Student Group Frequently Asked Questions

- Who needs to fill out a Student Event Advisory Board (SEAB) form?
All ASUN recognized groups must fill out an SEAB form for all events outside of normal club meetings. GSA groups do not need to fill out an SEAB form for any events.

- When do I need to fill out an SEAB form?
An SEAB form needs to be completed for tabling, use of event spaces, and for any reservation made for an event other than a meeting (i.e., socials, rush events, etc.) A request cannot be made without a submitted SEAB form. Additionally, an SEAB form is NOT the same as a room request.

- What is an event space?
The Milt Glick Ballrooms, the Great Room and Room #402, the Theater, the Cantina, and Gateway Plaza are all event spaces.

- How do I request an event space?
First, for ASUN recognized groups, fill out an SEAB form for the event. Then, come to the Scheduling Office on the 4th floor of the Joe Crowley Student Union or call the Scheduling Office to fill out an Event Logistics form with a Scheduling Assistant. Please note that when submitting a request availability cannot be given and two alternate dates must be provided.

- When do I need to request a reservation?
The Milt Glick Ballrooms must be requested at least 20 business days before the event date. The Theater and Gateway Plaza must be requested at least 15 business days before the event date. The Great Room and Room #402 must be requested at least 10 business days before the event date. All multipurpose, conference rooms, and tabling reservations must be made at least 2 business days before the event date.

- How much does it cost to have an event in the Joe Crowley Student Union?
Student Groups are not charged for facility usage. However, staffing charges if applicable will apply. Student Groups may also apply for our Late Night Incentive program for free/reduced staffing.

- Can I have food at my meeting/event?
Yes, student groups may have food at any of their meetings/events and they are not required to use Silver and Blue Catering.

- How many people can fit in a room?
Our multipurpose rooms can fit 50 people in a Theater style set up, 36 people in a Banquet style set up, 27 people in a Classroom style set up, and 26 people in a Conference style set up.

The Rita Laden Senate Chambers can seat 36 people, Room #317 can seat 22 people, Room #420 can seat 14 people, and Room #405 and Room #406 can seat 12 people – all in Conference style set up.
The Great Room can seat 30 people in a Banquet style set up and additional chairs and tables can also be added. The Milt Glick Ballrooms can accommodate small and large amounts of people, depending on the room(s) and set up type used.

- **Which rooms have technology?**

All of our multipurpose rooms, Room #317, the Rita Laden Senate Chambers, the Great Room and Room #402, the Theater, and the Milt Glick Ballrooms have technology. Rooms #405, #406, #420, and the Graduate Student Lounge do not come with audio visual carts. However, if requested, the Joe Crowley Student Union can provide an LCD TV, a VGA cable, and a laptop for your use.

- **Who can fill out a block reservation?**

Any ASUN or GSA recognized group can make a block reservation for the semester. Only one block reservation may be made per semester.

- **Can I book a study room in advance?**

No, study rooms are reserved on a first come, first serve basis. They must be reserved in person at the time that the room is needed.