UNIVERSITY COMMONS EVENT SPACES



University Commons Operations

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ucoperations.wpunj

Updated November 2026

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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, Pioneer 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.

BALLROOM A, B, or C

(SMALL SIZED ROOM)

Updated July 2026

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	182	80 (8 tables of 10)	40	48	16 tables or 18 tables
Ballroom B	182	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	169	70 (7 tables of 10)	40	48	15 tables or 16 tables
Ballroom B	169	70 (7 tables of 10)	40	48	15 tables or 16 tables
Ballroom C	Facing Screens - 214 Facing North - 232	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 2026

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	455	200 (20 tables of 10)	64	108	48 tables
Ballroom BC	Facing Screens - 507 Facing North - 450	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	443	180 (18 tables of 10)	64	Facing Screens - 120 Facing North - 112	45 tables
Ballroom BC	Facing Screens - 507 (tables in the back of BR C) Facing North - 440 (tables in the back of BR C)	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 2026

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 Sqaure	Classroom	Exhibit
Ballroom ABC	Facing Screens - 684 Facing North - 720	320 (32 tables of 10)	84	Facing Screens - 180 Facing North - 176	77 tables

WITH FOOD SERVICE TABLES

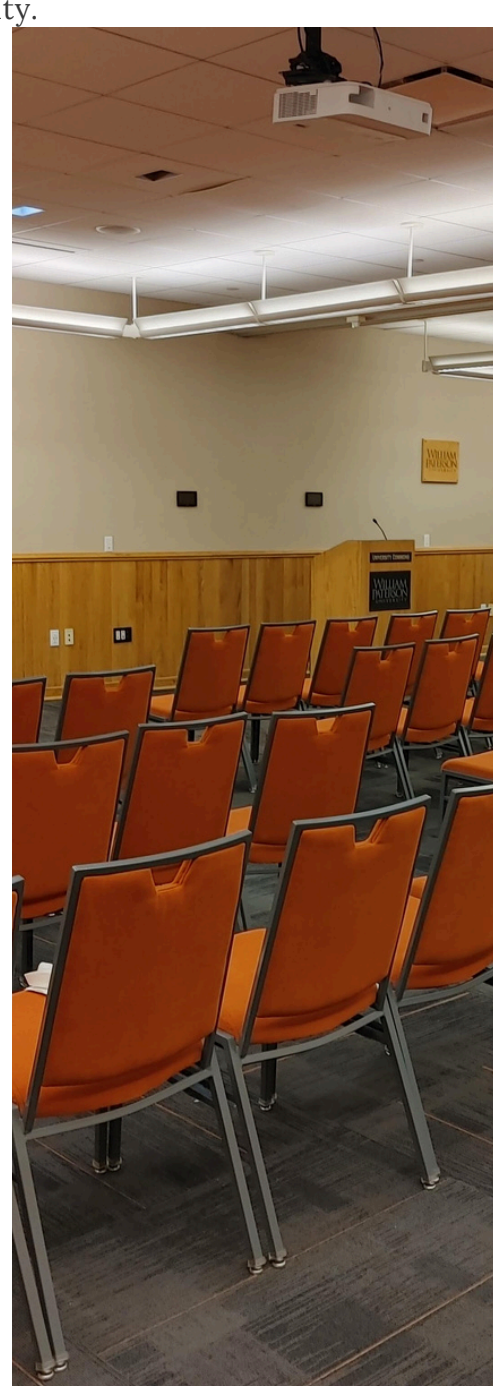
	Lecture	Banquet Round	Conference Sqaure	Classroom	Exhibit
Ballroom ABC	Facing Screens - 684 (tables in BR C) Facing North - 700	320 (32 tables of 10) (tables in the back of BR C)	84	Facing Screens - 180 Facing North - 176	74 tables

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 seperate 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) (food tables on the side of the room)	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 November 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 seperate 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)	16	8	4 tables
171B	70	20 (2 tables of 10)	24	12	6 tables

