

# EVENT SET-UP CATALOG

SYKES STUDENT UNION





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# LARGE SPACES

These spaces are the largest Sykes Union offers for events and have the most flexible layouts. These spaces are also included in our Advanced Reservation Process.





# BALLROOM A (117A)

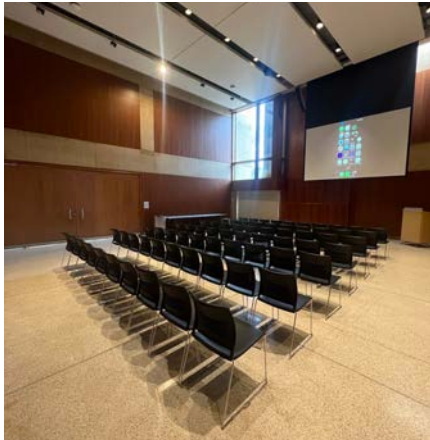


## WHAT'S INCLUDED:

Projector  
RamCast Capability  
Podium  
2 rectangle tables

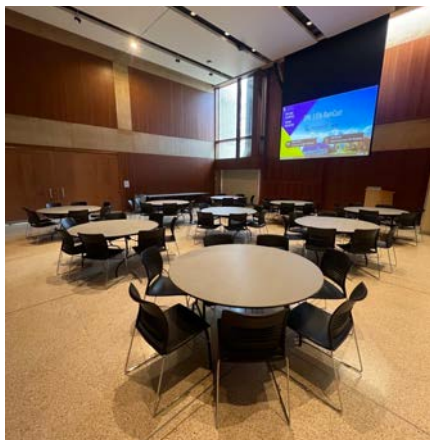
## AVAILABLE TO RESERVE:

Wireless Microphones  
Laptop  
Various adapters  
HDMI  
Adjustable height podium



### LECTURE STYLE

7 rows of 10 chairs each  
Capacity: 70 seats



### ROUNDS WITH CHAIRS

9 rounds with 8 chairs each  
Capacity: 72 seats

For comfortability and increased accessibility,  
we recommend 7 chairs at each round table.

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## CUSTOM SET-UPS AVAILABLE UPON REQUEST

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The standing room only capacity is 93 people.

# BALLROOM B (117B)



## WHAT'S INCLUDED:

Projector  
RamCast Capability  
Podium  
2 rectangle tables

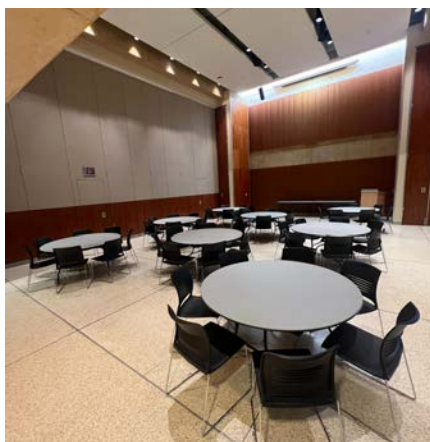
## AVAILABLE TO RESERVE:

Wireless Microphones  
Laptop  
Various adapters  
HDMI  
Adjustable height podium



### LECTURE STYLE

9 rows of 10 chairs each  
Capacity: 90 seats



### ROUNDS WITH CHAIRS

8 rounds with 8 chairs each  
Capacity: 63 seats

For comfortability and increased accessibility,  
we recommend 7 chairs at each round table.

Our round tables have a 60inch diameter.

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## CUSTOM SET-UPS AVAILABLE UPON REQUEST

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The standing room only capacity is 95 people.

# BALLROOM C (117C)



## WHAT'S INCLUDED:

Projector  
RamCast Capability  
Podium  
2 rectangle tables

## AVAILABLE TO RESERVE:

Wireless Microphones  
Laptop  
Various adapters  
HDMI  
Adjustable height podium



### LECTURE STYLE

7 rows of 16 chairs with a middle aisle  
Capacity: 112 seats



### ROUNDS WITH CHAIRS

12 rounds with 8 chairs each  
Capacity: 96 seats

For comfortability and increased accessibility,  
we recommend 7 chairs at each round table.

