

UNIVERSITY COMMONS EVENT SPACES

University Commons Operations

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🌐 <https://wpunj.edu/University-Commons/>

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Updated July 2025

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INTRODUCTION

Welcome to the University Commons! The University Commons serves as the focal point for social, cultural, and dining/entertainment activities for the entire campus community. Students, faculty, staff, visitors, and alumni gather here for a wide range of events and to use the services offered. It is our goal to provide and maintain a friendly facility that fosters a warm and welcoming atmosphere for a vibrant campus life.

The University Commons complex can be looked at as a combination of three buildings: the Machuga Student Center, Speert Hall, and the Ballroom Building, comprise the whole facility. The operating schedule is developed each semester and is available on our webpage. For your convenience, the University Commons houses many services such as the Wayne Dining Hall, Paterson Food Court, Cultural Centers, WP Campus Bookstore and Marketplace, arcade/entertainment center, ATMs, and beverage/snack vending machines.

The University Commons is the heart of the campus, both geographically and socially, where the community gathers for daily and special events.



HOURS OF OPERATION

SEMESTER HOURS OF OPERATION

Sunday:	8:00AM - 11:00PM
Monday:	7:30AM - 11:00PM
Tuesday:	7:30AM - 11:00PM
Wednesday:	7:30AM - 11:00PM
Thursday:	7:30AM - 11:00PM
Friday:	7:30AM - 10:00PM
Saturday:	8:00AM - 10:00PM

WINTER BREAK

Sunday:	CLOSED
Monday:	8:00AM - 5:00PM
Tuesday:	8:00AM - 5:00PM
Wednesday:	8:00AM - 5:00PM
Thursday:	8:00AM - 5:00PM
Friday:	8:00AM - 5:00PM
Saturday:	CLOSED

SUMMER

Sunday:	CLOSED
Monday:	8:00AM - 5:30PM
Tuesday:	8:00AM - 5:30PM
Wednesday:	8:00AM - 5:30PM
Thursday:	8:00AM - 5:30PM
Friday:	CLOSED
Saturday:	CLOSED



The University Commons Operations team is committed to hosting and helping you execute events in the building. Should you want to host an event that falls outside of our operating hours, we ask that you provide at least two weeks notice so that we can secure appropriate staffing for your event. All requests for an extension of hours should be submitted with your 25Live room request. Note: student organizations are not charged a fee for extension of hours.

ROOM RESERVATION TIMELINE

DEPARTMENTS

DEPARTMENTS

COMPLEX EVENTS (including any event that has a unique setup needs or diagram, multiple rooms, catering, extension of hours, police coverage, PPO overtime)

- Submit in 25Live - All complex event space requests must be submitted in 25Live at least 21 days prior to the event date. (Note that extension of hours requires 2 weeks notice)
- Requests Confirmed - Requests processed and confirmed in 2-4 business days by Event Scheduling
- You Need to Confirm - 10 days in advance to put in your catering order and confirm your room setup/diagram. Tentative events will be cancelled at this time, if room setup/diagram are not provided.
- Cancellation - 7 days in advance for cancellation of room, catering, and UC AV Services
- Headcount - 3 days in advance to confirm event headcount and catering headcount

SIMPLE EVENTS (no change in room setup, no catering)

- Submit in 25Live - Encourage submission 21 days prior to event date
- Last Day to Request - Requests must be made a minimum of 4 days prior to the event date*
 - *Any requests for AV Services in UC spaces made less than one week prior to the event will not receive an estimate of fees and will be held responsible for all AV costs.
- Requests Confirmed - Requests processed and confirmed in 2-4 business days by Event Scheduling

EMERGENCY EVENTS

We are aware that sometimes, circumstances out of our control require events to be scheduled last minute, including memorials/vigils, protests, and small meetings. For these types of events, please email Event Scheduling to secure a meeting space if they fall outside of the 4-day period.

ROOM RESERVATION TIMELINE

STUDENT ORGANIZATIONS

STUDENT ORGANIZATIONS

ALL EVENTS

- Submit in 25Live - All event space requests must be submitted in 25Live at least 21 days prior to the event date. If requesting money from SGA, please follow the timeline for financial requests (2-8 weeks depending on amount of money being requested).
- Requests Reviewed - Requests will be processed and put in the tentative state in 2-4 business days by Event Scheduling. Notice of receipt will be sent to requestor and CASL for approval via email.
- CASL Checklist - Before CASL approves your event, you must complete the checklist sent to you by CASL staff with your event information. This must be completed within one week of the date it was sent. Reply all to the email!
- CASL Approval - CASL will approve or deny your event based on the completed checklist and you must schedule a meeting with CASL to review all additional event details. CASL approval does not signify SGA financial approval.
- Requests Confirmed - Once CASL approves, Event Scheduling will confirm your event space.
- You Need to Confirm - 10 days in advance to put in your catering order (as long as money is approved by SGA) and confirm your room setup/diagram. Tentative events will be cancelled at this time, if room setup/diagram are not provided.
- Cancellation - 7 days in advance for cancellation of room, catering, and UC AV Services
- Headcount - 3 days in advance to confirm event headcount and catering headcount



BALLROOM A, B, or C

(SMALL SIZED ROOM)

Updated July 2025

Standard Setup: No standard setup. Please identify your room setup needs.