*INDICATES STANDARD ROOM SETUP



UC MPR

(MEDIUM SIZED ROOM)

Updated November 2026

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 three 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)

Updated January 2026

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, two TV monitors, 2 wireless 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)

Updated November 2025

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	32



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 329A

(MEDIUM SIZED ROOM)

Added July 2026

Standard Setup: Conference square with 1.5ft x 6ft tables.
What this Space is Great For: Team meetings or gatherings for up to 24 people at a conference square or 60 people lecture style.
A/V Available: Podium, two TV monitors, 2 wireless microphones.
Capacities: Available tables in this space are limited to the 1.5ft x 6ft tables. If you are ordering food for an event in this room, please make sure catering is aware.

WITHOUT FOOD SERVICE TABLES

	Lecture	Conference Table	Classroom
329A	60	24	14

WITH FOOD SERVICE TABLES

	Lecture	Conference Table	Classroom
329A	60	24	14



UC ARCADE

(LOUNGE SPACE)

Standard Setup: Lounge seating
Additional Features: The Arcade has 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.

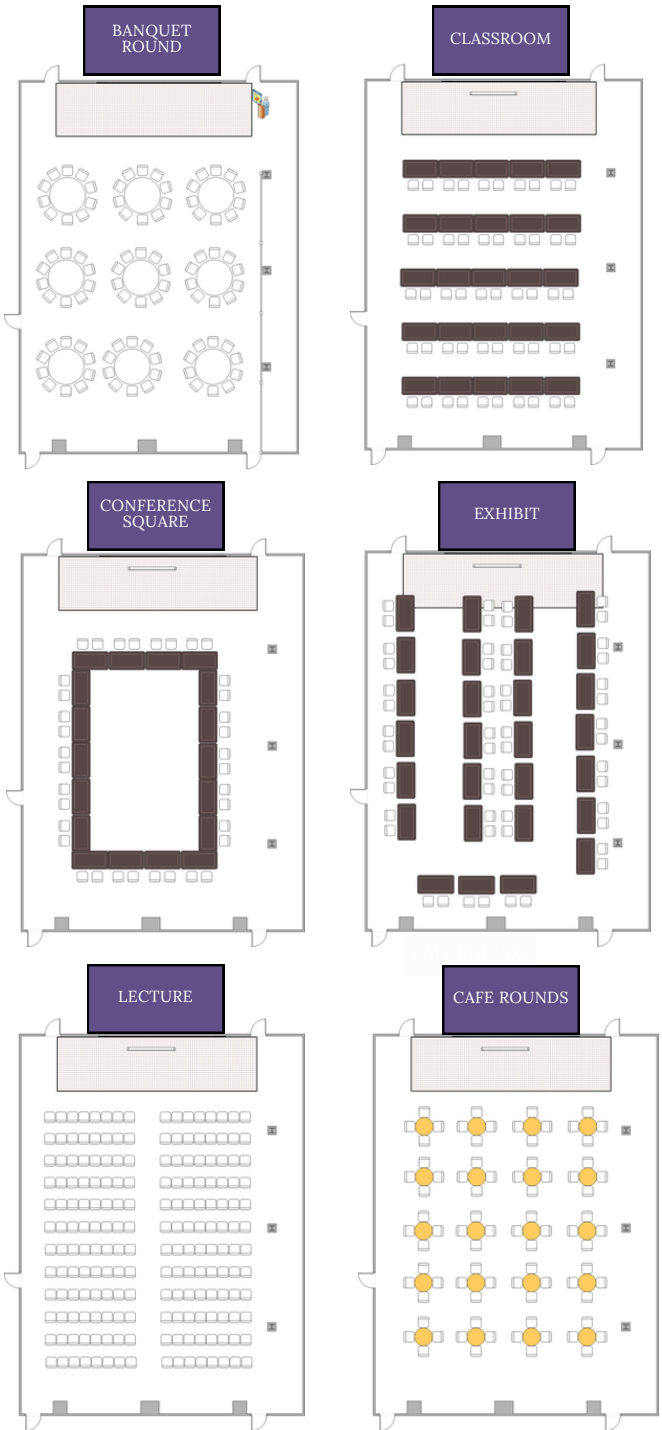
Conference Square
Conference Square consists of 5 ft. or 6 ft. tables arranged in a square with chairs around the outside.

