



Event Spaces

Alumni Board Room

MONROE PARK CAMPUS - THE COMMONS



Standard Space

Booking timeline- **3 days in advance**

Capacity - **28**

Setup- **Conference Style**

Square Feet- **868 sqft**

Furniture

Included in Room-

-**Conference Table**

-**Conference Chairs**

Can be added to Room-

-**N/A (standard space)**

Audio & Video

Included in Room-

-**Touch Screen Monitor on the podium**

-**Large Room Display**

Can be added to Room-

-**Video Conference 360 Camera (OWL) for zoom**

AV Technician & Fee Required?

No (smart room)

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



SGA Senate Chambers

MONROE PARK CAMPUS - THE COMMONS



Standard Space

Booking timeline- **3 days in advance**

Capacity - **70**

Setups- **Lecture Style**

Square Feet- **600 sqft**

Furniture

Included in Room-

- Lecture Chairs**
- 6ft tables on side of room**
- Dry Erase Board**

Can be added to Room-

- N/A (standard space)**

Audio & Video

Included in Room-

- Podium with Microphone with Smart Room Technology**
- Data Projector**
- Permanent Screen**
- Video Recording**
- Zoom Ready**

Can be added to Room-

- N/A (standard space)**

AV Technician & Fee Required?

No (smart room)

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Metro Room

MONROE PARK CAMPUS - THE COMMONS



Standard Space

Booking timeline- **3 days in advance**

Capacity - **10**

Setups- **Conference Style**

Square Feet- **213 sqft**

Furniture

Included in Room-

-**Conference Table**

-**Conference Chairs**

-**Dry Erase Board**

Can be added to Room-

-**N/A (standard space)**

Audio & Video

Included in Room-

-**Smart Wall Plug-In**

-**Internet TV**

AV Technician & Fee Required?

No (smart room)

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Commons Theater

MONROE PARK CAMPUS - THE COMMONS



Standard Space

Booking timeline- **3 days in advance**

Capacity - **272**

Setups- **Lecture Style**

Square Feet- **615 sqft**

Furniture

Included in Room-

-Theater Chairs

*Non-Standard Space

Booking timeline- **15 days in advance**

Can be added to Room-

-6ft tables & chairs

-formal striped chairs

*Room will be considered a non-standard space when furniture or an AV tech is added (15 days)

Audio & Video

Included in Room-

-Podium with Microphone with Smart Room Technology

-Data Projector

-Permanent Screen

Can be added to Room-

-Hand held Microphones

-Lapel Microphones

AV Technician & Fee Required?

No (for projector, screen, & 1 microphone)

***Yes if additional equipment is added**

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Church Hill Board Room

MCV CAMPUS – LARRICK STUDENT CENTER



Standard Space

Booking timeline- **3 days in advance**

Capacity - **20**

Setups- **Conference Style**

Square Feet- **565 sqft**

Furniture

Included in Room-

-**Conference Table**

-**Conference Chairs**

-**Dry Erase Board**

Can be added to Room-

-**N/A (standard space)**

Audio & Video

Included in Room-

-**Podium with Smart Room**

Technology

-**Data Projector**

-**Permanent Screen**

Can be added to Room-

-**Video Conference 360 Camera
(OWL) for zoom**

AV Technician & Fee Required?

No (smart room)

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Jackson Ward Room (A-B)

MCV CAMPUS – LARRICK STUDENT CENTER



Non- Standard Space

Booking timeline- **15 days in advance**

Setups & Capacity- **Conference Style (28),
Lecture Style (80), Banquet (36),
Classroom (40), Hollow Square (28), Fair
(24) and U-Shape (18)**

Square Feet- **1,032 sqft**

Furniture

Included in Room-

-2 Dry Erase Boards

Can be added to Room-

-Chairs

-Classroom tables & chairs

-6ft tables, 4ft tables

-Banquet rounds (4 MAX)

Audio & Video

Included in Room-

**-2 Podiums with Smart Room
Technology**

-2 Data Projectors

-2 Permanent Screens

Can be added to Room-

-N/A

AV Technician & Fee Required?

No (smart room)

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Court End Ballroom (A-B)

MCV CAMPUS – LARRICK STUDENT CENTER



Non- Standard Space

Booking timeline- **15 days in advance**

Setups & Capacity- **Lecture Style (306),
Banquet (162), Classroom (112), and
Fair (64)**

Square Feet- **3,379 sqft**

Furniture

Included in Room-
-2 Dry Erase Boards

Can be added to Room-
**-Chairs
-Classroom tables & chairs
-6ft tables, 4ft tables
-Banquet rounds**

Audio & Video

Included in Room-

**-2 Podiums with Smart Room
Technology
-2 Data Projectors
-2 Permanent Screens**

Can be added to Room-

**-Handheld Microphones
-Lapel Microphones**

AV Technician & Fee Required?

No (smart room)

***Yes if microphones are added**

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Commonwealth Ballroom (A-B)

MONROE PARK CAMPUS - THE COMMONS



Non- Standard Space

Booking timeline- **15 days in advance**

Setups & Capacity- **Lecture Style (480),
Banquet (198), and Fair (64)**

Square Feet- **5,292 sqft**

Furniture

Included in Room-

-Stage

Can be added to Room-

-Chairs

-Classroom tables & chairs

-6ft tables, 4ft tables

-Banquet Rounds

-Podium

Audio & Video



Included in Room-

-2 Screens & Projectors

-Built in Speakers

-1 microphone

Can be added to Room-

-Portable Speakers

-Additional Microphones/mic stands

-Uplights

***Requires an AV tech**

AV Technician & Fee Required?