What this Space is Great For: Large-scale events including lectures, banquets, exhibit fairs, and more.

A/V Available: Podium with gooseneck microphone, projector/screen, up to three wireless or lavalier microphones, table top conference microphones, gobo lights, and hybrid events with fixed camera perspective.

Capacities: Adding additional furniture such as risers and tables will decrease the capacity.

WITHOUT FOOD SERVICE TABLES

	Lecture	Banquet Round	Conference Sqaure	Classroom	Exhibit
Ballroom A	180	80 (8 tables of 10)	40	48	16 tables or 18 tables
Ballroom B	180	80 (8 tables of 10)	40	48	16 tables or 18 tables
Ballroom C	224	100 (10 tables of 10)	48	Facing Screens - 48 Facing North - 54	17 tables or 27 tables

WITH FOOD SERVICE TABLES

	Lecture	Banquet Round	Conference Sqaure	Classroom	Exhibit
Ballroom A	168	70 (7 tables of 10)	40	48	15 tables or 16 tables
Ballroom B	168	70 (7 tables of 10)	40	48	15 tables or 16 tables
Ballroom C	Facing Screens - 210 Facing North - 205	90 (9 tables of 10)	48	Facing Screens - 48 Facing North - 46	14 tables or 23 tables



BALLROOM AB or BC

(MEDIUM SIZED ROOM)

Updated July 2025

Standard Setup: No standard setup. Please identify your room setup needs.

What this Space is Great For: Large-scale events including lectures, banquets, exhibit fairs, and more.

A/V Available: Podium with gooseneck microphone, projector/screen, up to six wireless or lavalier microphones, table top conference microphones, gobo lights, and hybrid events with fixed camera perspective.

Capacities: Adding additional furniture such as risers and tables will decrease the capacity.

WITHOUT FOOD SERVICE TABLES

	Lecture	Banquet Round	Conference Sqaure	Classroom	Exhibit
Ballroom AB	420	200 (20 tables of 10)	64	108	48 tables
Ballroom BC	Facing Screens - 448 Facing North - 400	200 (20 tables of 10)	68	Facing Screens - 120 Facing North - 112	57 tables

WITH FOOD SERVICE TABLES

	Lecture	Banquet Round	Conference Sqaure	Classroom	Exhibit
Ballroom AB	410	180 (18 tables of 10)	64	Facing Screens - 120 Facing North - 112	45 tables
Ballroom BC	Facing Screens - 448 Facing North - 383	200 (20 tables of 10) (tables in the back of BR C)	84	Facing Screens - 180 Facing North - 176	74 tables



BALLROOM ABC

(LARGE SIZED ROOM)

Updated July 2025

Standard Setup: No standard setup. Please identify your room setup needs.

What this Space is Great For: Large-scale events including lectures, banquets, exhibit fairs, and more.

A/V Available: Podium with gooseneck microphone, projector/screen, up to nine wireless or lavalier microphones, table top conference microphones, gobo lights, and hybrid events with fixed camera perspective.

Capacities: Adding additional furniture such as risers and tables will decrease the capacity.

WITHOUT FOOD SERVICE TABLES

	Lecture	Banquet Round	Conference Square	Classroom	Exhibit
Ballroom ABC	Facing Screens - 672 Facing North - 648	320 (32 tables of 10)	84	Facing Screens - 180 Facing North - 176	77 tables

WITH FOOD SERVICE TABLES

	Lecture	Banquet Round	Conference Square	Classroom	Exhibit
Ballroom ABC	Facing Screens - 672 (tables in BR C) Facing North - 632	320 (32 tables of 10) (tables in the back of BR C)	84	Facing Screens - 180 Facing North - 176	74 tables



UC 168 A/B

(MEDIUM/SMALL SIZED ROOMS)

Updated July 2025

Standard Setup: Lecture with food/supply tables in the back of the room. Setup can only be changed with ALL DAY reservations.

What this Space is Great For: Medium-sized lecture style events for up to 110 people.

