Western State College
College Center Facility Use

The purpose of the College Center meeting spaces is to meet the needs of student organizations, campus departments, and the community for meetings and special events. The College Center Operations office is responsible for scheduling facilities, maintaining the facility and for customer consultation to determine usage requirements.

The College Center meeting spaces are scheduled on a priority basis to serve Western State Colleges needs and, when available, to accommodate outside groups and the general public.

We want to help you make your meeting or event a success. The purpose of this document is to help you understand what services are available and how we can provide what you need for your event.

- **Please see quick reference guide for available facilities and spaces in the College Center.**
- **Please see College Center Fees for detailed room rates. Fees for facilities include basic room set up which includes tables, chairs and any AV equipment in room.**

Steps to Planning a Successful Meeting or Event in the College Center

How to reserve meeting space in the College Center:

1) Please call the College Center Operations Office at 970-943-3068 to check on available space and dates needed.

2) Request reservation information. To request a reservation packet stop our office at College Center 102 or email Kristin Livingston at klivingston@western.edu .

3) Once dates are confirmed, please fill out your reservation packet and send it to College Center Operations Office 102D, WSC, 600 North Adams Street, Gunnison CO 81231.

4) Contact Sodexo Campus Services at 970-943-2000 for any catering needs. If alcohol will be present for event you must follow Western State College's alcohol policies. It is required to have liquor liability insurance as well.

5) Please contact our office 1-2 weeks in advance of your event to finalize all details and provide final guests counts for setup and catering needs.

For more information Contact:
College Center Operations
970-943-2066

Meeting Space	Max Opp.	Best Suited For	Special Features
Ballroom **North Ballroom** **South Ballroom**	400 110 290	Banquets Receptions Weddings Dances Social Functions Student Events Lectures Workshops	Room has 2 retractable video screens, 2 projectors and stage. Room can be split into 2/3 and 1/3. Room has 40, 60" round tables and 418 chairs
North Conference Room	60	Lectures Workshops Student Events Receptions Banquets Social Functions	Pull Down Screen/Projector and white board Room has 9, 8' rectangle tables and 60 chairs
South Conference Room	60	Lectures Workshops Student Events Receptions Banquets Social Functions	Pull Down Screen/Projector and white board Room has 9, 8' rectangle tables and 60 chairs
Board Room **Professional Use ONLY**	16	Small Professional Lectures/Meetings/ Workshops	Professional Table/Chairs seats 16 Board room style with up to 25 chairs in the gallery
Rare Air Meeting Room	175	Lectures Workshops Student Events Social Functions	Space comes as it is. Small dining tables with chairs that are moveable. Groups are responsible for moving furniture back after use. Only available after 7:00pm
Patio/Fire Pit	*N/A*	Social Functions Student Events Receptions	View of WSC Campus and W Mountain
1st Floor Stage	N/A	Student Events Social Functions	Open area
Hallway Space **1st Floor** **2nd Floor**		Student Events Employers Informational Settings	
Prosser Theater	**200**	Movies Presentations Lectures	Limited use. Can be used for large events but have to reserve 30 days in advance with Campus approval

WSC College Center Reservation Form

Today's Date: _____

Event Name: _____ _____
Organization: _____
Contact Person: _____
Phone #: _____
Cell Phone #:_____
Fax #: _____
E-mail: _____
Address: _____
_____
Event Contact Person (if different than above)
_____
Phone #:_____
Cell Phone #: _____

Event Date(s):_____
_____
Event Set Up Time: _____
Event Start Time: _____
Event End Time: _____
Number of Guests: _____
Recurring Event: ___Weekly ___Monthly

Rooms Requested (rate sheet attached)
___ Whole Ballroom (seats 400)
___ North Ballroom (seats 110)
___ South Ballroom (seats 290)
___North Conference Room (seats 60)
___South Conference Room (seats 60)
___Board Room (seats 16) Professional ONLY
___Rare Air Meeting Room (seats 175)
(Available after 7:00pm)
___Patio/Fire Pit
___1st floor Stage
___Hallway Space ___1st floor___2nd floor
___ Entire Facility

