

# Hospitality Services

## Events & Conference Scheduling

### UC Ballrooms – Offline – Summer/Fall 2021

Starting May 2021, the University Commons Ballrooms will be offline as our Dining Hall undergoes a renovation. To assist in your event planning process, we have provided you with alternate room locations below.

For more information on these spaces, please visit 25Live and use a *Location Search* to find the location you are interested in. For assistance in determining which space will work best for your event, please contact one of our Scheduling Specialists at [eventscheduling@wpunj.edu](mailto:eventscheduling@wpunj.edu) or 973-720-2456.

If you use the Ballrooms for...	...we suggest using	
	Room	Max Capacity
<b>Lecture</b>	UC 216	49
	UC 168AB	98
	UC 171AB	98
	Library 124 - Auditorium	110
	Atrium 144 – Auditorium	118
	UC MPR	200
	Shea 100 - Auditorium*	922
	<b>Lecture with a stage</b>	Shea 100 - Auditorium*
<b>Conference Square</b>	UC 216	28
	UC 168AB	40
	UC 171AB	40
	UC MPR	40
<b>Classroom</b>	UC 168AB	42
	UC 171AB	42
	UC MPR	60
	Science Hall East – 2064	131
<b>Exhibition (one 6ft table, two chairs)</b>	UC MPR	56 (28 tables)
	Zanfino Plaza (weather dependent)	100 (50 tables)
<b>Banquet Rounds</b>	UC 168AB	60
	UC 171AB	60
	UC 216	50
	UC 211	60
	Valley Rd. Café** (Saturday-Sunday only) (8 chairs per 60" round table)	80
	UC MPR	90
	Valley Rd. Café ** (Monday-Friday) (4 chairs per cafe table)	120

\*There is a cost associated with using Shea Auditorium

\*\*Approval from Dining Services is required for Valley Rd. Café

NOTE: These are the max capacities based on the setup listed with a head table or a podium. Adding furnishings and catering will reduce capacities. Events that require special setup, cleanup and relocation/transportation of equipment/furnishings may result in additional costs.