**No (for projector, screen, & 1
microphone)**

***Yes if additional equipment is
added**

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU



Virginia Rooms (A-B-C-D)

MONROE PARK CAMPUS - THE COMMONS



*Standard Time

ONLY on Sunday- Thursday 6pm-Close

Booking timeline- **3 days in advance**

Virginia Rm A

Capacity - 50

Setup- **Lecture Style**
(50 chairs & 1 table)

Virginia Rm B

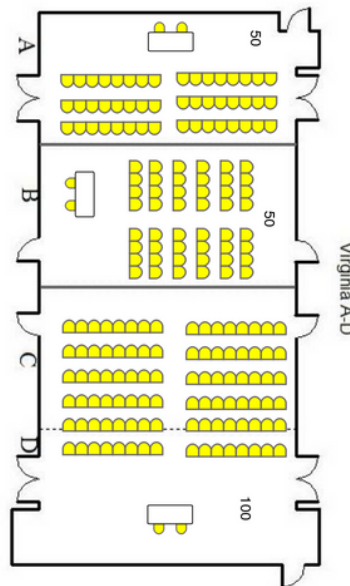
Capacity - 50

Setup- **Lecture Style**
(50 chairs & 1 table)

Virginia Rm C-D

Capacity - 100

Setup- **Lecture Style**
(100 chairs & 1 table)



Audio & Video 🗣️

Included in Room-

- Data Projector
- Permanent Screen

*Non-Standard Space

Booking timeline- **15 days in advance**

Setups & Capacity- **Lecture Style (212),
Classroom Style (100), Conference (*SO)
Banquet Rounds (135), and Fair (52)**

Square Feet- **1,500 sqft**

Furniture

Can be added to Room-

- Chairs
- Classroom tables & chairs
- 6ft tables
- Banquet Rounds
- Podium

Audio & Video 🗣️

Can be added to Room-

- Portable Speakers
- Microphones

AV Technician & Fee Required?

No for projector & screen

***Yes for any added equipment**

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU

***SO- SPLIT ONLY**

CONFERENCE: VA A-B 40, VA A- 24



Richmond Salons (I-II-III-IV)

MONROE PARK CAMPUS - THE COMMONS



*Standard Time (III & IV)

ONLY on Tuesday & Wednesday - 6pm-Close

Booking timeline- **3 days in advance**

Salons III

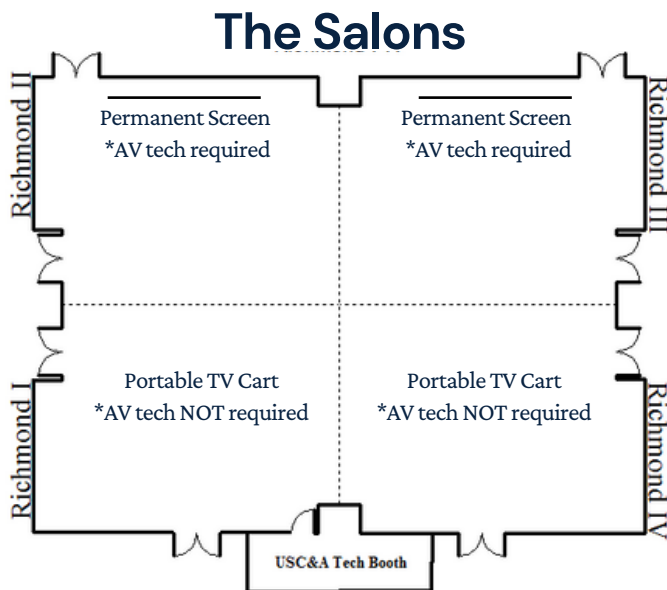
Capacity - **100**

Setup- **Clear Space (no furniture)**

Salons IV

Capacity - **100**

Setup- **Clear Space (no furniture)**



*Non-Standard Space

Booking timeline- **15 days in advance**

Setups & Capacity- **Lecture Style (340),
Classroom Style (144), Conference (*SO)
Banquet Rounds (180), & Fair (88)**

Square Feet- **4,578 sqft**

Furniture

Can be added to Room-

- Chairs
- Classroom tables & chairs
- 6ft tables, 4ft tables
- Banquet Rounds

Audio & Video



Included in Room-

- Permanent Drop Down Screen
- Permanent Projector
- 1 microphone

AV Technician & Fee Required?

No (for projector, screen, & 1 microphone)

***Yes if additional equipment is added**

Questions?

Contact Event Services

804-828-9502

USCAEVENT@VCU.EDU

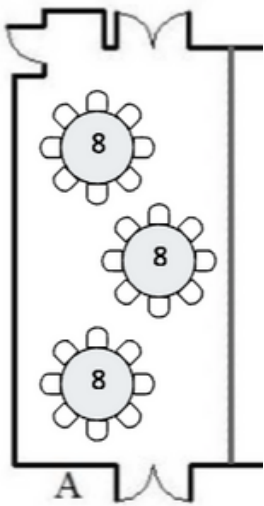
***SO- SPLIT ONLY
CONFERENCE: 1 SALON- 34**