Our round tables have a 60inch diameter.

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## CUSTOM SET-UPS AVAILABLE UPON REQUEST

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The standing room only capacity is 121 people.

# BALLROOM 117

## (117ABC)



### WHAT'S INCLUDED:

- Projector
- RamCast Capability
- Podium
- 2 rectangle tables

### AVAILABLE TO RESERVE:

- Wireless Microphones
- Laptop
- Various adapters
- HDMI
- Adjustable height podium



### LECTURE STYLE (FACING C)

Capacity: 300 seats with a stage



### FAIR STYLE

30 tables in rows  
Capacity: 30 "vendors"

Our rectangle tables are 6 feet long.

---

### CUSTOM SET-UPS AVAILABLE UPON REQUEST

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The standing room only capacity is 309 people.



# BALLROOM 117

## (117ABC)



### WHAT'S INCLUDED:

Projector  
RamCast Capability  
Podium  
2 rectangle tables

### AVAILABLE TO RESERVE:

Wireless Microphones  
Laptop  
Various adapters  
HDMI  
Adjustable height podium



### ROUNDS WITH CHAIRS

24 rounds with 8 chairs each  
Capacity: 192 seats

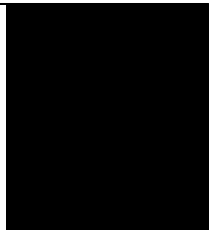
For comfortability and increased accessibility, we recommend 7 chairs at each round table.

Our round tables have a 60inch diameter.

---

**CUSTOM SET-UPS AVAILABLE UPON REQUEST**

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# THEATER

## (005)

### WHAT'S INCLUDED:

- Projector
- RamCast Capability
- Podium
- Stage Lighting
- Accessibility Ramp for stage

### TECHNOLOGY AVAILABLE TO RESERVE:

- Wireless Microphones
- Laptop
- Various adapters
- HDMI



### THEATER SEATING

Capacity: 352

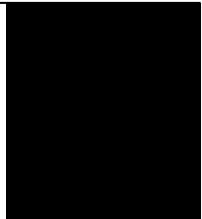
Can add up to 3 rectangle tables (3 chairs each) on stage

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**LIVESTREAMING & ZOOM ROOM SYNCING UPON REQUEST**

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# SYKES115



## WHAT'S INCLUDED:

Projector  
RamCast Capability  
Podium

## TECHNOLOGY AVAILABLE TO RESERVE:

Wireless Microphones  
Laptop  
Various adapters  
HDMI



### LECTURE STYLE

7 rows of 16 chairs with a middle aisle  
Capacity: 112 seats



### ROUNDS WITH CHAIRS

12 rounds with 8 chairs each  
Capacity: 96 seats

For comfortability and increased accessibility, we recommend 7 chairs at each round table.

Our round tables have a 60inch diameter.

---

**CUSTOM SET-UPS AVAILABLE UPON REQUEST**

---



# MEETING ROOMS

This section includes conference rooms, fixed lecture set-ups, and flexible meeting spaces. These spaces are ideal for smaller meetings.



# CONFERENCE ROOMS



## 218

Capacity: 14 seats  
Technology: Monitor, HDMI, Zoom Room Capable

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This set-up cannot be changed.

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This space is included in express scheduling for student organizations and Sykes tenants only.

## 251

Capacity: 12 seats  
Technology: Monitor, RamCast, HDMI, Zoom Room Capable

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This set-up cannot be changed.

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## 257

Capacity: 18 seats  
Technology: Monitor, RamCast, HDMI, Zoom Room Capable

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This set-up cannot be changed.

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# CONFERENCE ROOMS



## 303

Capacity: 6 seats

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No integrated technology.

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This set-up cannot be changed.

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## 304

Capacity: 10 seats

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No integrated technology.

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This set-up cannot be changed.

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## 305

Capacity: 9 seats

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No integrated technology.

---

This set-up cannot be changed.

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# FIXED LECTURE ROOMS



## 209

Capacity: 44 seats + head table with 2 chairs

Technology: Monitor, RamCast

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This set-up cannot be changed.

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## 210

Capacity: 36 seats + head table with 2 chairs

Technology: Monitor, RamCast

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This set-up cannot be changed.