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 SERVIVCES

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.



AV SUPPORT RESPONSIBILITIES: UC OPERATIONS AND EVENT REQUESTORS

UC Operations

- Building Managers (BMs) will begin setting up your requested AV Services approximatley thirty minutes prior to your *event start* time.
  - Screen/Laptops: The BM will connect one of our UC Operations event laptops to our projection system. We will test the audio by playing a YouTube video.
  - Podium Microphone: If you requested AV and the room is equipped with a podium microphone, we will set up the podium microphone.
  - Wireless Microphones: Staff will put batteries in the microphones and will leave them on the podium in the mute position.
  - Conference Microphones: Staff will set up one conference microphone per 6ft table and will leave them on.
  - Hybrid Events: Staff will log in to the virtual meeting and provide a fixed camera perspective of the room.
- Support & Troubleshooting
  - BMs will be available to show you how to mute/unmute the microphones as needed.
  - Should any AV issues occur throughout the duration of your event, the BM can be reached by calling 973-720-2292. Unless on-site AV support has been specifically requested and arranged, Building Managers will not remain in the event space for the duration of the event.
  - Please note that our student Building Managers are trained to troubleshoot a variety of AV and facility-related issues. While they can resolve many common concerns, there may be situations that require additional assistance. In those cases, they will contact the appropriate full-time staff member to help identify and implement a solution.

Event Requestors

- To ensure the appropriate AV resources are available for your event, please make sure your 25Live reservation accurately reflects all requested AV services. Providing complete and accurate information allows our staff to prepare your space and equipment prior to the start of your event.
  - If you plan to use your own laptop, please plan on arriving early to ensure it is compatible with our system. We provide HDMI connection, if your laptop requires a different type of connection, please bring your own adapter.
  - If you are hosting a hybrid event, please make sure to send the virtual link to UC-Ballrooms@wpunj.edu prior to your event date so we can log in and test the link prior to your arrival.
- Before your event starts:
  - Test your presentation including any videos to ensure they play properly.
  - Have all individuals that will be speaking as part of your event test the volume of the microphone. If you have any concerns, contact the Building Manager.
  - Practice muting/unmuting the wireless microphones.
- During your event you are responsible for:
  - Muting/unmuting your microphones.
  - Managing microphones that the audience will use for Q&As.
  - Keeping the computer active so that it doesn't go to sleep.
  - Hybrid events: managing guests including muting/unmuting, videos, and chats.

UC Operations Building Managers will set up the AV equipment requested through 25Live and provide basic troubleshooting assistance as needed. Event requestors are responsible for managing and operating their presentation, content, and any technology needs not specifically requested or provided through UC Operations.

ABOUT THE AV IN YOUR MEETING ROOM

Microphones
To ensure smooth audio during your event, please have all speakers test the microphone beforehand. If you need help with volume levels, contact UC Operations at 973-720-2292.

- To mute/unmute, slide down/up the button on the side of the microphone.
- Batteries are replaced before each event, but please turn off the mic using the power button on the bottom of the microphone when not in use to preserve battery life. Don't forget to turn it back on when you're ready!

Laptop Computers
Logging Into the Computer
Please log in to your WP account to use the laptop computers in the event spaces.

Background Music
To confirm AV is working properly, our staff will log in to the laptop prior to your arrival and play music while we wait for you to arrive. Please make sure to pause the music and log out of the department account prior to logging into your personal account.

Display Settings
All of our laptops are set to duplicate the display onto the projector screen. If you wish to present in a different mode, please select it from the display settings menu. Don't forget to let your fellow presenters know you've changed the display setting!