Banquet Rounds

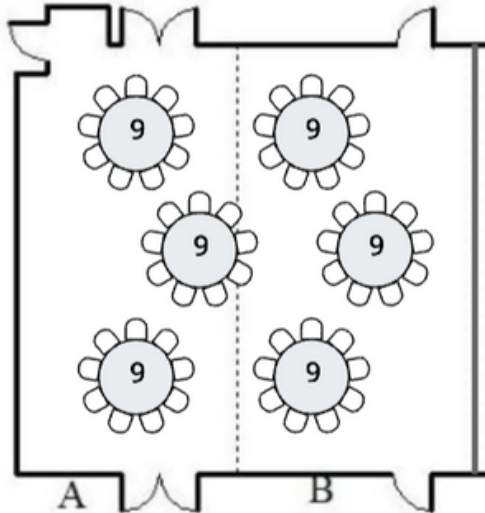
A

MAX Banquet Rounds
1 VA Room- 24



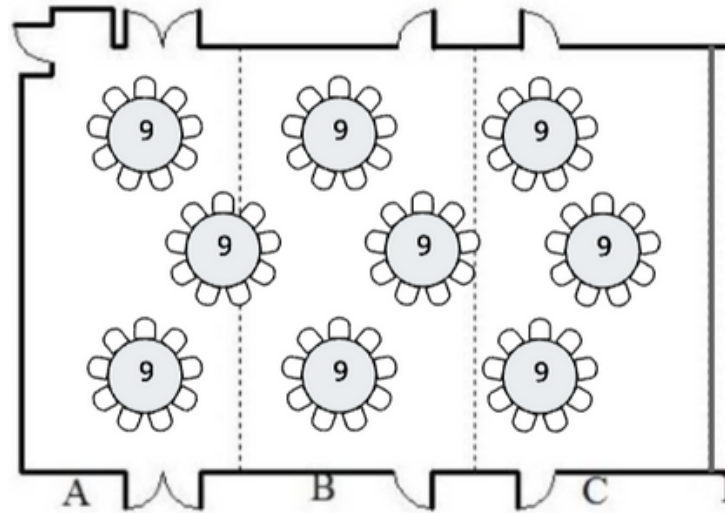
A-B

MAX Banquet Rounds
2 VA Rooms- 54



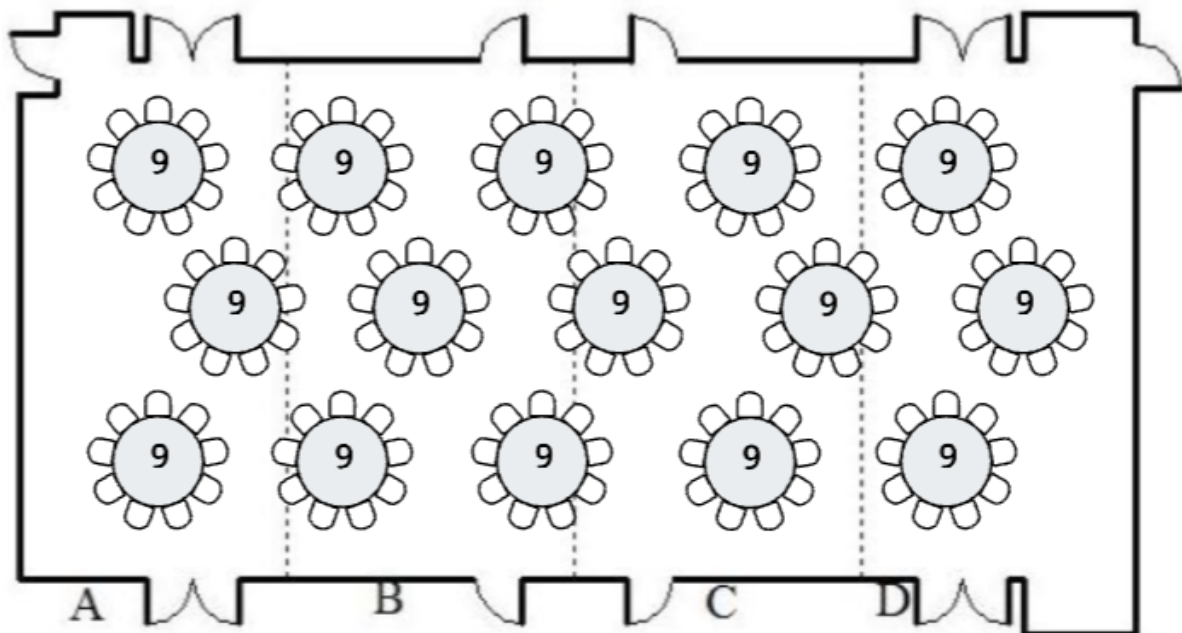
A-B-C

MAX Banquet Rounds
3 VA Rooms- 81



FULL Banquet Rounds

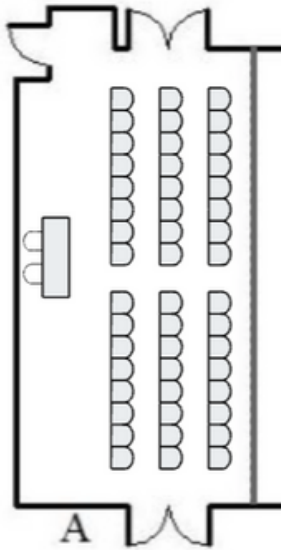
MAX Banquet Rounds
4 VA Rooms- 135



Lecture Style

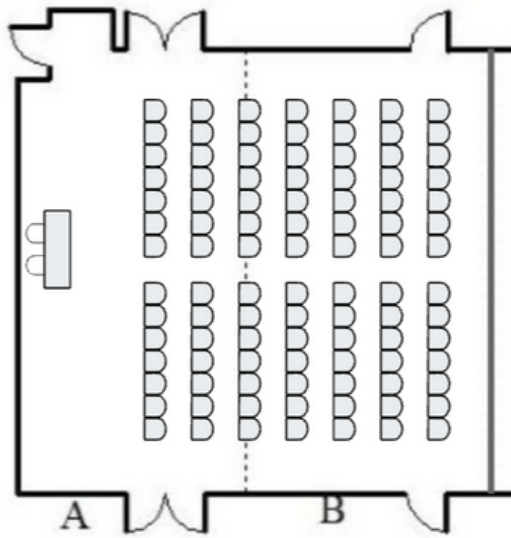