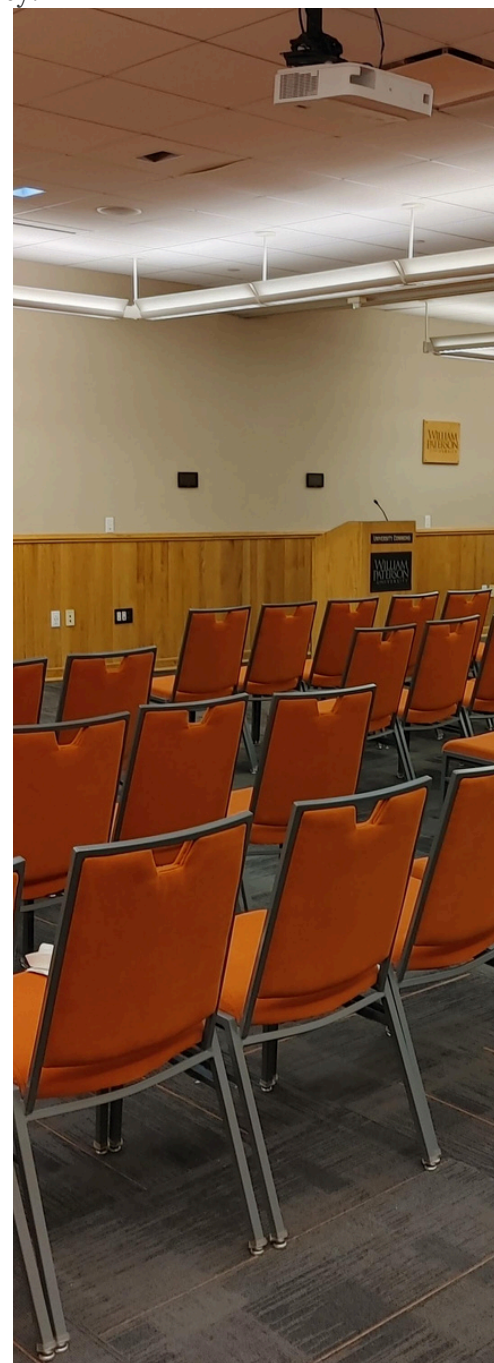
A/V Available: Podium with gooseneck microphone, one wireless or lavalier microphone when separate rooms, two wireless or lavalier microphones when combined, projector/screen.

Capacities: Adding additional furniture such as tables will decrease the capacity.

WITH FOOD SERVICE TABLES (ALWAYS IN THE ROOM)

	Lecture*	Banquet Round	Conference Sqaure	Classroom	Exhibit
168AB	110	40 (4 tables of 10) <small>(food tables on the side of the room)</small>	36	28	19 tables
168A	50	10 (1 table of 10)	16	12	6 tables
168B	45	10 (1 table of 10)	12	8	6 tables

*INDICATES STANDARD ROOM SETUP



UC 171 A/B

(MEDIUM/SMALL SIZED ROOMS)

Updated July 2025

Standard Setup: Conference square with food/supply tables in the back of the room. Setup can only be changed with ALL DAY reservations.

What this Space is Great For: Medium-sized conference style events for up to 36 people.

A/V Available: Podium with gooseneck microphone, one wireless or lavalier microphone when separate rooms, two wireless or lavalier microphones when combined, projector/screen.

Capacities: Adding additional furniture such as tables will decrease the capacity.

WITH FOOD SERVICE TABLES (ALWAYS IN THE ROOM)

	Lecture	Banquet Round	Conference Sqaure*	Classroom	Exhibit
171AB	110	50 (5 tables of 10)	36	40	22 tables
171A	50	10 (1 table of 10)	12	8	4 tables
171B	70	20 (2 tables of 10)	24	12	6 tables

*INDICATES STANDARD ROOM SETUP



UC MPR

(MEDIUM SIZED ROOM)

Standard Setup: Lecture or Banquet Rounds

Additional Feature: The MPR has a stage built into the room. The stage can be used for passive performances such as lectures or panels. For safety reasons, the stage cannot be used for dance performances.

What this Space is Great For: Medium sized events including lectures, banquets, exhibit fairs, and more.

A/V Available: Podium with gooseneck microphone, projector/screen, up to two wireless or lavalier microphones, gobo lights.

Capacities: Adding additional furniture such as tables will decrease the capacity.

WITHOUT FOOD SERVICE TABLES

	Lecture*	Banquet Round*	Conference Sqaure	Classroom	Exhibit	Cafe Rounds
MPR	192	90 (9 tables of 10)	36	50	28 tables	80

*INDICATES STANDARD ROOM SETUP

WITH FOOD SERVICE TABLES

	Lecture*	Banquet Round*	Conference Sqaure	Classroom	Exhibit	Cafe Rounds
MPR	176	80 (8 tables of 10)	32	40	25 tables	80

*INDICATES STANDARD ROOM SETUP



UC 202

(SMALL SIZED ROOM)

Standard Setup: Conference table and lecture with food/supply tables on the side of the room.

What this Space is Great For: Team meetings or gatherings for up to 26 people.

A/V Available: Projector/screen

Capacities: No additional furniture can be added to this room.

WITH FOOD SERVICE TABLES (ALWAYS IN THE ROOM)

	Lecture	Conference Table
202	20	10



UC 211

(MEDIUM SIZED ROOM)

Standard Setup: 60" Banquet rounds with food/supply tables on the side of the room.

Additional Feature: UC 211 has an attached outdoor patio that can be requested with your room reservation during warmer months.

What this Space is Great For: Events that have a meal/snack component for up to 60 people.

A/V Available: Podium with gooseneck microphone, projector/screen, up to two wired microphones.

Capacities: No additional furniture can be added to this room.

WITH FOOD SERVICE TABLES (ALWAYS IN THE ROOM)

	Banquet Rounds
211	60



UC 216

(MEDIUM SIZED ROOM)

Standard Setup: Conference square with food/supply tables along the side wall. Setup can only be changed with ALL DAY reservations.

Additional Feature: UC 216 has four entrance doors.

What this Space is Great For: Team meeting or gathering for up to 40 people.

A/V Available: Projector/screen

Capacities: No additional furniture can be added to this room.