Set Up Description (see attached sheet for layout illustrations):
___Banquet (Ballroom round tables ONLY)
___Classroom
___Square
___ Theater/Movie Style
___U-Shape
___Head Tables (s)
___Table(s) for food
___Other _____
_____

Food Service (Sodexo -970-943-2000)
___Beverage/Snack
___Buffet
___Reception
___Served
___ None

Set Up for Food Service
___In Ballroom
___In North Conference Room
___In South Conference Room
___In Board Room
___In Hallway ___1st floor ___2nd floor
___On Patio/Fire Pit
___Other_____
_____

Other Equipment Needed (rate sheet attached):
___ Internet Access (Granted to all for FREE)
___ Microphone(s)
___ Podium
___ Easel(s)
___ Projector/Screen
___ DVD or CD player (Ballroom ONLY)
___Other_____
_____
_____
_____

*Please draw your preferred room set up on the individual room layouts provided with this form

WSC College Center Fees

Meeting Facilities	**Fee**

Ballroom -Entire room

Half Day (up to 4 hrs)	$250
Full Day (up to 8 hrs)	$500
Hourly charge (after 8 hrs)	$25

Seating for 400 people (movie style)
Includes AV equipment , projector, screen, internet access and basic sound system

Ballroom -North 1/3 of room

Half Day (up to 4 hrs)	$100
Full Day (up to 8 hrs)	$200
Hourly charge (after 8 hrs)	$25

Seating for 110 people (movie style)

Ballroom - South 2/3 of room

Half Day (up to 4 hrs)	$150
Full Day (up to 8 hrs)	$300
Hourly charge (after 8 hrs)	$25

Seating for 290 people (movie style)

Conference Rooms- North and South

Half Day (up to 4 hrs)	$100
Full Day (up to 8 hrs)	$150
Hourly charge (after 8 hrs)	$25

Seating for 60 people (movie style)
Includes AV equipment , projector, screen, internet access and basic sound system

Board Room

Half Day (up to 4 hrs)	$100
Full Day (up to 8 hrs)	$200
Hourly charge (after 8 hrs)	$25

Seating for 16 people board style
Includes AV equipment , projector, screen, internet access and video conferencing

Rare Air Meeting Room

Half Day (up to 4 hrs)	$50
Full Day (up to 8 hrs)	$100
Hourly charge (after 8 hrs)	$25

Seating for 175 people around square dining tables
Meeting space stays as is and client responsible for any rearrangement of furniture

WSC College Center Fees

Meeting Facilities	**Fee**	

Prosser Theater

Please contact College Center Operations for reservation information
Seating for 199 people
Includes AV equipment, projector, internet access and video conferencing

Patio Area

With Fire Place Use	$25	per day
Without Fire Place use	$15	per day

Hallway

Per Table (plus 10% of vendor sales)	$30	per day
Credit Card Companies (per day)	$300	per day