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## 254

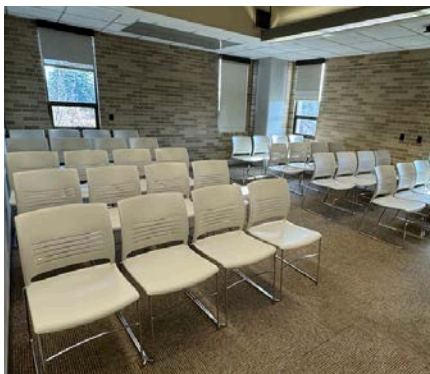
Capacity: 38 seats + head table with 2 chairs

Technology: Monitor, RamCast

---

This set-up cannot be changed.

---



# FLEXIBLE SPACES

(252)

We only have 7 tables total in this space.

## TECHNOLOGY INCLUDED:

2 Monitors  
RamCast Capability



## LECTURE STYLE (FULL)

8 rows of 5 chairs + head table with 2 chairs  
Capacity: 40 seats

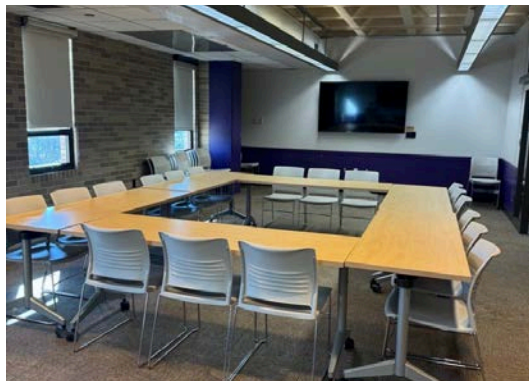
## TECHNOLOGY AVAILABLE TO RESERVE:

Laptop, Various adapters, HDMI



## CLASSROOM STYLE (FULL)

6 tables of 3 chairs each + head table with 2 chairs  
Capacity: 18 seats



## CONFERENCE SQUARE (FULL)

Capacity: 18 seats



## CONFERENCE U (FULL)

Comes with podium  
Capacity: 21 seats



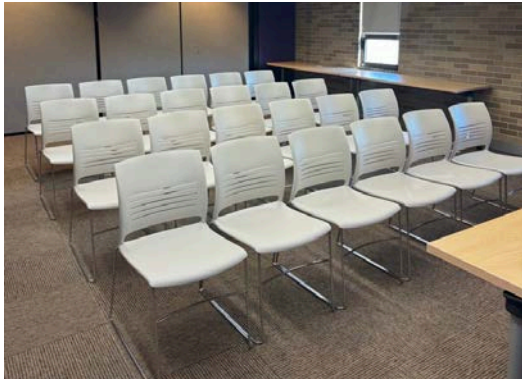
# FLEXIBLE SPACES

## (252 SPLIT)

252 has the capability to be split into two sections (252A & 252B)

### TECHNOLOGY INCLUDED:

1 Monitor each  
RamCast Capability



### LECTURE STYLE (A)

14 rows of 6 chairs  
Capacity: 24 seats

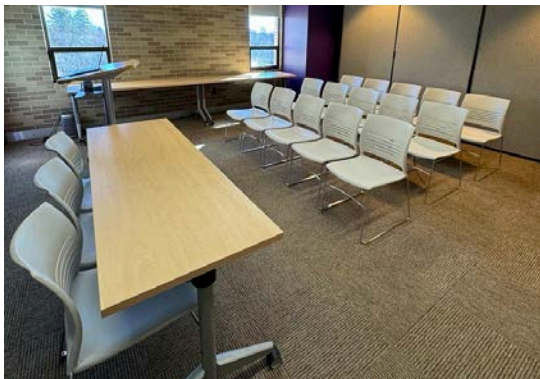
### TECHNOLOGY AVAILABLE TO RESERVE:

Laptop, Various adapters, HDMI



### CONFERENCE SQUARE (A)

Capacity: 12 seats



### LECTURE STYLE (B)

3 rows of 5 chairs  
Capacity: 15 seats



### CONFERENCE U (B)

Capacity: 12 seats



# FLEXIBLE SPACES

(255)

We only have 7 tables total in this space.