WITH FOOD SERVICE TABLES (ALWAYS IN THE ROOM)

	Conference Square
216	49



UC 325

(SMALL SIZED ROOM)

Standard Setup: Conference square

What this Space is Great For: Team meetings or gatherings for up to 18 people.

A/V Available: Projector/screen

Capacities: No additional furniture can be added to this room. Catering must be placed on the large conference table in the room, no additional tables can be added.

WITHOUT FOOD SERVICE TABLES

	Conference Square
325	18



UC 327

(SMALL SIZED ROOM)

Standard Setup: Conference square

What this Space is Great For: Team meetings or gatherings for up to 12 people.

A/V Available: TV monitor

Capacities: No additional furniture can be added to this room. Catering must be placed on the large conference table in the room, no additional tables can be added.

WITHOUT FOOD SERVICE TABLES

	Conference Square
325	12



UC ARCADE

(LOUNGE SPACE)

Standard Setup: Lounge seating

Additional Features: The Arcade has six billiards tables, two table tennis tables, air hockey, and foosball available free of charge. In addition, there are board games available for rent. A stage is always set up in this space.

What this Space is Great For: Social gatherings, video game tournaments, recreational events.

A/V Available: Projector/Screen, up to two wired microphones, gobo lights.

Capacities: Additional tables and chairs can be added to this space to reach the maximum capacity.

Note: We are not able to close down the Arcade for an event and it will remain open to the public for patrons to use the gaming tables, TVs, and seating areas.

MAXIMUM CAPACITY

	Lounge Seating
Arcade/Entertainment Center	150



UC CENTER CAFE

(LOUNGE SPACE)

Standard Setup: Lounge seating

Additional Feature: Upright piano, small stage

What this Space is Great For: Coffee house style gatherings like musical performances and open mic nights.

A/V Available: Limited A/V services available. We can provide a portable sound system to amplify voices or play music.

Capacities: Three additional food service tables can be added to this space to reach the maximum capacity.

Note: We are not able to close down the Center Cafe for an event and it will remain open to the public for patrons to use the lounge furniture.

MAXIMUM CAPACITY

	Lounge Seating
Center Cafe	80



ROOM LAYOUTS

As Is

“As Is” is used for rooms that have a permanent setup that does not change. No furniture will be removed or relocated in this space.

Banquet Round

Banquet Rounds is the most common setup for events serving meals, using 72” round tables with up to 10 chairs around each table.

Classroom

Classroom setup has tables and chairs in a row. Classroom setup is ideal for events where presentations will be made and people will need to take notes or complete work.

Conference Square

Conference Square consists of 5 ft. or 6 ft. tables arranged in a square with chairs around the outside.

Exhibit Hall

Exhibit Hall is used for fairs include career fairs, club fair, and vendor expos. Tables are arranged around the room in rows with aisles for walking.

Lecture

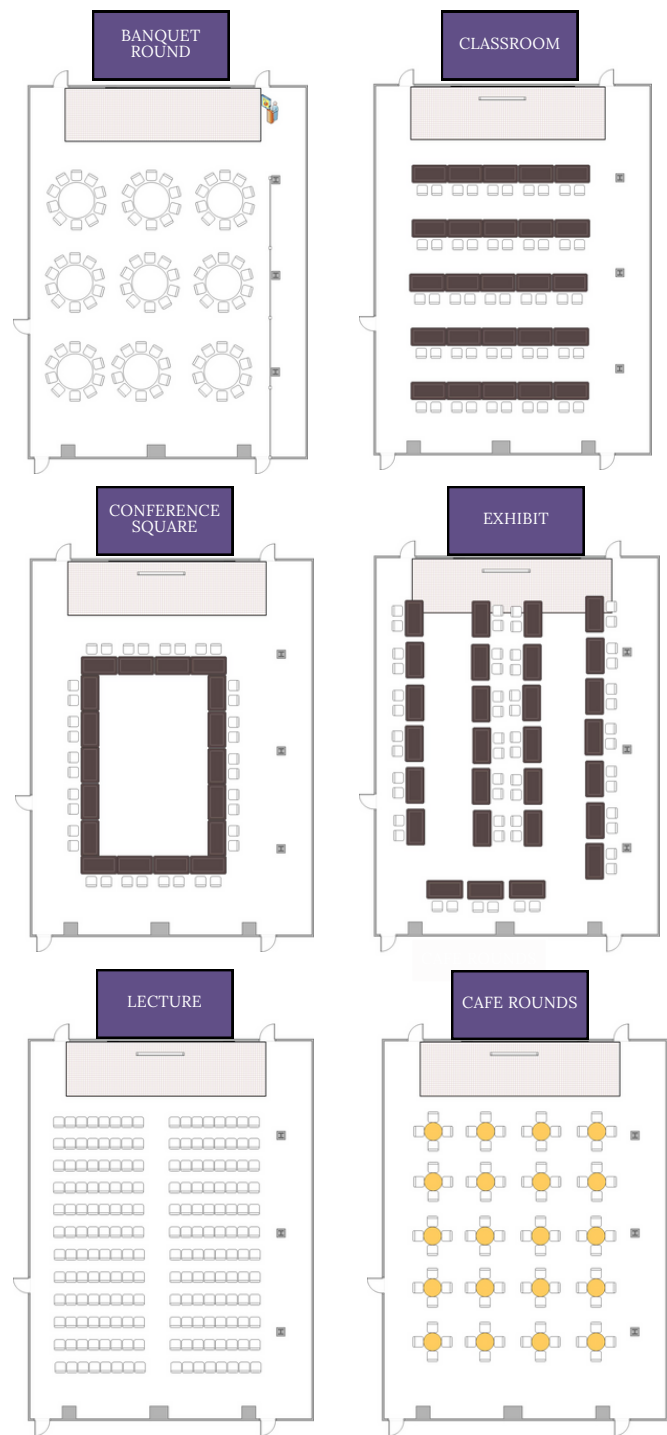
Ideal for general body meetings and presentations, the lecture setup consists of chairs in rows facing the front of the room.