Screen Setting
Please note that if the computers do not detect movement or use for 10 minutes, they will go into idle mode which triggers the projectors/screens to turn off. If you set up your presentation and walk away, there is a possiblity the system will shut down. Please make sure that you keep the computer active by moving the mouse or playing a video in the background.

Pop-Up Notifications
If you are concerned about pop-up notifications from Microsoft Teams or Outlook, you can set yourself to "do not disturb" on Teams and change your settings on Outlook.

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.

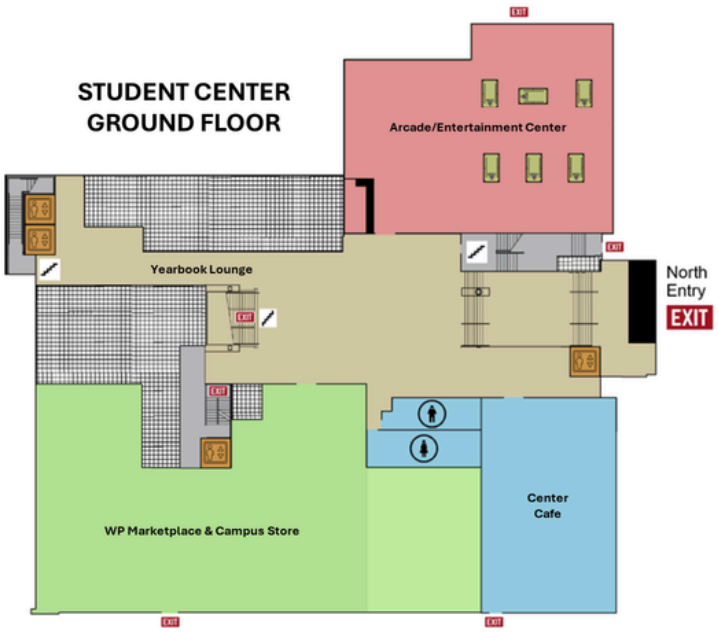
Step & Repeat
The UC has one step & repeat that is orange. This is often used as a photo backdrop and can be used anywhere in the room as long as it is not blocking egress. The best place to put a step & repeat is against a solid wall in case it gets knocked over.

