PURPOSE: To inform users of the Skutt Student Center about which areas of the building are reservable for meetings and events and which areas are not available to be reserved.

SOURCE: Skutt Student Center Advisory Board

POLICY: The Skutt Student Center facilities are available for meetings, receptions, lectures, banquets, workshops, fundraisers and other student, department, and University programs. The only locations that can be reserved for meetings and events are:

- Room 209
- Room 104
- Room 105
- 104 and 105 foyer is available for use as a reception or buffet area when using Rooms 104 and 105.
- Ballroom (ground floor). Seating capacity will vary depending on setup requirements. The Ballroom is a multi-purpose room that can be used as a large banquet hall or divided into seven small meeting rooms. The following floor plans are available:
  - Ballroom Entire
  - Ballroom West
  - Ballroom Center, which can be divided into Rooms A, B, C.
  - Ballroom East, which can be divided into Rooms D, E, F.
- Wall of Distinction (second level) is located at the Kiewit Fitness Center entrance. This space will serve as a display/lobby area.
- Outdoor Stage (Kidney Bean) is located on the northwest corner of the Skutt Student Center lawn. The stage measures 12’x 35’ and is equipped with four electrical outlets (110 volts).
- Exterior balconies are located:
  - Off Room 209 on the second level.
  - Off Rooms 104 and 105 on the first level.
  - Off Wareham Court on the ground level.
  - Northeast upper level patio.
    Activities scheduled on the balconies and patios cannot conflict with activities scheduled in adjoining meeting rooms.
- Space in front of Art Gallery
- Art Wall is located on the first level. This area is available to Creighton students, staff and faculty who wish to exhibit art.
- Fireplace Lounge/East Grand Stairway (ground level).
- Sub Balcony located adjacent to Rollie’s Roost must be reserved in conjunction with an event in the Fireplace Lounge.
- Rollie’s Roost is available by signup sheet
- Wareham Court (east and west) are preset food service seating spaces that are available for meetings “as is” by special request and arrangements only.

The following common areas provide service to the University community and are not reservable:
- Room 211
- General hall and walk ways.
- Restrooms on all levels.
- Information Desk
- The Nest
- Grand stairway
- Skutt Student Center administrative offices
- Student Activities Offices (Suite 110) and Creighton Students Union Offices (Suite 107). These offices set their own office use parameters.
- Any food service areas- except Wareham Court- by special permission.
- Retail and contracted spaces