A

MAX Lecture Style
1 VA Room- 50



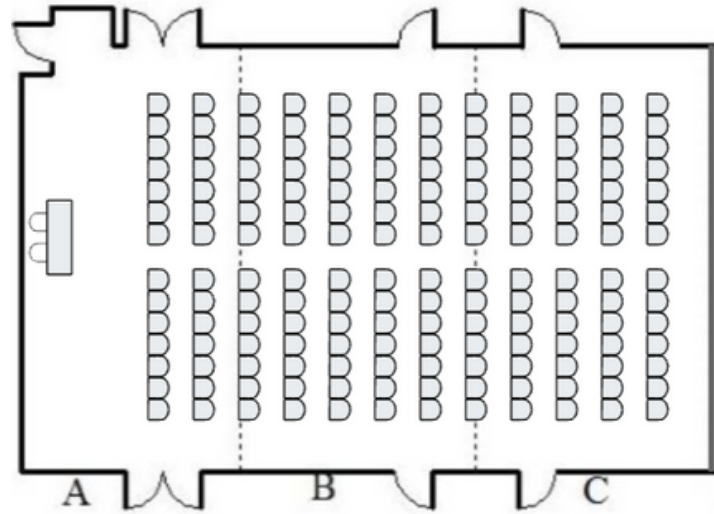
A-B

MAX Lecture Style
2 VA Rooms- 100



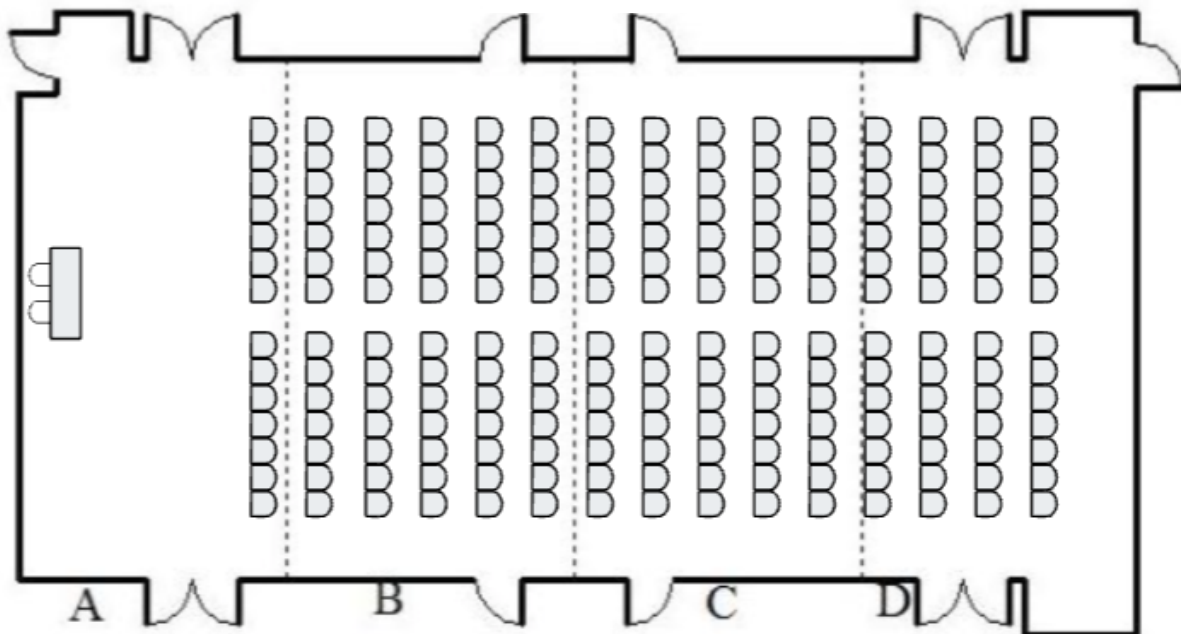
A-B-C

MAX Lecture Style
3 VA Rooms- 170



FULL Lecture Style

MAX Lecture Style
4 VA Rooms- 212



Classroom Style

A

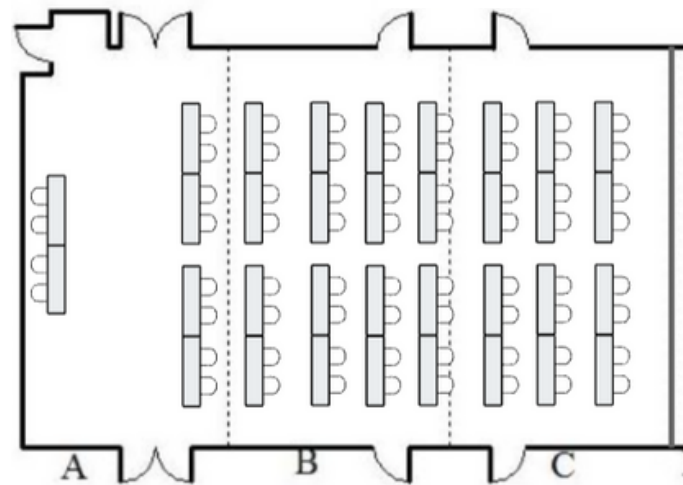
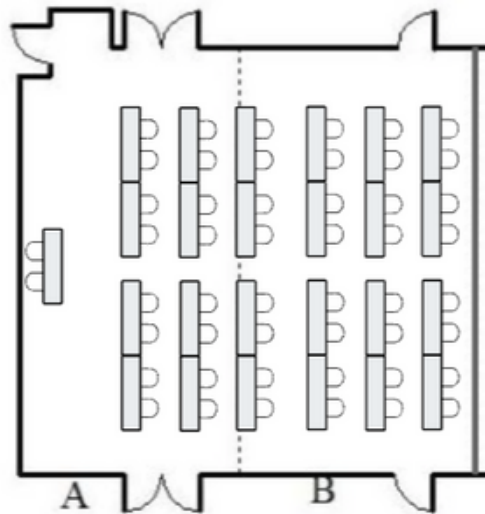
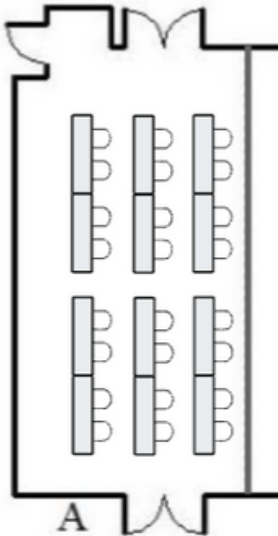
A-B