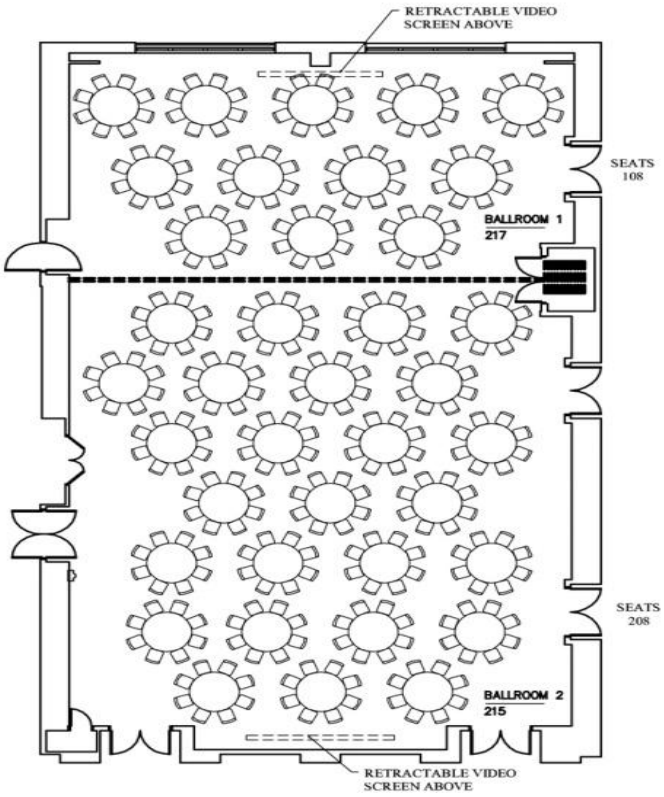
Entire Facility

Half Day (up to 4 hrs)	$450
Full Day (up to 8 hrs)	$900

Includes ballroom, conference rooms, board room and Rare Air dining space

Fees include basic room set up which includes tables, chairs and any basic AV equipment in room.
Additional AV support will be charged an additional $25 per hour.
Any groups needing extra time to decorate the facility will be charged an additional $25 per hour.
Excessive Cleaning fee will be charged $25 per hour.
A deposit will be required for conference groups, weddings and special events.

Any organization requesting a fee waiver to utilize the College Center facilities for less than what the current fee structure indicates, must submit a written request to the Director of College Center Operations for evalutation. Upon evaluation by the Director, the request will be forwarded to the Vice President of Student Affairs for final approval.



OVERALL BALLROOM
SEATS 316 TOTAL

Ballroom with Banquet set up:

Holds up to 200 chairs and 25, 60” round tables

Chairs _____Tables_____

Number of Guests: _____

Additional Tables/ Type_____

Catered event: _____ Set up needs: _____

Additional comments:

_____

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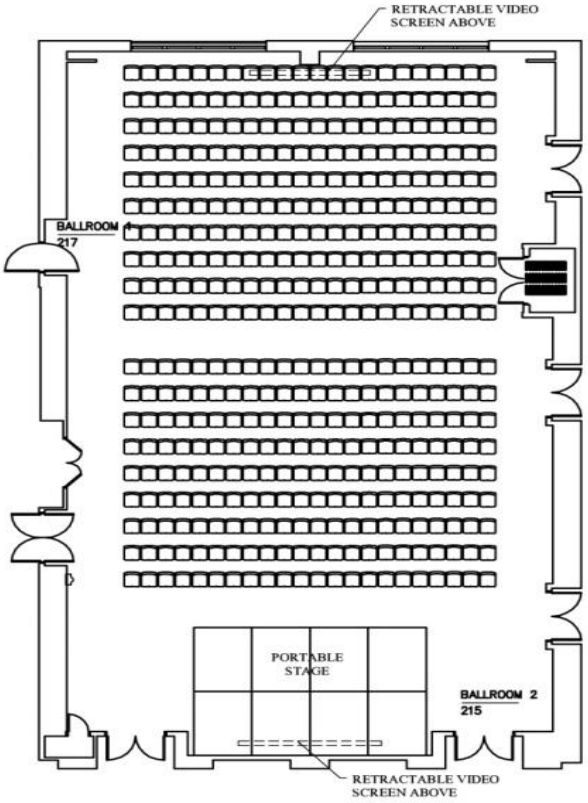

OVERALL BALLROOM
SEATS 418 TOTAL

Ballroom with Theater/Movie style set up:

Holds up to 400 chairs

Number of Guests:_____

Chairs_____

Additional Tables/ Type_____

Catered event: _____ Set up needs: _____

Additional comments:

_____

_____

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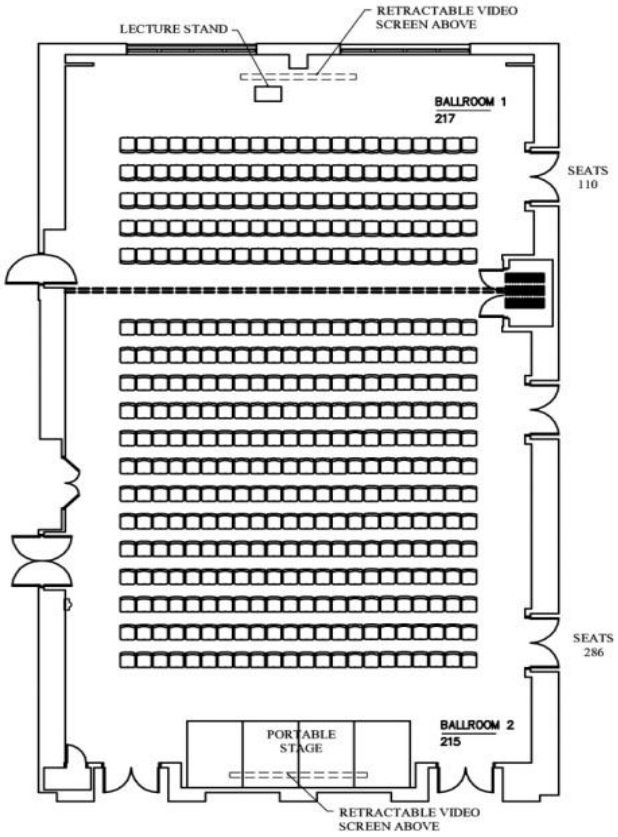

North and South Ballrooms Theater/Movie style set up:

South Side holds up to 290 chairs

North Side holds up to 110 chairs

Number of Guests: _____

Chairs_____ Additional Tables_____

Catered event: _____ Set up needs: _____

Additional comments:

_____

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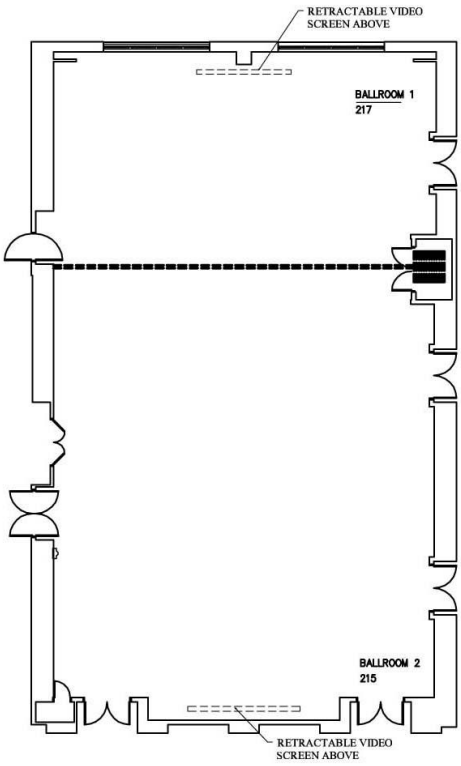

Design your own set up:

400 Chairs and 25, 60” round tables available

Number of Guests: _____

Chairs_____ Tables_____

Additional Tables_____

Catered event: _____ Set up needs: _____

Additional comments:

_____

_____

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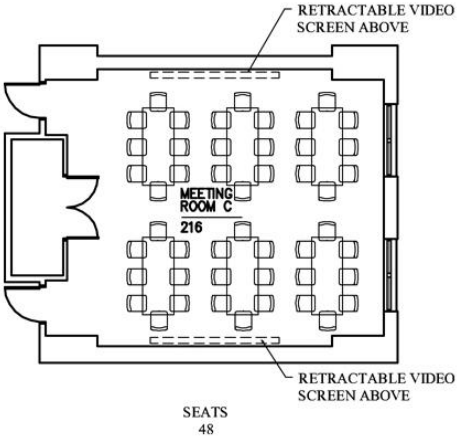


North and South Conference Rooms Banquet set up:

Max set up: 48 chairs and 6, 8’ rectangle tables

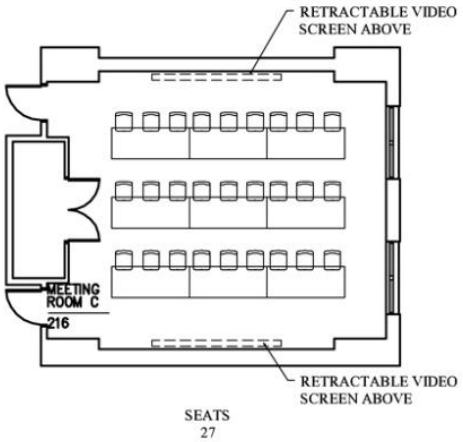
Chairs_____ Tables_____ Additional Tables_____

