

# Student Union COVID-19 Event Quick Sheet

### Event Hours

M-F: 7:00AM – 12:00PM; 5:00PM – 10:00PM  
 SAT: 9:00AM – 10:00PM  
 SUN: 11:00AM – 10:00PM

### Event Offerings

Fixed setups in Pegasus and Key West ballroom  
 Projectors and stages are preset in ballrooms  
 Livestream/recording services available  
 Limited audio/visual equipment

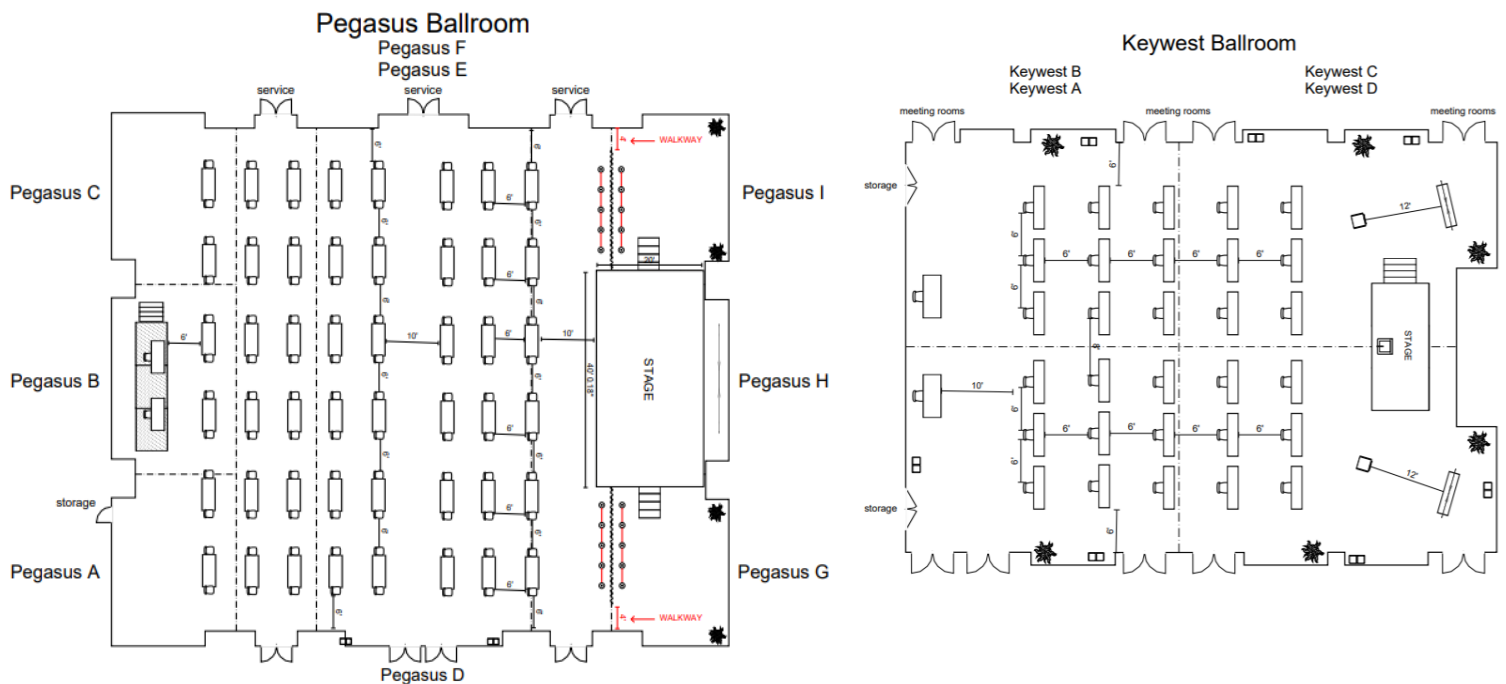
### Event Space Available with Capacities

Pegasus Ballroom – 96  
 Key West Ballroom – 30  
 Garden Key 221 (Virtual Events Studio) – 4  
 Cape Florida & Small Meeting Rooms – Unavailable

### Physical Distancing Requirements

Face coverings are required for all individuals  
 All individuals must adhere to 6-foot physical distancing  
 Preset furniture should not be moved  
 Additional requirements are listed in the policy amendments

The following fixed setups are available to reserve for your physically distanced event.



Location	Pegasus Ballroom	Key West Ballroom
Max Seating Capacity	96	30

This information is subject to change.

If you have more questions or need assistance with the event booking process, please contact the Student Union at 407-823-3677 or [unionres@ucf.edu](mailto:unionres@ucf.edu).