

Office of Student Life

Room Reservations - Information Sheet

Tips & Things to Keep in Mind

- Number of club members/participants you anticipate
 - Proximity of meeting room / location to Advisors' Office location
- Reminders:**
- An Advisor must unlock & lock up the meeting room
 - An Advisor must be present at all club meetings and events
 - Advisor needs to be present ***in person*** during on-ground meetings and events
- Will you need hyflex (on ground & online) classroom capability?
 - **Hyflex classrooms are indicated in red**

***** Room requests are not guaranteed
and are subject to room & location availability*****

SMC Main Campus – Meeting Space List

CLASSROOM	CAPACITY	A/V EQUIPMENT	SEATING STYLE
<u>ART BUILDING</u>			
A 120	30	Non-Available	Studio
A 126	30	Wired Network	Studio
A 214	123	Ceiling Projector, Projector Screen, SMART Cart, Video – DVD, VHS, Wired Network	Lecture Hall
<u>BUSINESS BUILDING</u>			
BUS 101	33	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
BUS 106	45	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Video – VHS, Wired Network	Classroom

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BUS 144	68	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Wired Network (Hyflex)	Lecture Hall
BUS 201	45	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Wired Network	Classroom
BUS 207	45	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Video – VHS, Wired Network	Classroom
BUS 251	40	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Video – VHS, Wired Network	Classroom
BUS 252	32	Ceiling Projector, Faculty Computer,	Classroom
BUS 254	40	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Video – VHS, Wired Network	Accounting Table
<u>CAYTON CENTER</u>			
Cayton Center Lounge	45-50	No food	Lounge
Cayton Center Computer Lab (Backroom)	30-35	Food Allowed (semi-private)	Conference Style Space
<u>DRESCHER HALL</u>			
DRSCHR 201	28	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 202	35	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 203	35	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Wired Network	Lecture Hall
DRSCHR 204	35	Ceiling Projector, Faculty Computer, Projector Screen, SMART Cart, Wired Network	Lecture Hall
DRSCHR 205	45	Video – DVD, Video - DVD	Classroom
DRSCHR 207	30	Video – DVD, Video - DVD	Classroom
DRSCHR 208	40	Video – DVD, Video – DVD, Wired Network	Classroom

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DRSCHR 210	35	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 211	35	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 212	35	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 213	40	Video – DVD, Video - DVD	Classroom
DRSCHR 214	35	Video – DVD, Video - DVD	Classroom
DRSCHR 215	25	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 217	44	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 218	50	Video – VHS, Wired Network	Classroom
DRSCHR 221	47	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
DRSCHR 222	45	Video – VHS, Wired Network	Classroom
<u>HUMANITIES AND SOCIAL SCIENCES</u>			
HSS 103	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 104	80	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network (Hyflex)	Lecture Hall
HSS 105	80	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Lecture Hall
HSS 106	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen,	Classroom

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		SMART Cart, Video – DVD, Video – VHS, Wired Network	
HSS 150	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 151	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network (Hyflex)	Classroom
HSS 152	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 153	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 154	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 155	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 156	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 203	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 204	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 205	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 206	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen,	Classroom

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		SMART Cart, Video – DVD, Video – VHS, Wired Network	
HSS 207	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 252	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 253	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 254	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 255	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 256	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
HSS 263	82	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network (Hyflex)	Lecture Hall
<u>MATH SCIENCE BUILDING</u>			
MSB 101	45	Smaller Room	Classroom
MSB 201	46		Classroom
MSB 202	45	(Hyflex)	Classroom
MSB 203	46	(Hyflex)	Classroom
MSB 205	45	(Hyflex)	Classroom
MSB 206	42		Classroom
MSB 207	45	(Hyflex)	Classroom
MSB 208	45	(Hyflex)	Classroom
MSB 209	45	(Hyflex)	Classroom
MSB 210	45	(Hyflex)	Classroom
MSB 211	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, (Hyflex)	Classroom

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MSB 309	45	(Hyflex)	Classroom
MSB 310	45	(Hyflex)	Classroom
PEARL ANNEX			
PA 002	38	Video – DVD, Video – VHS, Wired Network	Classroom
PA 003	35	Video – DVD, Video – VHS	Classroom
PA 004	40	Video – DVD, Video – VHS	Classroom
PA 005	39	Video – VHS, Wired Network	Classroom
PA 006	50	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 007	36	Video – DVD, Video – VHS	Classroom
PA 008	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 009	36	MM Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 010	42	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 011	47	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 012	45	Video – VHS, Wired Network	Classroom
PA 013	34	Video – VHS	Classroom
PA 014	47	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 016	41	MM Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 066	45	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 067	51	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 070	46	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen,	Classroom

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		SMART Cart, Video – DVD, Video – VHS, Wired Network	
PA 071	44	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
PA 073	35	Non-Available	Classroom
PA 074	45	Non-Available	Classroom
PA 082	35	Non-Available	Classroom
PA 083	35	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
SCIENCE BUILDING			
SCI 140	90	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network, Wireless Network	Lecture Hall
SCI 145	90	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Lecture Hall
SCI 151	90	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
SCI 153	65	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
SCI 155	65	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
SCI 157	65	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network	Classroom
SCI 159	65	Ceiling Projector, Document Camera, Faculty Computer, Projector Screen, SMART Cart, Video – DVD, Video – VHS, Wired Network (Hyflex)	Classroom

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STUDENT EQUITY CENTER (FOR IDENTITY-BASED CLUBS ONLY)			
SEC #14A - Colorful Room	30	No Food (semi – private)	
SEC #14B – Blue Room	20	TV, Food Allowed (semi-private)	
SEC #10 – MPR	40	TV, Food allowed (more private)	
SEC #12B - Lavendar Room	15	No food (semi private)	

Note: For details on spaces located on other campuses (CMD, Bundy, PAC), please reach out to our office at OSL@smc.edu