Number of Guests: _____

Catered event: _____ Set up needs: _____

Comments_____

_____



North and South Conference Rooms Class Room set up:

Max set up: 27 chairs and 9, 6’ rectangle tables

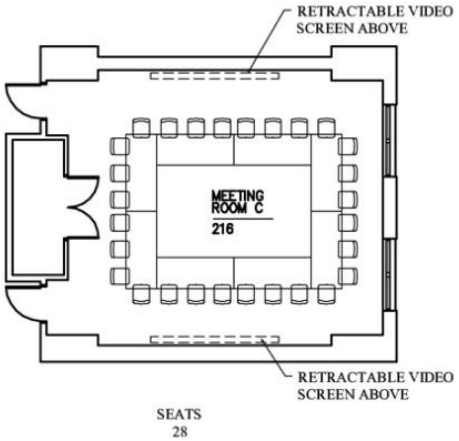
Chairs_____ Tables_____ Additional Tables_____

Number of Guests: _____

Catered event: _____ Set up needs: _____

Comments_____

_____



North and South Conference Rooms Square set up:

Max set up: 28 chairs and 8, 8’ rectangle tables

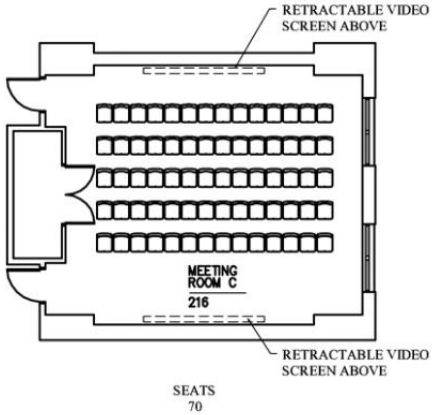
Number of Guests: _____

Chairs_____ Tables_____ Additional Tables_____

Catered event: _____ Set up needs: _____

Comments_____

_____



North and South Conference Rooms Theater/Movie set up:

Max set up: 60 chairs

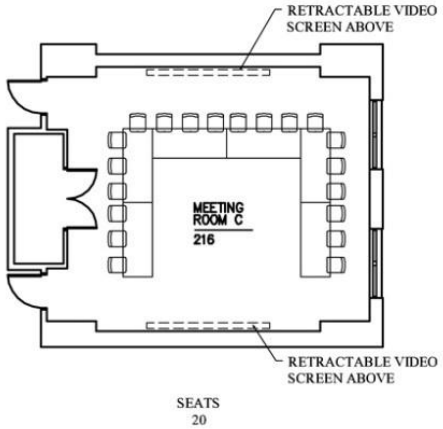
Number of Guests: _____

Chairs_____ Additional Tables_____

Catered event: _____ Set up needs: _____

Comments_____

_____



North and South Conference Rooms U set up:

Max set up: 20 chairs and 6, 8’ rectangle tables

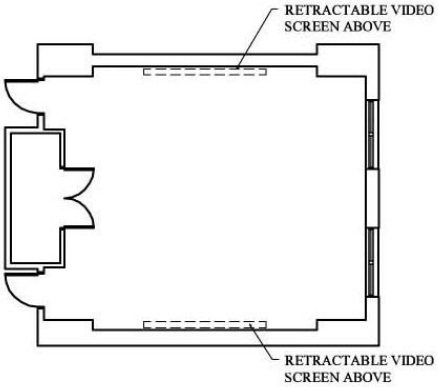
Number of Guests: _____

Chairs_____ Tables_____ Additional Tables_____

Catered event: _____ Set up needs: _____

Comments_____

_____



Design your own set up:

Max set up: 20 chairs and 6 8’ rectangle tables available

Number of Guest: _____

Chairs_____ Tables_____ Additional Tables_____

Catered event: _____ Set up needs: _____

Comments_____

_____