A-B-C

MAX Classroom Style
1 VA Room- 24

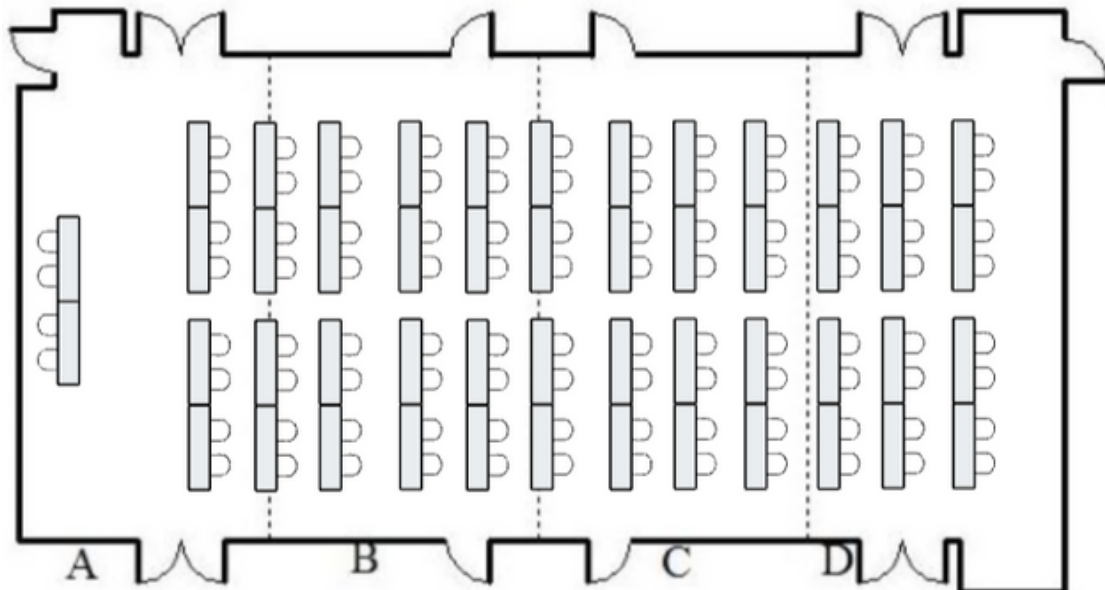
MAX Classroom Style
2 VA Rooms- 50

MAX Classroom Style
3 VA Rooms- 68



FULL Classroom Style

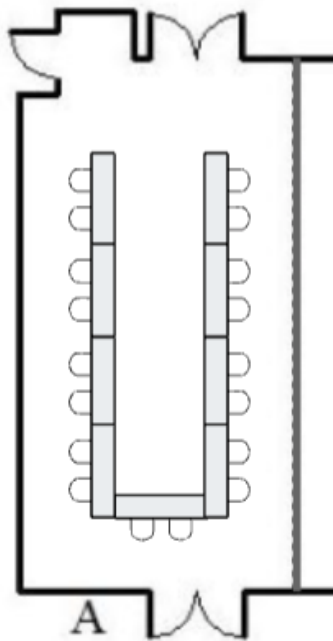
MAX Classroom Style
4 VA Rooms- 100



U-Shape Style

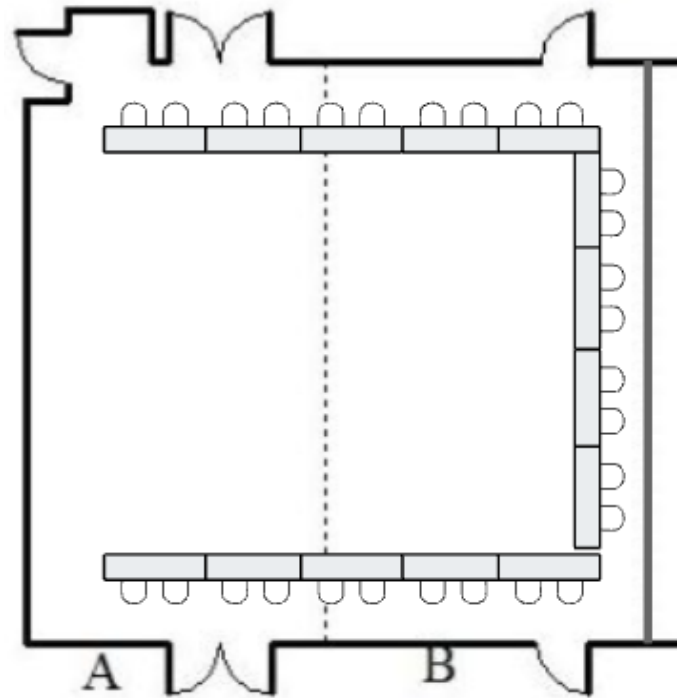
A

MAX U-Shape
1 VA Room- 18



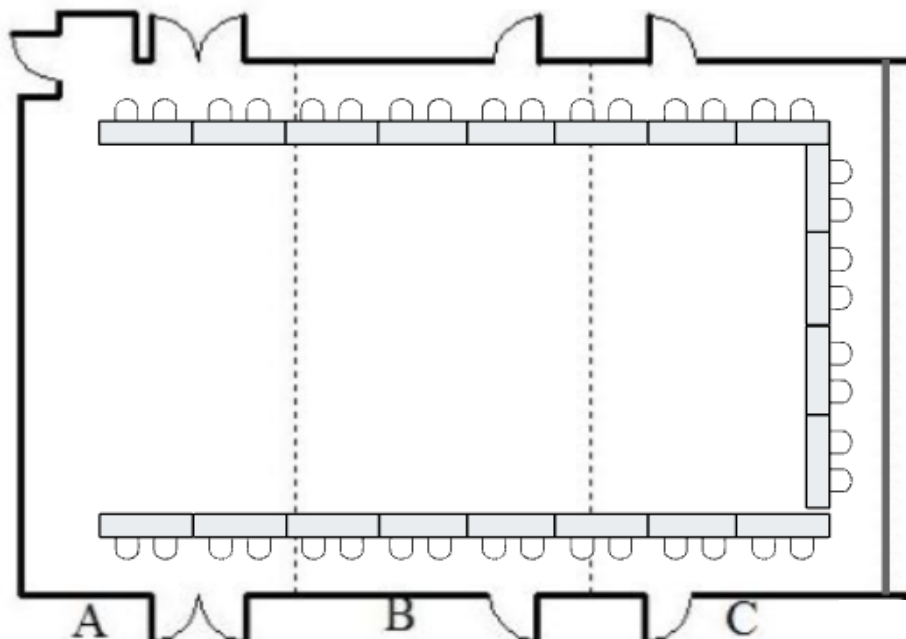
A-B

MAX U-Shape
2 VA Rooms- 28



3/4 FULL U -Shape

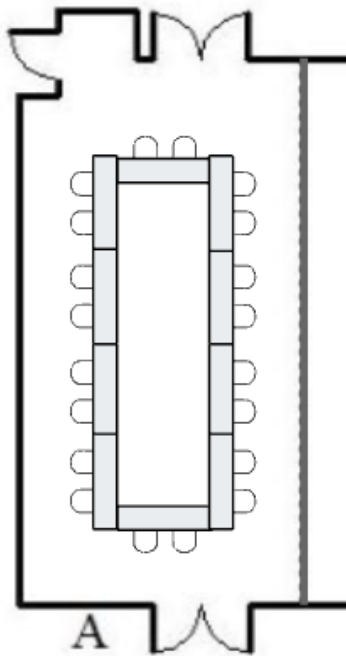
MAX U-Shape
3 VA Rooms- 40



