

MSC Meeting Time Blocks for MEETING Reservations AFTER 5:00pm

Click on the Room Number to see a diagram of the After 5:00pm Room Set Up

Room	Room Name	Meeting Block Rotation	Stock Set-up	Max # of Attendees	Max # of Tables in Room
2702	LEGACY	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	U-SHAPE	30	0
2703	HONORS	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	CLASSROOM	30	0
2705	INTERNATIONAL	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	CONFERENCE	15	0
2706	YBOR	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	CONFERENCE	29	0
2707	SPIRIT	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	THEATER	60	2
3701	PALM	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	CONFERENCE	15	0
3704	TARPON	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	THEATER	44	1
3705	MANATEE	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	THEATER	90	2
3708	SANDHILL CRANE	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	THEATER	48	0
3709	HERON	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	THEATER	87	2
3711	EGRET	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	THEATER	66	2
3712	COLUMBIA	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	HOLLOW SQUARE	20	0
3713	CHALLENGER	5:30 - 7:00 PM 7:15 - 8:45 PM 9:00 - 10:30 PM	THEATER	35	1
On certain days, some Social Rooms are used as Meeting Rooms:					
2709	HILLSBOROUGH	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	THEATER	153 SUN-WED	2
2708	PLAZA	5:00 - 6:30 PM 6:45 - 8:15 PM 8:30 - 10:00 PM	THEATER	200 SUN & MON	2
SOCIAL ROOMS					
Social Rooms on SOME Days:			Social Rooms on ALL Days		
2708 is a Social Room on Tues, Wed, Thurs, Fri and Sat. 2709 is a Social Room on Thurs, Fri and Sat.			3707 Oval Theater Outdoor Spaces Ballroom		

Student Organizations are able to reserve the Oval Theater 1 time per semester.

Student Organizations are able to reserve the Ballroom 1 time per semester.

Painting can only take place outdoors or in 2708.

How do I know if my reservation is a meeting or a social?

*All events that take place in the MSC are categorized in one of two ways – a meeting or a social.
You can find more information on these categories below.*

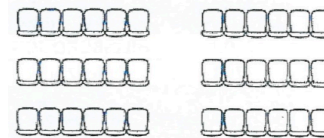
MEETINGS AFTER 5:00PM:

- Must be reserved at least 10 days in advance
- Student Organizations are able to reserve 1 meeting after 5:00pm per 7 days
- Limited to 1 hour and 30 minutes. See chart for available time blocks.
- Must use the standard set up of the room. Meeting room set ups cannot be changed and we cannot add any additional furniture to the room. See chart for stock room set up.
- Meeting time blocks are enforced for reservations after 5:00pm Sunday – Friday.

SOCIAL EVENTS:

- “Social” events can only be booked in certain rooms – 2708, 2709, 3707, Ballroom, Oval Theater or outdoor space
- Socials must be booked at least 3 weeks in advance
- Must complete an Event Review at least 14 days prior to your event.
- Student Organizations are able to reserve 1 social after 5:00pm per 14 days
- No limitations on the length of your event (can be longer than 1 hr. and 30 mins)
- Social Events can have a custom set up – this means you are not restricted to the stock room set up!
- We require 90 minutes in between social events scheduled on the same day in the same room to allow our team enough time to change the set up of the room. The ballroom requires 2 hours in between reservations.

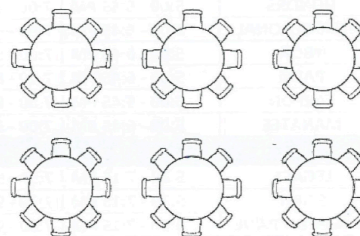
Theater



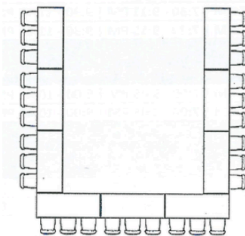
Classroom



Banquet



U-Shape



Hollow Square