See Setup Instructions

If an event has a diagram or setup that does not match one of the pre-set layouts, See Setup Instructions should be used. Include ALL of the instructions next to the layout so Custodial Services can easily identify how the space needs to be set up.

Small Café Rounds

The Small Café Rounds setup is used primarily in the Multipurpose Room and consists of the café round tables with four chairs at each table.



AVAILABLE A/V SERVICES

The University Commons offers flexible space for activities and events. These spaces are equipped with state-of-the-art audio-visual (A/V) presentation equipment to enhance the programming needs of the campus community. Below is an outline of the available A/V services we provide. Please note that there is an hourly charge for A/V services for departments in the University Commons.

Audiovisual Technician

To be used whenever an event requires some type of audio/visual services. This is a reminder to the UC staff that they need to set up an event.

HoverCam

HoverCams can be used in all meeting rooms as a means of virtually showing participants who is in the room. The camera can face the person standing at the podium or the entire room, depending on the hosts preference. The HoverCam also picks up audio. HoverCams can only be used on UC Operations laptops, unless the event host has the HoverCam software installed on their computer ahead of time.

Lights – Arcade, MPR, Ballroom

These spaces are equipped with lights to spotlight the speaker or display the WP logo on the wall. We do not offer follow-spot spotlights.

Microphone Wired

We can provide a wired microphone in rooms to compliment the wireless microphones. One wired microphone and one podium microphone can be used at a time.

Microphone Wireless – MPR, 168, 171, & Ballroom

Wireless Microphones are available in the MPR, 168, 171, and the Ballroom. The configuration of the room determines the number of mics available in the Ballroom and 168/171. Wireless microphones can be used throughout the room, they do not have to stay next to the podium.



AVAILABLE A/V SERVICES

Podiums w/Microphone

All large sized meeting spaces are equipped with a podium that contains a gooseneck microphone. The rooms that do not have a podium are 202, 216, 325, 327, Arcade, and Center Cafe.

Projector/Screen

Other than 327 and the Center Cafe, all meeting spaces are equipped with a projector and screen. All rooms in the Student Center have one screen. The number of screens in the Ballroom building rooms depends on the configuration of the room.

Requestor Will Provide Own Laptop

When event hosts will be using their own laptop, this resource should be used. This indicates that an HDMI cords should be provided and the event host will bring their own laptop to connect.

Sound System (Large/Small)

The sound system is a portable sound system that includes two speakers and a mixer. This can be used in the MPR, Ballroom, or Center Cafe when there is a band that needs to connect their equipment.

UC – Hybrid Event

Hybrid Event should be used whenever there is a request for a virtual component of the meeting. This includes streaming on Zoom/Team or using a Hovercam. Please email your virtual meeting link to uc-ballrooms@wpunj.edu prior to the start of the event. More information on hybrid events can be found on the University Commons website.

UC Conference Microphone System

The Conference Microphone System should be used whenever there is a panel in the Ballroom or an event that requires microphones on every table. There are 20+ microphones available to be used and they can easily be placed on the tables without microphone stands.

University Commons Laptop

The University Commons has a small supply of laptops to use for events. Please add this resource if a laptop is requested. If no laptop is requested, please select REQUESTOR WILL PROVIDE OWN LAPTOP resource.



ADDITIONAL EVENT RESOURCES

Ballroom Dance Floor

The dance floor measures 24' x 24' and is used in the Ballrooms. This resource takes 4+ hours to set up.

Bars Portable

The portable bars are used by Catering when they have an event that requires alcohol. Alcohol can only be served in specific room in the UC, please check with Catering for these locations.

Coat Racks

Coat racks can be moved and placed inside of rooms or in the lobby on the 2nd Floor of the Ballroom. Other than the Ballroom 2nd Floor, all coat racks should be placed inside rooms or in locations approved by UC Operations.

Divider Portable

The portable divider is tan in color and approx. 10 feet long. It can be used to hide tables or equipment that is being stored. It is not sound proof.

Easel Tripod

Easels can be used inside meeting rooms or around the University Commons to promote the event or provide directional signage to events. Easels do not leave the University Commons. Easels can be used on the day of the event only.



ADDITIONAL EVENT RESOURCES

Pipe & Drape

Pipe & Drape are black curtains that can be used as a backdrop or to cover up part of the room. The cross bars can also be used without the drapes to hang decorations.