Hollow Square

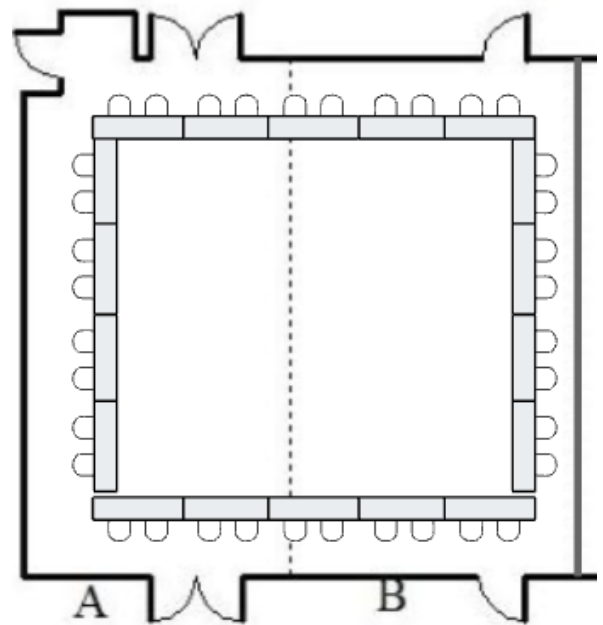
A

MAX Hollow Square
1 VA Room- 20



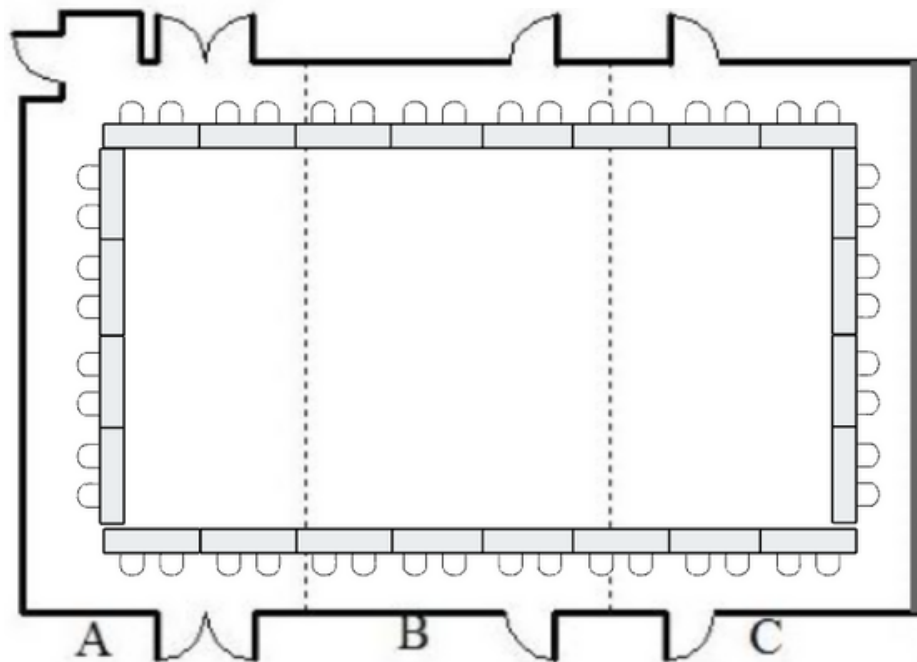
A-B

MAX Hollow Square
2 VA Rooms- 36



3/4 FULL Hollow Square

MAX Hollow Square
3 VA Rooms- 48

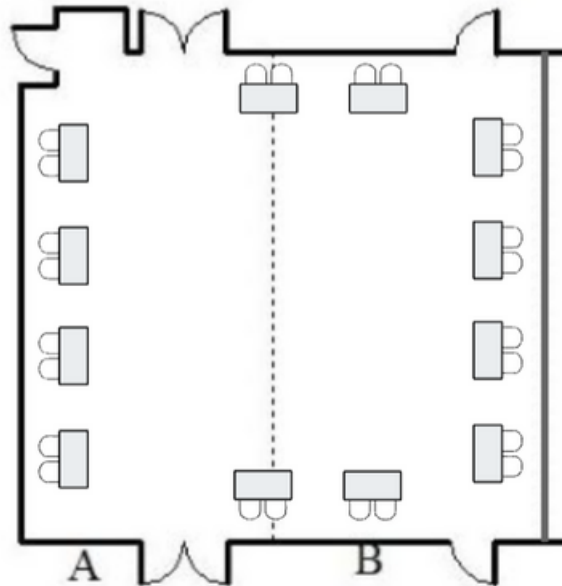


Fair Style

A-B

MAX Fair Style

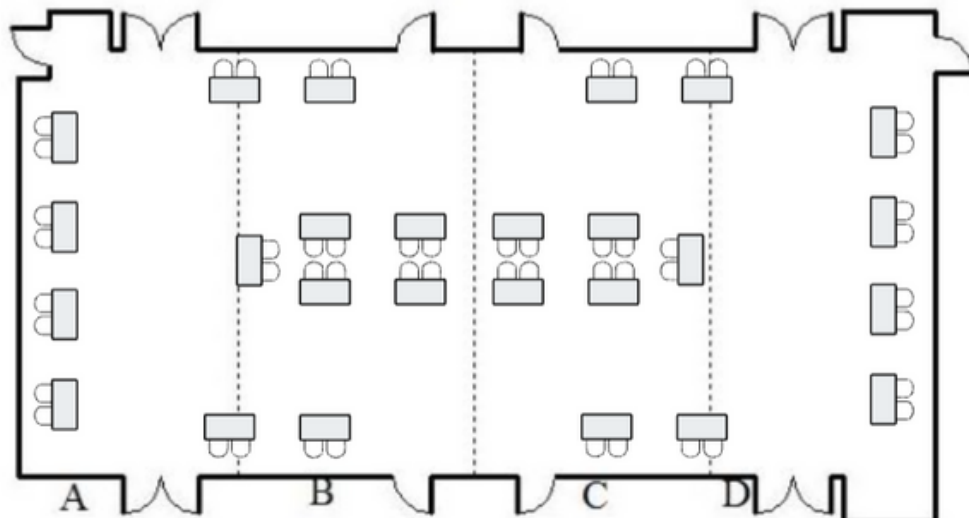
2 VA Rooms- 24



FULL Fair Style

MAX Fair Style

4 VA Rooms- 52



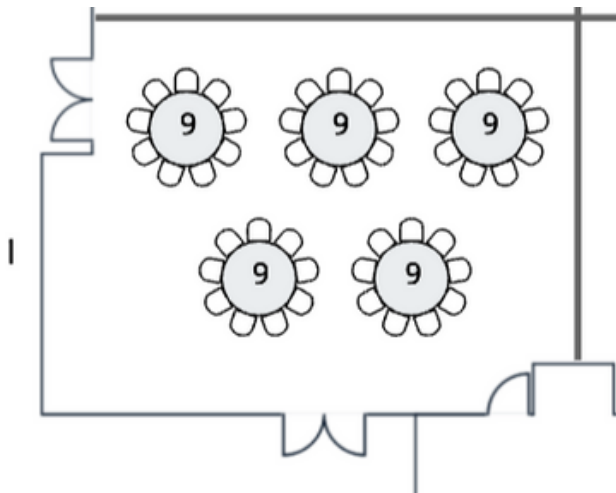
***Fair Style includes:
4 ft tables & 2 chairs**