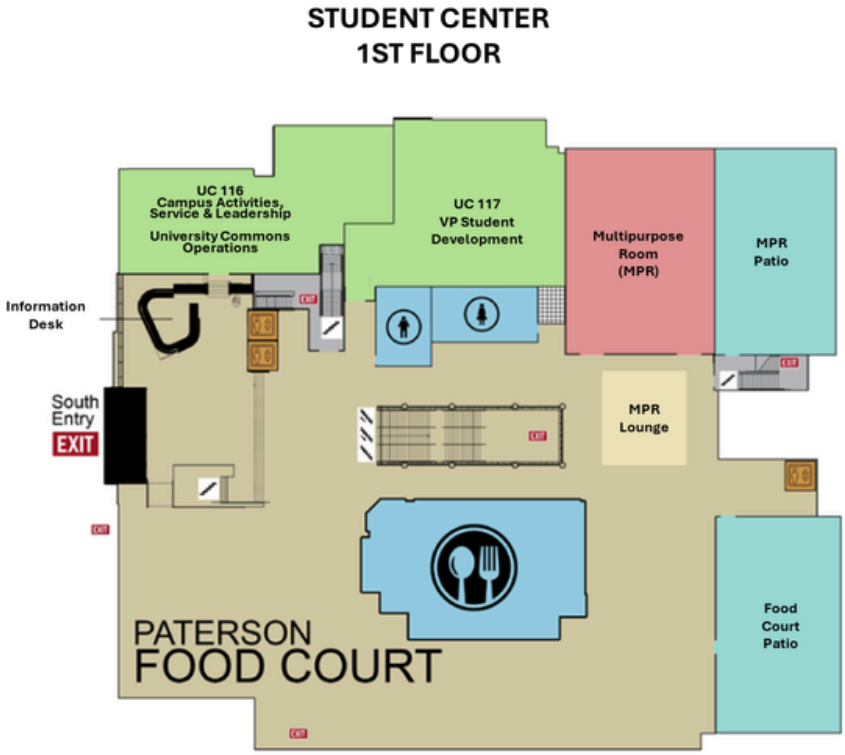




BUILDING MAP

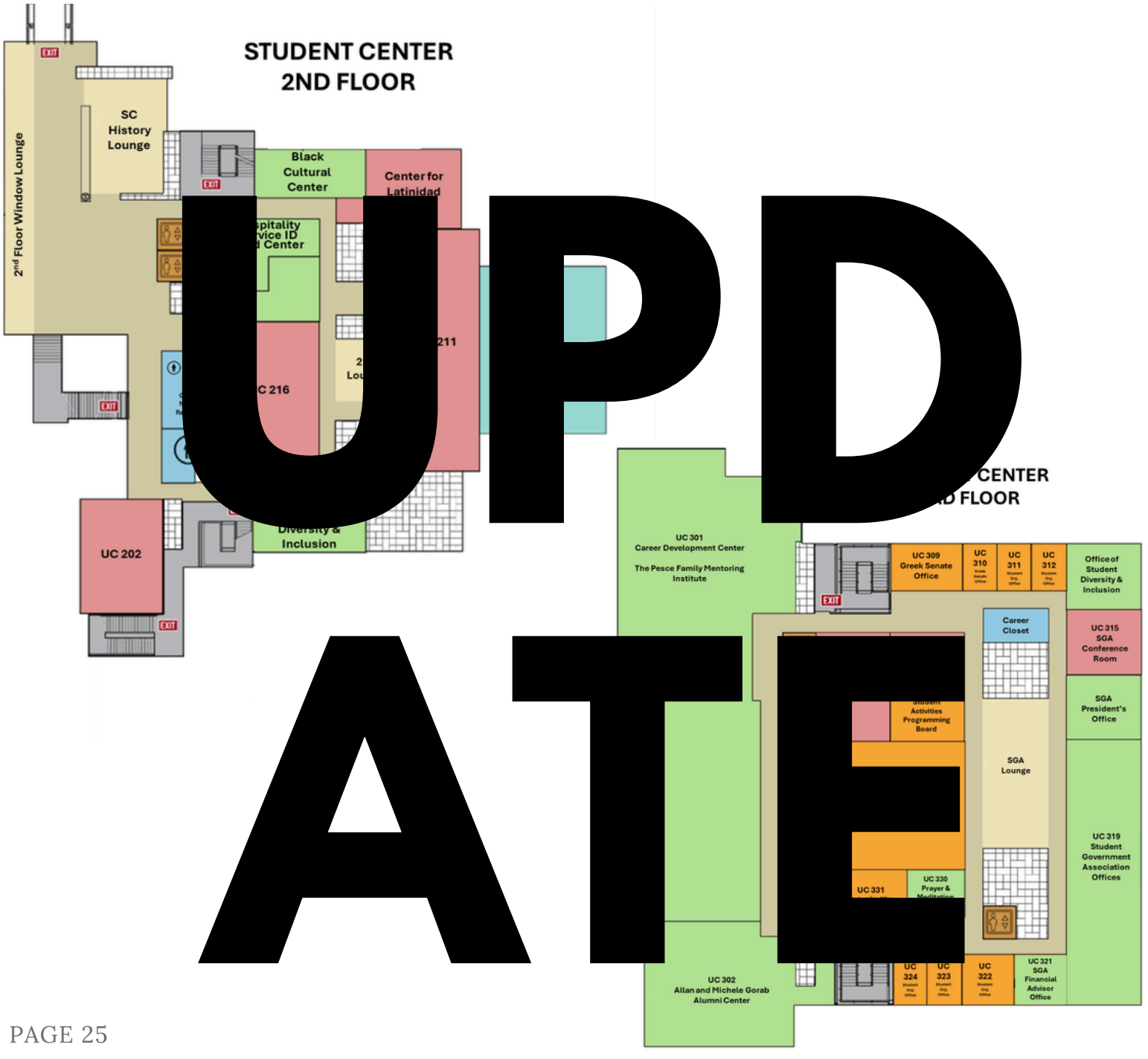
STUDENT CENTER





BUILDING MAP

STUDENT CENTER

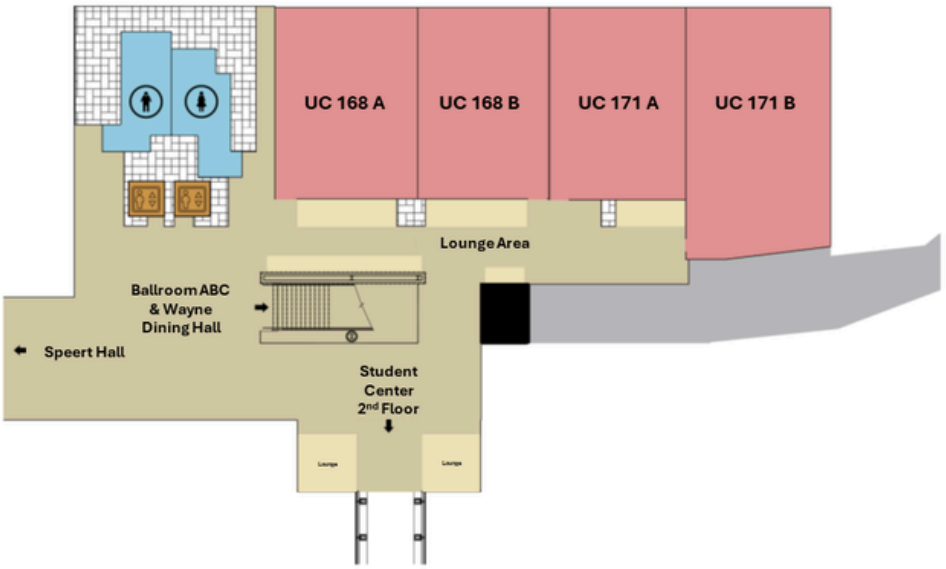