Risers (8" x 6' x 8', 16" x 6' x 8', steps, ramp) & MPR Stage

Also known as the stage, there are two different sets of risers. The high risers at 16" high or the low risers at 8" high. The high risers require stairs while the low risers do not have stairs that accompany them. Risers can only be used in all meeting rooms that have carpet. The MPR has a stage built into the room. Please see page 10 for MPR stage information.

Stanchions (13' belt, 7' belt, Stanchions)

A stanchion is a metal pole with a retractable rope to divide a space or form a line. Two stanchions are always needed to make it work. Depending on the length of the line, you can have as many stanchions as available to connect to each other.

Step & Repeat

The UC has one step & repeat that is orange. This is often used as a photo backdrop and can be used anywhere in the room as long as it is not blocking egress. The best place to put a step & repeat is against a solid wall in case it gets knocked over.



CATERING INFORMATION



CONTACT US

Giovanna Sitar
Catering Director
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973-720-3210



Scan our QR code to
see a reference guide
on how to place an
order online through
our Catertrax
platform.

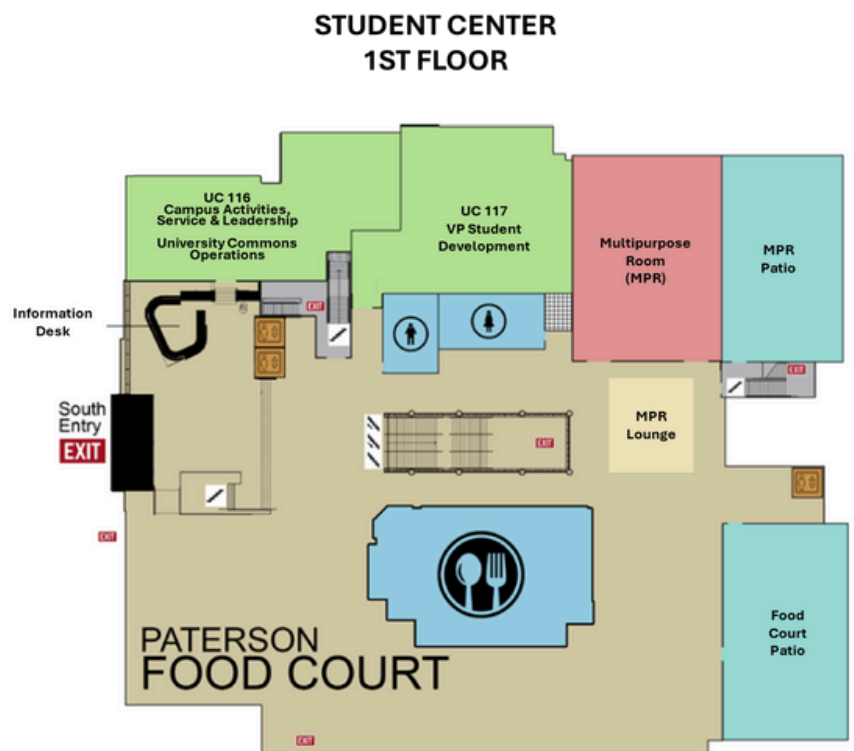
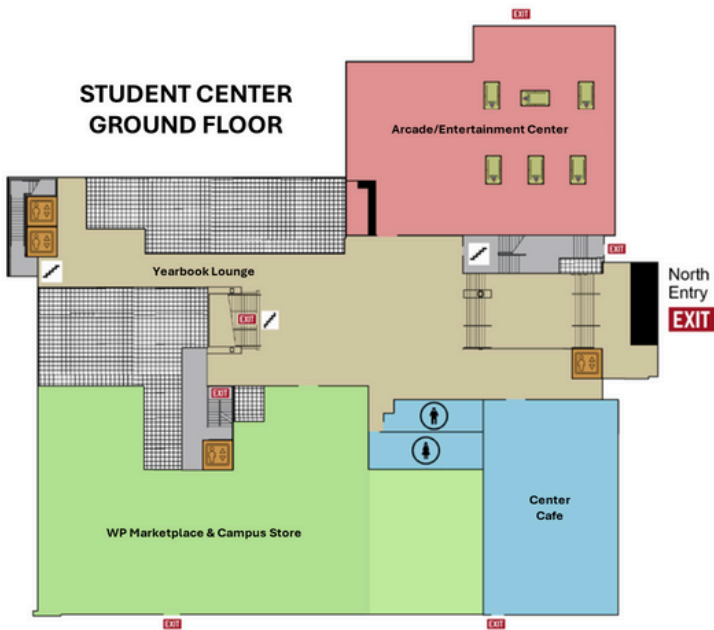


We also have a video
with step-by-step
instructions if you
still have any issues.