## TECHNOLOGY INCLUDED:

- 2 Monitors
- RamCast Capability



### LECTURE STYLE (FULL)

8 rows of 5 chairs  
Capacity: 40 seats

## TECHNOLOGY AVAILABLE TO RESERVE:

- Laptop, Various adapters, HDMI



### CLASSROOM STYLE (FULL)

6 tables with 3 chairs each + head table with 2 chairs  
Capacity: 18 seats



### CONFERENCE SQUARE (FULL)

Capacity: 18 seats



### CONFERENCE U (FULL)

Comes with podium  
Capacity: 21 seats

# FLEXIBLE SPACES

## (255 SPLIT)

255 has the capability to be split into two sections (255A & 255B)

### TECHNOLOGY INCLUDED:

- 1 Monitor each
- RamCast Capability

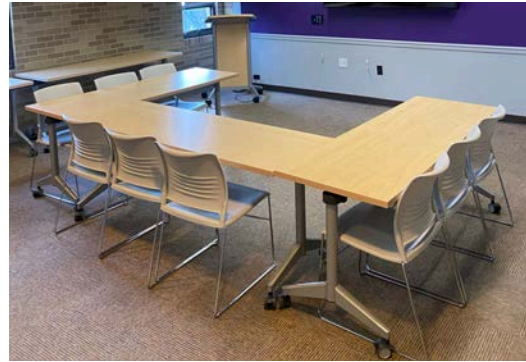


### LECTURE STYLE (A)

3 rows of 5 chairs  
Capacity: 15 seats

### TECHNOLOGY AVAILABLE TO RESERVE:

- Laptop, Various adapters, HDMI



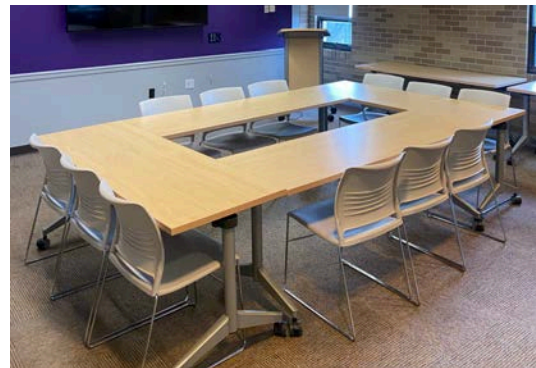
### CONFERENCE U (A)

Capacity: 9 seats



### LECTURE STYLE (B)

3 rows of 5 chairs  
Capacity: 15 seats



### CONFERENCE SQUARE (B)

Capacity: 12 seats

# RAM'S DEN (10A)

## TECHNOLOGY INCLUDED:

1 Monitor  
RamCast Capability



## LECTURE STYLE

6 rows of 12 chairs with middle aisle  
Capacity: 72 seats

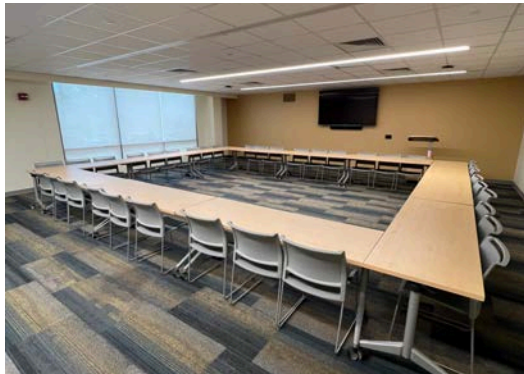
## TECHNOLOGY AVAILABLE TO RESERVE:

Laptop, Various adapters, HDMI



## CLASSROOM STYLE

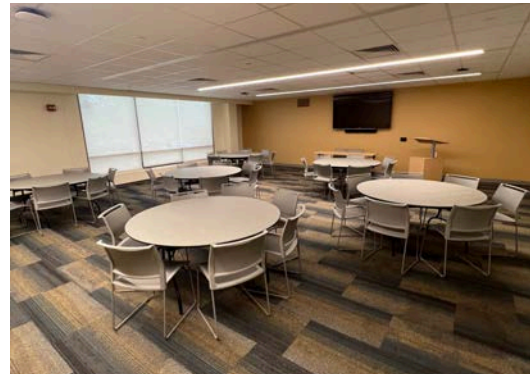
12 tables with 3 chairs each  
Capacity: 36 seats



