



Student Union

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 assignments between 4:30PM and 11PM, Monday through Wednesday.

Room block requests are accepted on the first Monday of August for the Fall 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 may make one request for general body meetings and one request for officer meetings.

Requests are handled on a first-come, first-served basis. Rooms are assigned based on room size and room availability. The following time frames are offered as a part of the room block program:

4:30 PM - 6:15 PM

5:00 PM - 6:45 PM

6:30 PM - 8:15 PM

7:00 PM - 8:45 PM

8:30 PM - 10:15 PM

9:00 PM - 10:45 PM

Student Union Room Block Guidelines

- All room blocks come the same setup and equipment
- Chairs set to the maximum capacity in a theater style setup and include one 6'x30" table at the front of the room
- Rooms are set with an av cart and lcd projector with screen or LCD TV and access to house sound
- Laptops and microphones will not be provided
- Additional furniture outside of what is already included will not be provided
- 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 [SU Food & Beverage Guide](#)



Student Union

Classroom Room Block Guidelines

- Assigned classroom spaces are provided “as is”
- RSOs are responsible for leaving the classroom space in the same manner as it was received (i.e. furniture should be placed in the original layout, multimedia equipment should be left off, wastebaskets should be left empty of excess trash)
- The number of attendees must not exceed the room capacity for the classroom space assigned
- Any disturbance to nearby academic classes relating to your meeting/event will not be tolerated
- Food and beverages are **not** permitted within classroom spaces