Banquet Rounds

I

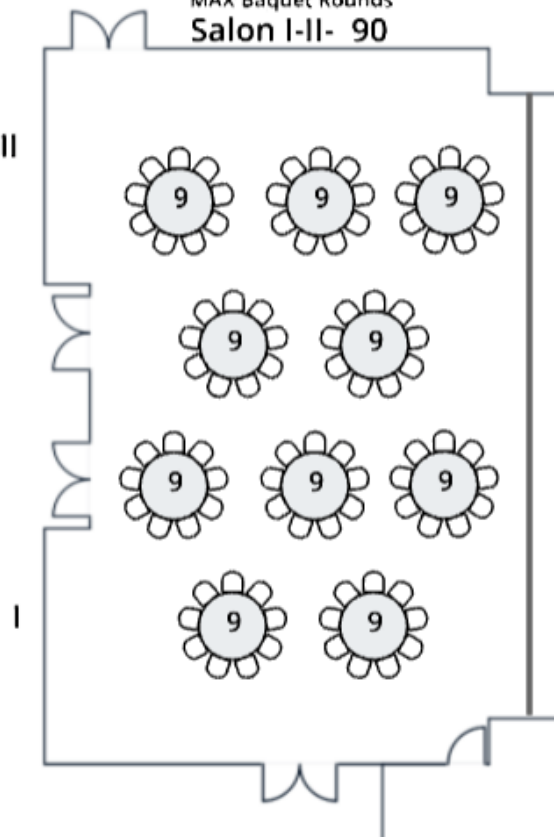
I-II

MAX Baquet Rounds
Salon I- 45



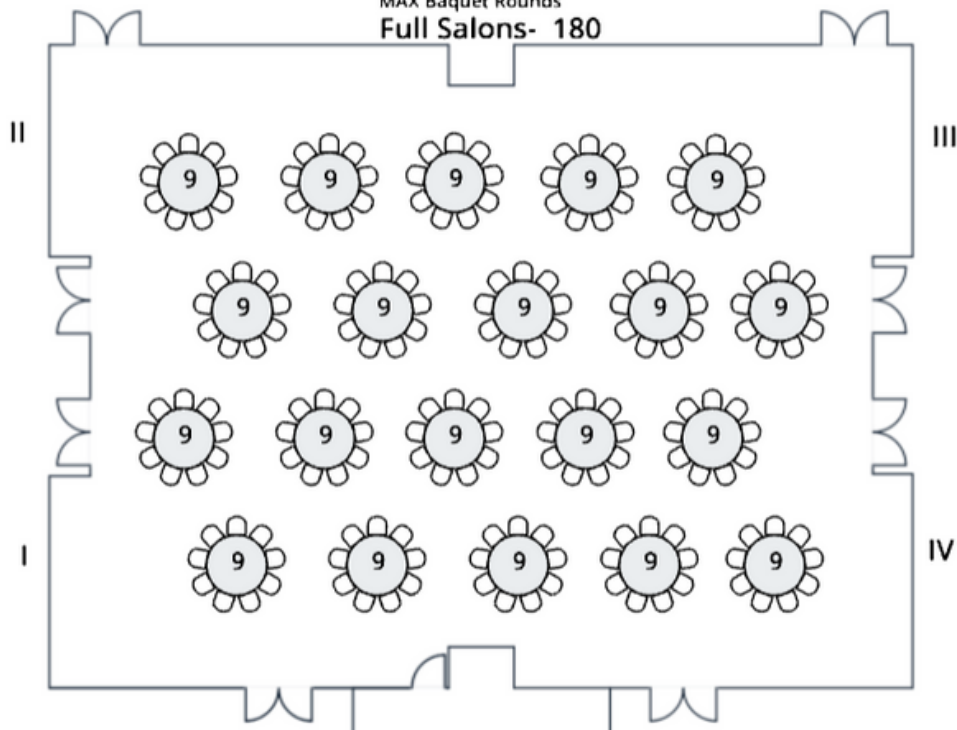
MAX Baquet Rounds
Salon I-II- 90

II



FULL Banquet Rounds

MAX Baquet Rounds
Full Salons- 180

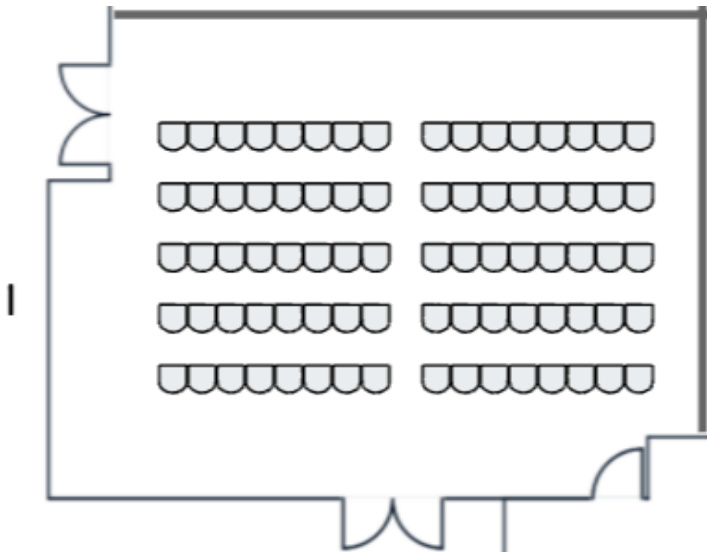