## CONFERENCE SQUARE

12 tables with 3 chairs each  
Capacity: 36 seats

(can be modified to a U shape that seats 27)



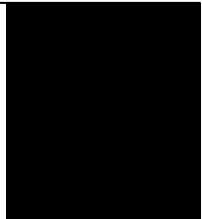
## ROUNDS WITH CHAIRS

6 rounds with 8 chairs each  
Capacity: 48 seats

(can add a 7th round if there's no head table)



# RAM'S DEN (10B)

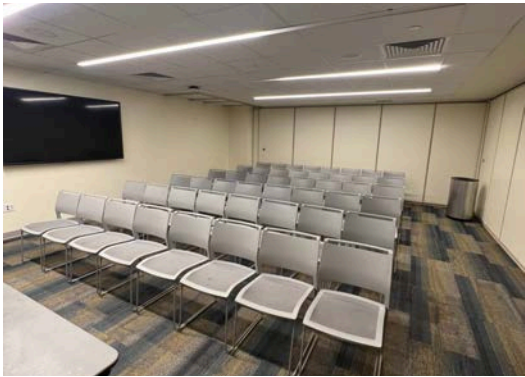


**TECHNOLOGY INCLUDED:**

2 Monitors  
RamCast Capability

**TECHNOLOGY AVAILABLE TO RESERVE:**

Laptop, Various adapters, HDMI



**LECTURE STYLE**

6 rows of 8 chairs  
Capacity: 48 seats



**ROUNDS WITH CHAIRS**

4 rounds with 8 chairs each  
Capacity: 28 seats



**CONFERENCE SQUARE**

Capacity: 18 seats



**CLASSROOM STYLE**

Capacity: 18 seats

THIS SPACE CAN BE RESERVED WITH THE PARTITION WALL OPEN OR CLOSED.



SYKES STUDEN

# RESERVABLE RESOURCES

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This section includes our reservable lighting options, conference room technology, portable sound, and our spirit enhancement request process.



# LIGHTING



IF YOU'D LIKE TO RESERVE LIGHTING FOR AN EVENT, A MEETING MUST BE SCHEDULED WITH OUR OPERATIONS COORDINATOR TO DISCUSS SET-UP!



## UPLIGHTS

Quantity: 9



## LIGHT BARS

Quantity: 4



## QUAD LIGHTS

Quantity: 4



# CONFERENCE ROOM TECH



## OWL CONFERENCE CAMERA

Please pick this resource up from the desk when you check-in for your meeting.

# PORTABLE SOUND



Wired microphones are also available to reserve alongside the speakers. Our operations coordinator will assign the appropriate piece of equipment for your needs.



# SPIRIT ENHANCEMENTS

Here is the website link to reserve any spirit enhancements:

[https://www.wcupa.edu/\\_services/Stu.Syk/spirit-enhancements.aspx](https://www.wcupa.edu/_services/Stu.Syk/spirit-enhancements.aspx)

Please submit requests at least two weeks prior to your event. You will receive a message from a Sykes Student Union staff member regarding your request within 7 business days from your submission.



NOT ALL OPTIONS ARE PICTURED. SEE WEBSITE FOR FULL LIST OF OFFERINGS.





# EVENT PLANNING RESOURCES

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This section references important campus event planning resources, as well as some relevant building procedures that may affect your event.



# CATERING PROCEDURE

Aramark has the first right of refusal for any on-campus catering. All requests for food from somewhere other than Dining Services must be approved by catering & a waiver must be obtained.

**FOR A FULL LIST OF CATERING POLICIES, PLEASE VISIT:**

<https://wcucatering.catertrax.com/>



**CATERING HANDLES ALL LINEN RENTALS. SYKES DOES NOT PROVIDE LINENS FOR ANY EVENTS.**

# FACILITIES REQUESTS

Our student staff handles all event set-up for our indoor spaces, however, work orders may need to be submitted at least two weeks in advance for the following circumstances:

## RAM PARK FURNITURE/TENTS

Sykes can provide up to 3 rectangle tables to be utilized on Ram Park. If more tables/chairs are needed, Moving Services handles those requests

Tents must be reserved through Moving Services. Sykes does not provide tents to any event regardless of location.

