University Department Frequently Asked Questions

Do departments need to fill out a Student Event Advisory Board (SEAB) form?
No, only ASUN recognized student groups need to fill out an SEAB form.

What is an event space?
The event spaces in the building are the Milt Glick Ballrooms, The Great Room and Room #402, the Theater, the Gateway Plaza, Joe’s Patio, and the Cantina del Lobo.

How do I request an event space?
To request an event space, you need to fill out an Event Logistics Form. 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.

What is the minimum amount of time needed to request an event space?
The amount of time needed to request an event space depends on the room and type of event.

The Milt Glick Ballrooms must be requested a minimum of four weeks (20 business days) before the event date. The theater and the Gateway Plaza must be requested a minimum of three weeks (15 business days) before the event date. The Great Room and Room #402 must be requested a minimum of two weeks (10 business days) before the event date. Meeting rooms, multipurpose rooms and outdoor table spaces must be requested a minimum of two days in advance.

However, our event spaces fill up quickly. The sooner you make a request, the more likely you are to get your desired time and location.

How far in advance can I book my special event?
As a University department, you are able to request space up to 1 year in advance.

How much does it cost to have an event in the Joe Crowley Student Union?
Departments are not charged for facility usage or set up/tear down fees. However, staffing charges, if applicable, will apply.

How do I pay any applicable staffing charges?
Upon the initial booking for an event, University Departments have up to 10 business days to submit an IPO (Internal Purchase Order) for the Scheduling Office to have on file. However, payment for applicable charges is not due until after the event takes place. The department will be invoiced the total amount for their event and can pay the invoice total in person or over the phone with a credit card.
When do I need to use Silver and Blue Catering?
University Departments must use Silver and Blue Catering if they plan to spend more than $100 on food/drinks for their event or meeting. Departments may spend up to $100 when providing their own food and drinks.

Can I have alcohol at my event?
An alcohol request form will need to be submitted and approved for alcohol to be at the event. The alcohol will need to be provided through Silver & Blue catering. Additionally, we require a minimum of two special event staff if alcohol is present.

What are the common setup types?
The most common setup types are theater style, conference style, and classroom style in multipurpose rooms. However, we often work with groups to adjust setups to best suit their needs in event spaces. Examples of these common setups can be found on our website under “Meeting and Event Spaces.”

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 technology. However, if requested, the Joe Crowley Student Union can provide an LCD TV, a VGA cable, and a laptop for your use.

Can departments table at the Joe?
Yes, departments can table at the Joe free of charge.

Can departments make block reservations?
No, only ASUN and GSA recognized groups may make block reservations. University departments may have up to three meetings scheduled in advance.

Can I have extra chairs added into my set up?
This will depend on the room and what kind of set up you have. We will do our best to accommodate the number of people expected at your meeting or event.