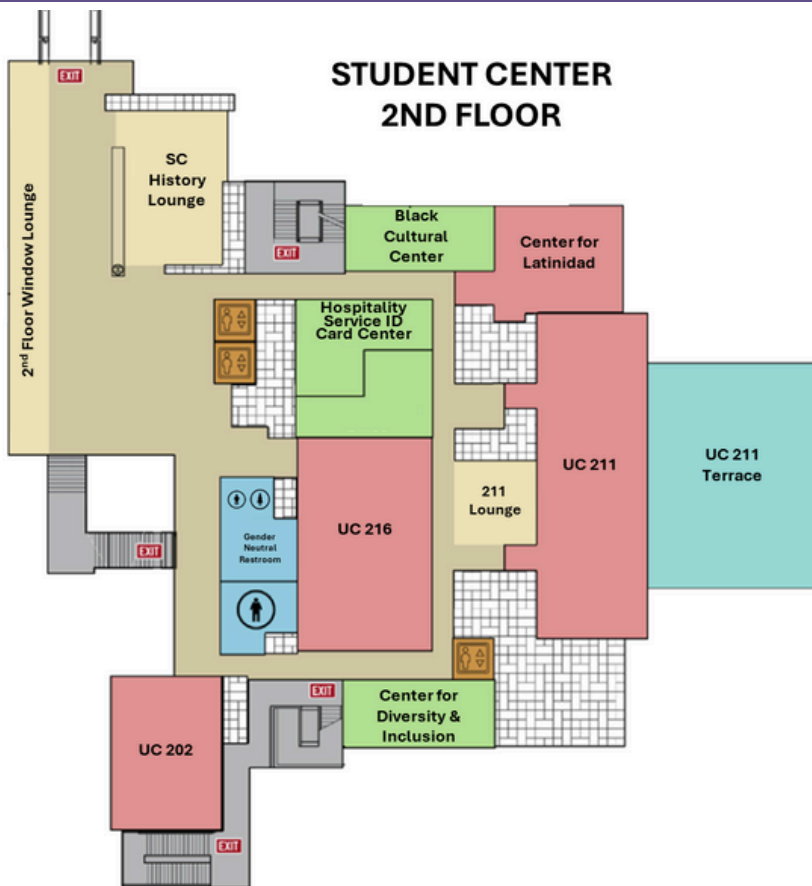
BUILDING MAP

STUDENT CENTER



BUILDING MAP

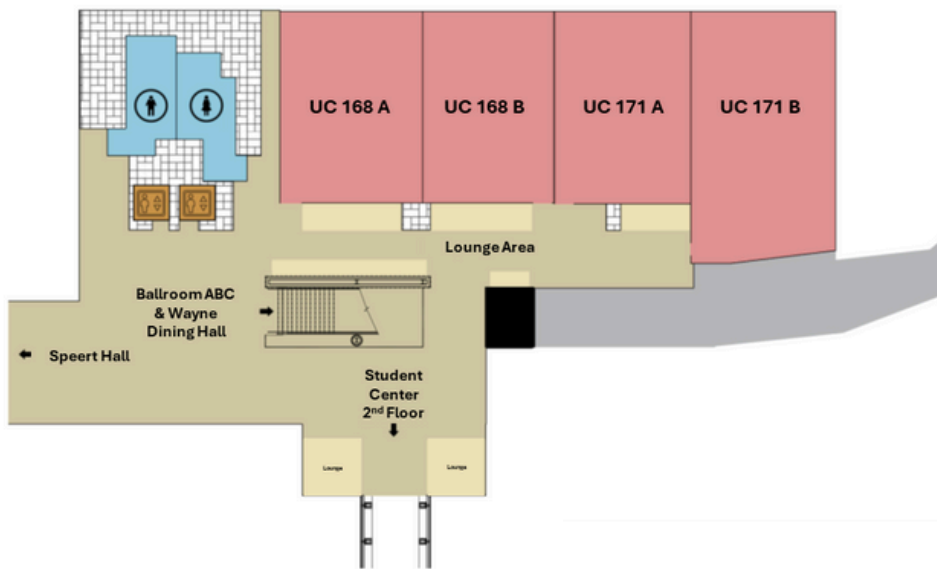
STUDENT CENTER



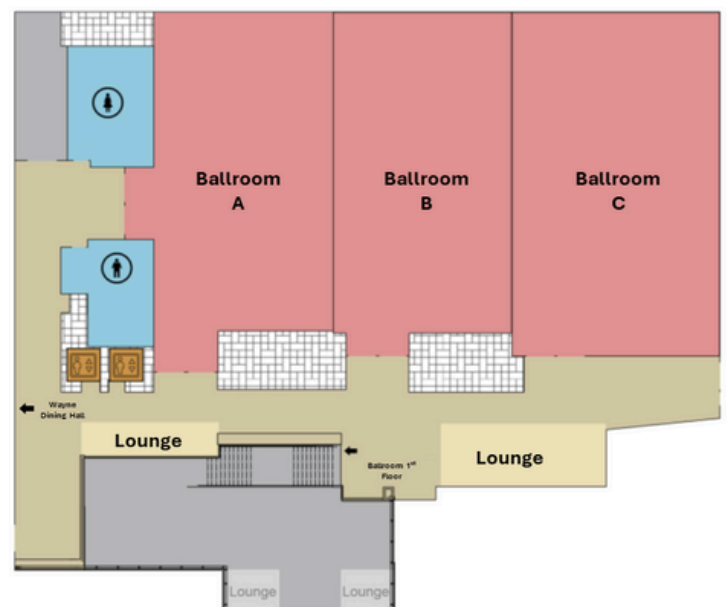
BUILDING MAP

BALLROOM BUILDING

BALLROOM 1ST FLOOR

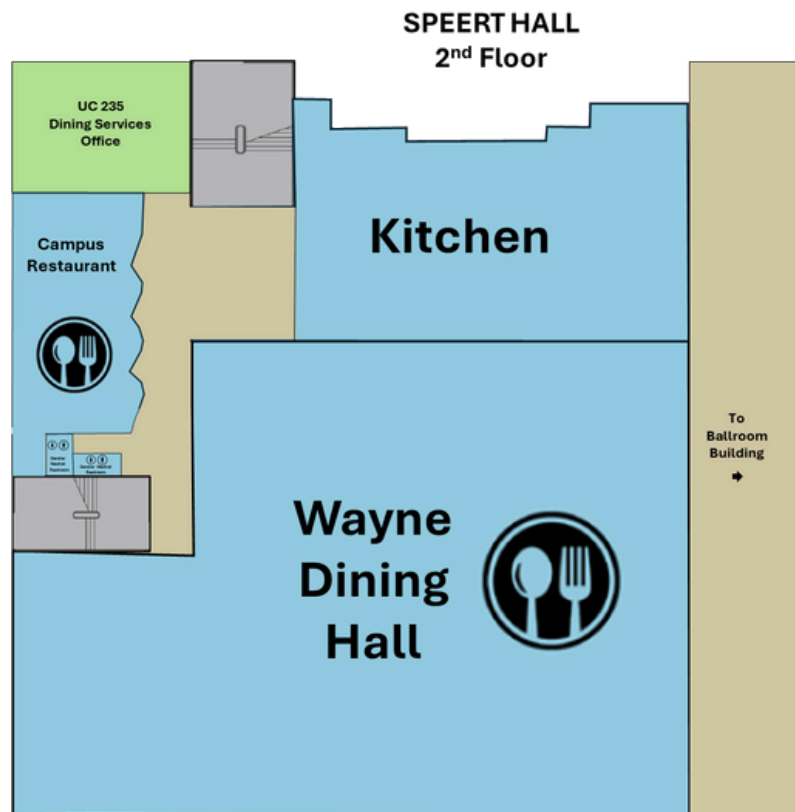
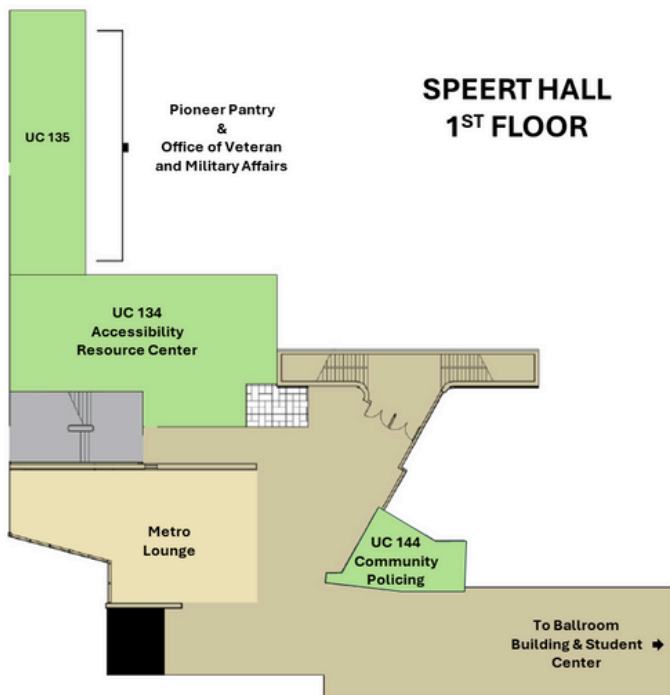


BALLROOM 2ND FLOOR



BUILDING MAP

SPEERT HALL



CONTACT INFORMATION

UNIVERSITY COMMONS OPERATIONS

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PHONE: 973-720-2292

EMAIL: UC-Ops@wpunj.edu

WEBSITE: <https://wpunj.edu/University-Commons/>

SOCIAL MEDIA: Instagram: [ucoperations.wpunj](#)

EVENT SCHEDULING

OFFICE: Raubinger Hall, 154

PHONE: 973-720-6200

EMAIL: EventScheduling@wpunj.edu

WEBSITE: <https://wpunj.edu/hospitality/events-and-conference-scheduling/>

CAMPUS ACTIVITIES, SERVICE AND LEADERSHIP

OFFICE: Student Center, Suite 116

PHONE: 973-720-2518

EMAIL: campusactivities@wpunj.edu

WEBSITE: <https://www.wpunj.edu/campus-activities/>

SOCIAL MEDIA: Instagram: [wp_casl](#) Facebook: [WP Campus Activities](#)

DINING SERVICES & CATERING

OFFICE: Speert Hall, 235

PHONE: 973-720-3300 (Dining Services Director), 973-720-3210 (Catering Director)

WEBSITE: <https://www.wpunj.edu/hospitality/dining-services/>

SOCIAL MEDIA: Instagram: [WPUNJ_DINING](#)

THINGS I WANT TO REMEMBER

A torn paper effect with a light beige background and a dark green top section. The torn edge is irregular and jagged. Below the green section, there are two columns of horizontal lines for writing. Each column has 10 lines. The lines are thin and dark, and the columns are separated by a small gap.