FACILITIES

USC Events is responsible for ensuring that all bookings conform to all health and safety regulations and fire codes as well as USC and Western University policy. Please advise USC Events of all informational material, displays and activities that will occur during a booking so that your event can be properly vetted and go off without a hitch. If any activity not approved or contrary to any regulation or policy is discovered, any event may be halted or display removed.
USC Conference Rooms are located on the 3rd floor of the University Community Centre (“UCC”). Conference Rooms are available between 8 a.m. and 11 p.m. 7 days a week (excluding holidays and USC and Western closures).

**No food** is permitted in any Conference Room unless contracted through The Wave Catering Department.

Conference Rooms will be programmed to open 10 mins prior to reservation start time. Use of installed A/V equipment must be requested at the time of booking. A/V bags containing required connections for self-serve use are available for pickup 15 minutes prior to your booking at Reservations Desk (Room 340).

Alteration of furnishings in the Conference Room or movement of chairs between rooms is strictly prohibited.

Rooms must be left in a clean and tidy manner. Any costs associated with damage or cleaning required to return the room to a proper state shall be the responsibility of the reserved group.

### FACILITIES

#### Conference Rooms (meetings)

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FACILITIES
Multipurpose Activity Rooms (receptions /speakers /meetings /panel discussions)

Activity Rooms are located on the 2nd floor of the UCC directly in front of the elevators. Activity Rooms are available between 8:30 a.m. and 11 p.m. Rooms are clear of any furnishings. Tables and chairs are available for events and must be requested at the time of application. A labour charge may apply for required set up/take down.

**No food** is permitted in any Activity Room unless contracted through The Wave Catering Department.

Activity Rooms will be programmed to open 10 mins prior to reservation start time.

Use of installed A/V equipment must be requested at the time of booking. Use of A/V requires a technician which is subject to labour charges.

Rooms must be left in a clean and tidy manner. Any costs associated with damage or cleaning required to return the room to a proper state shall be the responsibility of the reserved group.

<table>
<thead>
<tr>
<th>COMMUNITY ROOM</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>275</td>
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<tr>
<td>Theatre Seating</td>
<td>200</td>
</tr>
<tr>
<td>Banquet Round non buffet</td>
<td>136</td>
</tr>
<tr>
<td>Banquet Round small buffet (approx.)</td>
<td>128</td>
</tr>
<tr>
<td>Banquet Round large buffet (approx.)</td>
<td>112</td>
</tr>
<tr>
<td>Banquet Rectangle Family no buffet</td>
<td>236</td>
</tr>
<tr>
<td>Banquet Rectangle Family small buffet</td>
<td>220</td>
</tr>
<tr>
<td>Banquet Rectangle Family large buffet</td>
<td>204</td>
</tr>
<tr>
<td>Seminar no buffet</td>
<td>72</td>
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<tr>
<td>Seminar small buffet</td>
<td>66</td>
</tr>
<tr>
<td>Seminar large buffet</td>
<td>60</td>
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</tbody>
</table>

50’x 40’ clear floor space
Projector (ceiling mount)
Draw Down Screen
PA/Sound System
VGA/HDMI connections

<table>
<thead>
<tr>
<th>ROOM 269</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>No seating</td>
<td>30</td>
</tr>
<tr>
<td>Table seating</td>
<td>up to 40</td>
</tr>
<tr>
<td>Row seating</td>
<td>up to 60</td>
</tr>
</tbody>
</table>

18’ x 30’ clear floor space
The McKellar Room is located on the 2nd floor of the UCC and is a raked theatre style room with a balcony. It seats up to 392 (249 on floor; 143 in balcony). It has full A/V capabilities. A Technician will be assigned to any event requiring A/V service.

The McKellar Room rental rate includes A/V (projector and 1 podium or lapel or handheld mic) and a technician for the time of the event and 1 hour each for set up and strike of A/V equipment. Any A/V requirements over and above the standard package will subject to additional equipment rental and labour charges and will be quoted on a case by case basis.

The McKellar Room is available for daytime bookings up to 5:30 p.m. 7 days per week. Evening bookings (after 5:30 p.m.) are available on Sunday and Monday Evenings. Evening bookings are available from Tuesday to Saturday upon special request and with proper notice as they require Western Film screening cancellations. These bookings are subject to screening cancellation fees ($700 for 7 p.m. showing, $500 for a 9 p.m. showing, $1200 for both showings)

Please contact Western Film for private film screenings. wfilm@uwo.ca

No food is permitted in the McKellar Room unless contracted through The Wave Catering Department or Western Film.
Mustang Lounge East has been designated as a 24/7 student lounge and is not available to reserve for events. Large event requests for the use of both the West and East Mustang Lounge may be considered on a case by case basis and will require the approval of the USC Executive.

No food is permitted in the Mustang Lounge unless contracted through The Wave Catering Department.

**Lounge Stage**

The stage is a proscenium arch style stage with a viewable area measuring 30 feet wide x 17 feet deep with an additional 4 feet of depth on the apron. The stage is 39.5 inches high. There are stage left and right stairs in front of the proscenium arch and back stage right stairs as well.

There is a 3 feet wide pathway from upstage right to left to allow performers to cross the stage hidden from the audience. There is a wheelchair/equipment elevator at stage right. Monitor mix position at stage right as well.

The stage deck is steel pan covered with 2 layers of ¾ inch plywood on rubber and 1 layer of ¼” HDF. It is topped with Industrial grade black textured hard rubber tile.

The curtains are all 21 ounce black Marvel velour. The front curtain is on an electric traveler. The back curtain is on a manual traveler used to reveal the LED curtain located behind it. The LED curtain is a Chauvet Spark-lite LED Curtain (3 panels).

**Lounge Green/Dressing Room**

A 15ft x 15ft dressing room on the right side of the stage is available with any event booked into the Mustang Lounge. It is not available for any separate booking. It has mirrors, lights and a sink and can be secured, if necessary.
**Atrium / Lower Level / Concrete Beach**

USC Events books table space in the Atrium on the first floor of UCC, the lower level of the UCC, as well as outside the UCC on Concrete Beach (weather permitting) to groups for various promotional, commercial sales and awareness purposes.

Reserved display/promotional tables are available Monday to Friday from 8:30 a.m. to 4:30 p.m. (excluding holidays and Western and USC closure)

Tables MUST be occupied; at minimum, between the hours of 10 a.m. and 3 p.m. Failure to occupy the table by 10 a.m. may result in loss of space and an alternative location may not be available.

USC Events Crew will set up 6ft x 2.5ft table(s) with black skirting across the front and two chairs per table reserved.

Specific table locations can be requested but not guaranteed. USC Events makes every effort to honour location listed on confirmations, however, locations may be altered based on operational and space requirements. Atrium 6 and Atrium 4 are designated for commercial use and will only be available when commercial clients are not booked in.

Table location (see Atrium/Lower Level maps in Facilities) is allocated at the discretion of USC Events based on availability and nature of the use of the table. Tables are assigned on the Atrium level first then Lower Level. If space becomes available on the Atrium level, tables assigned on the Lower Level will be moved up based on reserved date order. Final location assignments are determined the day before.

Groups must check in with the Reservations Desk (Room 340) upon arrival on scheduled date(s) to confirm table location. Group names will be placed on assigned table and groups may not move to any other location aside from assigned tables unless permission is granted by USC Events.