## ELECTRICAL PANELS

If your event entails an outside vendor, who needs more power than our outlets provide, a work order must be submitted for an electrical panel to be installed prior to the event & removed after the event.

## WATER ACCESS

If hoses with water access are needed, Facilities must give access via a work order request.



**Facilities : iServiceDesk Login - WCU of PA**

West Chester University, a member of the Pennsylvania State System of Higher Education, is...

 [wcupa.edu](http://wcupa.edu)

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# VENDING TABLES



Student organizations and university departments can reserve tables for informational or fundraising purposes in 25Live. Three tables are labeled SYK103A-C UNI VENDING in the Event Form. The tables are located in the Ram's Head Food Court. Sykes Student Union provides the table and three chairs.

Guidelines for student organization vending tables:

- Only three (3) students at a vending table in order to maintain safe egress.
- No outside music can be brought in as per Amplified Sound procedure.
- A representative from the organization must be present during the entire reservation (this includes anytime an organization may bring an external guest on campus).
- Please be respectful of your space and students around you. No soliciting of other students can take place (people can approach you. You cannot approach others).

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# EVENT MARKETING



Here is the link to the event promotion guidelines for all campus spaces:

<https://www.wcupa.edu/communications/advertising.aspx>

To hang posters up in Sykes, they must be approved by the information desk staff. They will hang the posters for you. Please drop off no more than 4 flyers to the desk for approval. Be sure to include a point of contact & date/time/location of the event or it will not be approved.

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# EVENT CHECK-IN



For all reservations, clients must check in at the Information Desk on the first floor of Sykes Union. Student Building Managers will confirm reservation details and walk clients to the designated spaces at the start time listed on the reservation confirmation email. Keys will not be provided to clients. If clients need to check out resources from Sykes Union, it is required to provide your Ram Card ID or other form of identification that will be held until resources are returned to the Information Desk. If your event/meeting ends before the reservation end time, please stop by the Information Desk to notify the student Building Managers so that the room can be secured.

# CHANGES, CANCELLATION, EVENT & NO-SHOW PROCEDURES

Should you need to change or cancel your reservation or a specific date in your reservation, please respond to your original confirmation email AT LEAST 72 hours before the scheduled reservation.

If Sykes Student Union is closed due to severe weather, all events will be canceled. If classes are cancelled but Sykes Student Union remains open, please contact the Information Desk to let them know if you would still like to cancel your event within at least two hours of the start of your reservation.

Space is very limited on campus and reserves quickly. A reservation that results in a no-show or last minute cancellation eliminates other groups from using the facility. The following no-show penalty aims to provide maximum opportunity for groups to utilize the space. Any registered student organization or university department who fails to use a reserved space (no-show), shows up halfway through the total reserved time, or fails to cancel a reserved space within 48 hours of the scheduled event will receive a no-show penalty. This includes meeting room and major venue reservations. No-show notices are sent to alert requestors of each individual no-show occurrence. If a group receives three no-show penalty notices in the same semester, they will be placed on “hold” status for the remainder of the semester. With a fourth no-show, Sykes Union Administration reserves the right to cancel all currently booked reservations, in addition to applying the “hold” status. “Hold” status prevents organizations from making reservations until the start of the next semester. If organizations incur a “hold” status across multiple semesters, additional restrictions or probation may result in conjunction with Student Leadership & Involvement.

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Sykes Student Union does not have space available to store materials or equipment for groups using the facility, including holding items at the Information Desk. Materials and/or equipment that need to be delivered before an event must be approved by Sykes Administration. Sykes Administration assumes no responsibility for loss or damages to materials left or on display in the building.

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THESE PROCEDURES ARE INCLUDED IN THE CONFIRMATION EMAILS FOR ALL RESERVATIONS.

UNIVERSITY EVENT POLICIES CAN BE FOUND [HERE](#).



# CATALOG

