Information Sheet for Hewitt Union Ballroom Dinners

Organizations will have two (2) hours prior to the time doors open to decorate for their event and to load in any production that has been contracted (such as an outside sound company, staging, etc.). For example, if doors open at 5pm, organizations will have access to the Ballroom at 3pm.

Staffing / Charges:
- The Event Management staff will provide a Building Manager beginning two (2) hours prior to doors opening through the end of the event. There is no charge to registered student organizations for this service. In addition, there is no ballroom rental charge for registered student organizations.
- Organizations should check in with the Building Manager and let them know what overhead lights they would like on and what doors they would like opened for their event. If the dressing rooms are being used, organizations should ask the Building Manager to unlock them.
- Dinners should conclude by 10pm. Organizations will have until 11pm to load out any rental equipment and to remove all decorations.

Decorations:
- Decorations should be discussed with the Event Management staff in advance.
- Glitter is not permitted.
- Painters tape and masking tape are the only two forms of tape permitted.
- Candles are permitted as long as there is no open flame (must be enclosed in a globe).
- Organizations must bring their own decorating supplies.
- All decorations must be removed at the conclusion of the event.

Production / Audio-Visual equipment:
- The Event Management staff can provide two (2) wireless microphones for your event. Any additional microphones must be rented through an outside rental company. There is also an installed screen, data projector and laptop available upon request. Organizations that have presentation needs may provide their own laptop or can reserve the laptop provided by our office. Internet access is wireless only – outside organizations must work with their event coordinator and CTS to gain access to the wireless network well in advance of their event. Sound equipment provided by outside rental companies/organizations will not be permitted to be plugged into the house sound system. A valid SUNY Oswego ID must be given to Building Manager staff in exchange for the use of any AV equipment. Should you need to use any or all of the AV equipment available to you, an advance discussion must be organized with your event coordinator to establish what equipment and cables are available and what will need to be provided by the organization.
- There are two (2) dressing rooms available for use. At the conclusion of your event, both dressing rooms should be left in the condition they were found. Should your event use bathrooms to change/prepare for you event, they should also be left in the condition they were found.
- Rental equipment must be loaded in through the loading dock, available on the East side of Hewitt Union. Vehicles can park at the loading dock while unloading but must move to a designated parking lot when load in is complete. The doors on the North side of Hewitt are emergency exits and should not be used for load in.
- There are individual 20-amp circuits available on the South East wall. It order to avoid overloading circuits, it is required that rental equipment be plugged into the individual 20-amp circuits.
- All emergency exits must remain clear. Doors may not be propped using chairs, tables, etc. Tables may not be placed in front of emergency exits and cables may not be run in front of emergency exits. All cables must be taped down using duct tape or gaffers tape. Organizations/rental companies are responsible for providing their own tape. All tape must be removed at the conclusion of the event.