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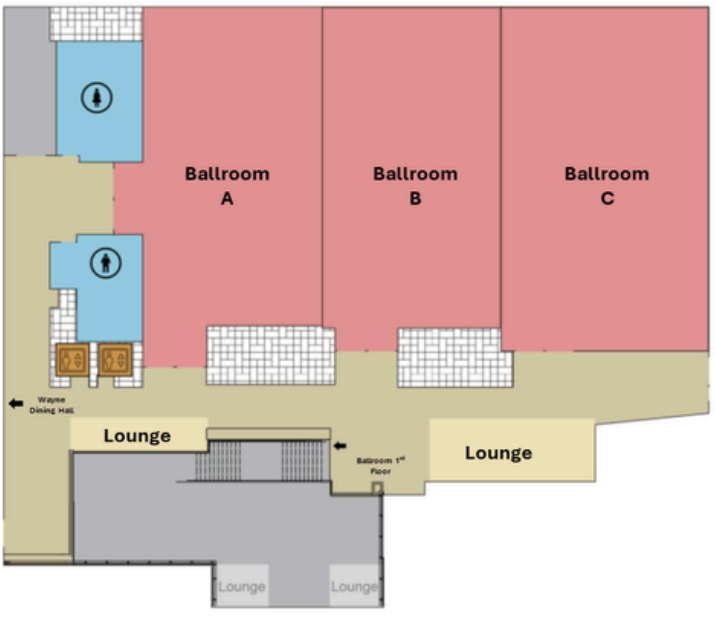
BUILDING MAP

BALLROOM BUILDING

BALLROOM 1ST FLOOR



BALLROOM 2nd FLOOR



BUILDING MAP

SPEERT HALL

