Using the NCSA Building for Events

Several rooms at the NCSA Building are available for meetings, conferences, workshops, and other events. The space is primarily intended for NCSA-sponsored events; other campus events will be accommodated if they do not conflict with regular NCSA operations or with NCSA-sponsored events.

[NOTE: There is no public event space available at the National Petascale Computing Facility.]

Hours of availability
The NCSA Building is open Monday through Friday, 7:30 a.m. to 5 p.m. (with the exception of University holidays). The building's doors are programmed to lock after 5 p.m., so use of the building outside standard business hours requires advance notification/approval of facilities manager Tedra Tuttle (ttuttle@ncsa.illinois.edu).

Available space
The following areas of the NCSA Building can be used for events. While there is no charge for the space itself, there are charges for all audio-visual services. When requesting space using the form at events.ncsa.illinois.edu you will be asked about your audiovisual needs and to provide a University account number; a cost estimate will be provided when you complete the request form.

Auditorium (NCSA 1122)

Seats 196. Fixed auditorium seats with fold-down desktops face a stage and podium at front; the stage also can accommodate a panel of speakers (up to 8), although tables and chairs for this configuration must be rented from Facilities & Services. The room layout cannot be reconfigured. Suitable for seminars, lectures, etc. Available equipment/services include: audio for laptop, projector/large screen, wireless mic/PA, webcasting (Windows Media and QuickTime). No food and drink permitted.
Instructional Lab A (NCSA 1030)

Seats 50 in a classroom setting with long tables, chairs, and a podium at front. The room layout cannot be reconfigured. Suitable for workshop, training, lecture. Available equipment/services include: audio for laptop, projector/large screen, wireless mic/PA, H.323 videoconferencing, webcasting (Windows Media and QuickTime). No food and drink permitted.

Instructional Lab B (NCSA 1040)

Seats 50 in a classroom setting with long tables, chairs, and a podium at front. Suitable for workshop, training, lecture. Available equipment includes: audio for laptop, projector/large screen, wireless mic/PA. There is an inexpensive option for NCSA staff ONLY to use this instructional room with limited service. Contact eventservices@ncsa.illinois.edu for details on this option. No food and drink permitted.
Executive conference room (NCSA 1104)

Seats 25 around a large conference table. Suitable for meetings. Available equipment includes: audio for laptop, projector/large screen. No food and drink permitted.

Conference room 3000

Seats 13 at V-shaped conference tables. The room layout cannot be reconfigured. Suitable for small virtual meetings. Available equipment/services include: audio for laptop, projector/large screen, tabletop microphones for 13 people, H.323 high-definition and standard-definition videoconferencing, with H.239 data stream, webconferencing, and webcasting (Windows Media and QuickTime). Contact eventservices@ncsa.illinois.edu to book space/services. No food and drink permitted.
Lobby/Atrium

Seats 86 at small café tables. Suitable for receptions, boxed lunches, buffets. The lobby furniture cannot be removed and can minimally reconfigured; event organizers will be responsible for any desired rearrangement of the furniture. Any additional furniture (such as long tables for catering) must be ordered from campus Facilities & Services or your event caterer. A reception desk is available for registration/check-in. Available equipment includes: projector/large screen, wireless mic/PA.

How to request space
Space and audio-visual services can be requested up to one year before an event and must be requested at least one month before an event. To initiate a request, go to events.ncsa.illinois.edu and use your University email address to log in.

Your request will be reviewed based on availability of the facilitating, conflicting NCSA-sponsored events, A/V staff availability, etc. You should receive a response to your request within two weeks.

Food and drink
Food and drink are not allowed in the auditorium and instructional labs (1030 and 1040).

NCSA does not provide catering services. If you contract for catering service, please notify facilities manager Tedra Tuttle to request a date/time when catering equipment can be dropped off without disrupting other events. All catering equipment must be removed from the NCSA Building immediately following an event.

The sponsoring unit is responsible for cleaning the food service and consumption area and for removing all litter. When boxed lunches will be served, the event organizer must
provide additional trash bins. Contact Facilities & Services Public Functions to request trash receptacles.

Alcoholic beverages may be possessed and consumed at approved events. The appropriate forms may be obtained from the Campus Administrative Manual - Section VIII - 10 or http://www.admin.uiuc.edu/cam/CAM/viii/viii-10.html.

- Use Form A, if alcohol will be sold or included in the registration fee.
- Use Form B, if you are only serving alcohol.

Prior to your event a copy of your approved alcohol form must be provided to the NCSA Facilities director: Tedra Tuttle, 1008 NCSA, MC-257.

**Safety**

During public events the safety of attendees and the facilities in use are the responsibility of the sponsoring unit. Attendance at any event is limited to the stated capacity of the reserved space.

**Parking**

Metered parking is available near the NCSA Building on Clark Street, in the parking garage just north of NCSA, and on other surrounding streets. Rates are 75 cents/hour, and all meters accept quarters, dimes, nickels and dollar coins. While you can park all day in the garage, time limits for surrounding streets are usually two hours. There is no attendant in the parking garage, but you do have the option to pay for metered parking in the parking structure by credit card by calling 1-866-234-PARK (7275); the garage is location 4801. For more information, go to paybyphone.com.

**Questions?**

If you have questions about using NCSA space, please contact Facilities manager Tedra Tuttle (ttuttle@ncsa.illinois.edu). For audio-visual service questions, contact eventservices@ncsa.illinois.edu.