

## **Space opportunities and challenges Middle Tennessee State University**

### **The big challenges:**

1. We have many more events that we are able to honor in first choice spaces.
2. Although we are a large campus, we have relatively few large venues available for big meetings. Currently, we have 10 classrooms that are available for groups larger than 80. Adding in all other auditoriums, theaters, and large reservable spaces, we have a total of about 15 spots that can be reserved for large groups.
3. Our large facilities (Student Union, JUB, Tucker, etc.) are required to cover most of their own expenses for operation, including set-ups, cleaning, etc.
4. Fire code restrictions are in place and strictly limit the size of events, including number of tables that can be set up and number of participants.

### **The good news:**

1. Student events have the same priority for reservations as all other campus events. Classes must be scheduled first, but once that schedule is finished, all other space opens as first-come, first-served. Typically, the campus can begin scheduling classrooms at spring break for the upcoming fall, and at fall break for the upcoming spring. Non-academic facilities are normally scheduled a year in advance depending on Customs and/or priority scheduling timelines. Planning is the key!

### **Options for particular kinds of events:**

#### **Informal, last minute meeting spaces:**

Students may make use of any vacant lounge space while buildings are open and operating. While they can't evict students who are also sharing the space, they can take advantage of vacant lounges in any area.

Small seminar rooms (6 of them) in the Student Union are available at the last minute on a first-come, first-served basis. Each accommodates about four students.

Students can also gather in the Student Organization lab on an emergency basis during regular business hours and when it is open in the evenings, Monday-Thursday from 4:30 pm – 7 pm.

There is no charge for use of the conference rooms in the Student Union. They may be reserved through Cynthia Stone. Reservations require five business days' notice; catering, production, security and other special services will require additional advance notice to coordinate.

There is no charge for use of academic space, which may be reserved through Quintina Burton in Event Coordination. This includes classrooms in BAS, Nursing, and Mass Communication. Reservations require five business days' notice; catering, production, security and other special services will require additional advance notice to coordinate.

On campus faculty advisors may be able to access their departmental conference rooms for emergency space.

In a pinch, we can make both the VPSA conference room and the CSIL conference room available during our open office hours.

**Larger events, budget restrictions:**

Ballrooms/auditoriums are the only spaces on campus that carry costs for student groups. These include the Student Union Ballroom, Tennessee Room in the JUB, Tucker Theater, Murphy Center.

Consider using the JUB instead of the Student Union to reduce costs.

The Tom Jackson building is available with no facility costs as long as an advisor for the group is present. Catering, production costs, and/or special clean up may carry charges.

The significant costs that tend to come with these spaces are primarily associated with production—the need for stages, lights, sound, etc. A more simple set up, (comparable to what you might find in a high school) will carry much lower production costs. The Student Union ballroom has basic sound and AV equipment built in—if those standard services are sufficient for your needs, there are no additional production costs beyond the facilities reservation.

**Additional issues**

The most common reasons for denying a space request are:

- The space is already reserved
- There has been insufficient advanced notice and planning to coordinate adequate set-up and security.

Student groups often reserve spaces—sometimes multiple spaces for the same event—and then neglect to cancel the space. This results in denial of space to other groups who wanted to use the space.

Please do NOT publicize the location of your event until AFTER you have received confirmation of the reservation.