

ROOM BLOCKS

Room block reservations allow the Student Union to efficiently provide recurring meeting space to RSOs. Reservations are for set times and consistent room configurations between 4:30PM and 11PM, Monday through Wednesday.

Room block requests are accepted on the first Monday of August for the Fall semester and on the first Monday of December for the Spring semester. Requests must be submitted through the Student Union website. Only authorized officers of RSOs in "active" status with the Office of Student Involvement may submit a request. Organizations are only permitted to have one room block reservation per semester.

Requests are handled on a first come, first served basis. Rooms are assigned based on room size and room availability. One month past the opening date of room block requests, unclaimed room blocks will become available for general reservations. The following time frames are offered in the second floor meeting rooms as a part of the room block program:

4:30 PM - 6:15 PM	5:00 PM - 6:45 PM	8:30 PM - 10:15 PM
7:00 PM - 8:45 PM	6:30 PM - 8:15 PM	9:00 PM - 10:45 PM

- **Room Block Setups**

- All room blocks come the same setup and equipment.
 - Chairs set to the maximum capacity in a theater style
 - 1 – 6'x30" table at the front of the room
 - 1 – AV cart
 - 1 – LCD Projector w/ Screen or LCD TV
 - Access to House Sound System
- Laptops and microphones are not provided for room block reservations.
- Organizations are **not** permitted to adjust the furniture layout of the following rooms:
 - Sand Key 220
 - Cedar Key 223
 - Egmont Key 224
 - Sanibel Boardroom 219
 - Pensacola Boardroom 222
 - Siesta Key Boardroom 225
- For all other rooms, groups must ensure that the room is reset to its original setup prior to the group's departure.
- The Student Union will not provide any additional furniture or equipment for room block reservations.

- **Food and Beverage**

If you would like to have food and/or beverage during a room block meeting, please adhere to the Student Union Food & Beverage policies as referenced in the "Food & Beverage" section of this manual. The Student Union Food and Beverage Guide can be located on our website: <https://studentunion.ucf.edu/wp-content/uploads/sites/39/2021/06/UCFSU-Food-and-Beverage-Guide-6.1.21.pdf> .