): _____

Additional Comments/Needs/Specifications: _____

MEETING SPACE ROOM OPTIONS

- Residence Hall Meeting Space
 - Berry Activity Room (*corner of St. Philip and Calhoun*) – Capacity: 24-50
 - McAlister Lounge (*corner of St. Philip and Vanderhorst*) – Capacity: 20-40
 - Liberty Street Activity Room 1 (*corner of St. Philip and Liberty*) – Capacity: 100
 - Liberty Street Activity Room 2 (*corner of St. Philip and Liberty*) – Capacity: 100
- Campus Wide Meeting Space
 - Classrooms (*various locations and sizes*)
 - Arnold Hall – Jewish Studies Center (*corner of Wentworth and Glebe*) - Capacity: 60-100
 - Jeremy Warren Vann Alumni Center (*corner of St. Philip and Wentworth*) - Capacity: 80
 - McKinley Washington Auditorium – Avery Research Center (*125 Bull Street*) - Capacity: 100
 - Physicians Memorial Auditorium (*corner of Coming and George*) - Capacity: 500
 - Sottile Theatre (*corner of King and George*) – Capacity: 800
 - Stern Student Center (*corner of Coming and George*)
 - Stern Center Ballroom – Capacity: 200-300
 - Stern Center Classrooms – Capacity varies by room

MEETING SPACE LAYOUT OPTIONS

- Clear Floor
- Classroom: Tables and chairs facing front
- Conference: Tables and chairs in circle/rectangle
- Banquet: Round or rectangular tables; chairs facing tables
- Auditorium: Chairs facing front, no tables
- Other (please specify)

TECHNICAL EQUIPMENT OPTIONS

- LCD Projector
- Projection Screen
- TV/VCR/DVD
- Overhead Projector

ROOM GUIDELINES

- ▶ Any food served must be catered by Dining Services at the College of Charleston. College of Charleston prohibits use of outside vendors on campus property.
- ▶ Group is responsible for cleaning up any trash. Failure to leave meeting space/room clean will result in a clean-up fee to be added to the final invoice.
- ▶ Any damages found in the meeting space/room after a group uses the facility will be charged accordingly. All damage fines will be added to the final invoice.
- ▶ Charges for meeting space vary and will be discussed with the conference contact before the meeting space reservation is complete.