Lecture Style

I

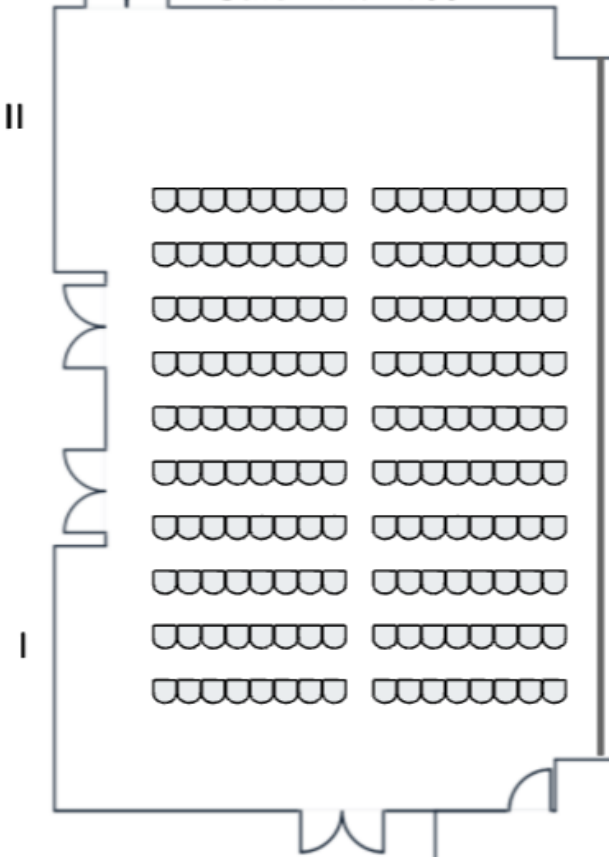
I-II

MAX Lecture Style
Salon I- 80



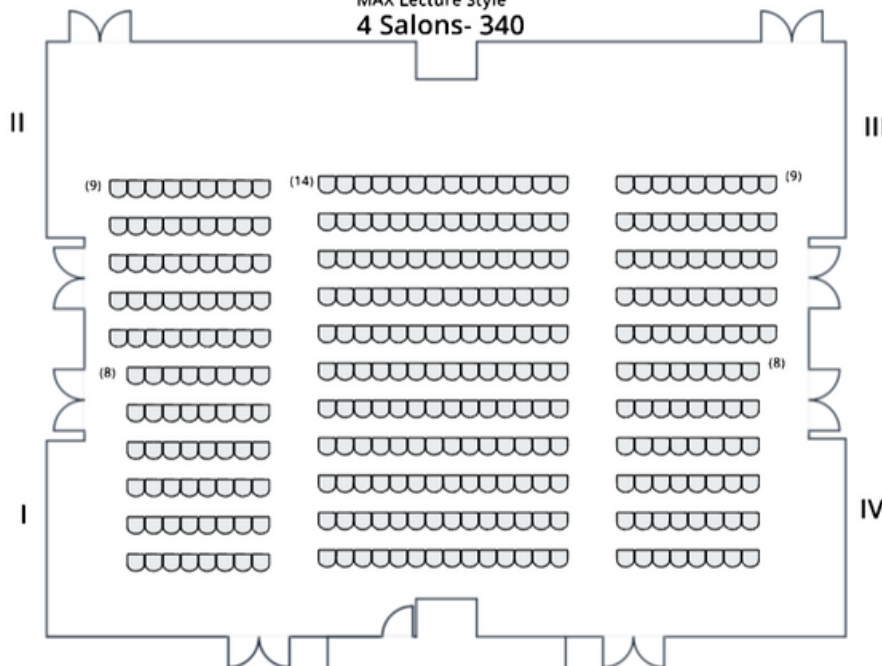
MAX Lecture Style
Salon I-II- 160

II



FULL Lecture Style

MAX Lecture Style
4 Salons- 340

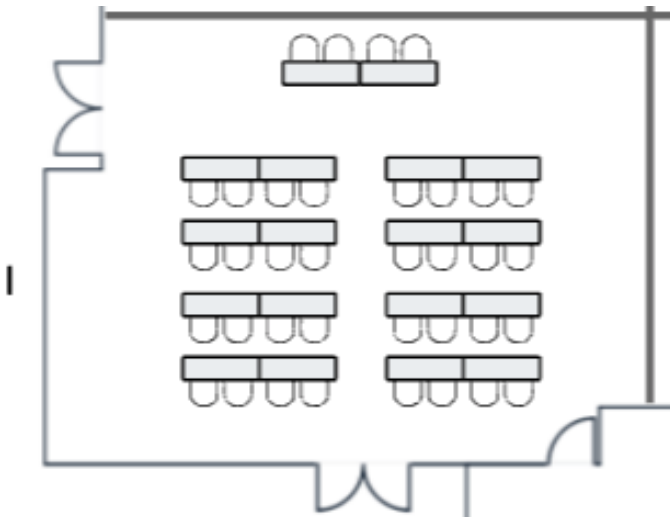


Classroom Style

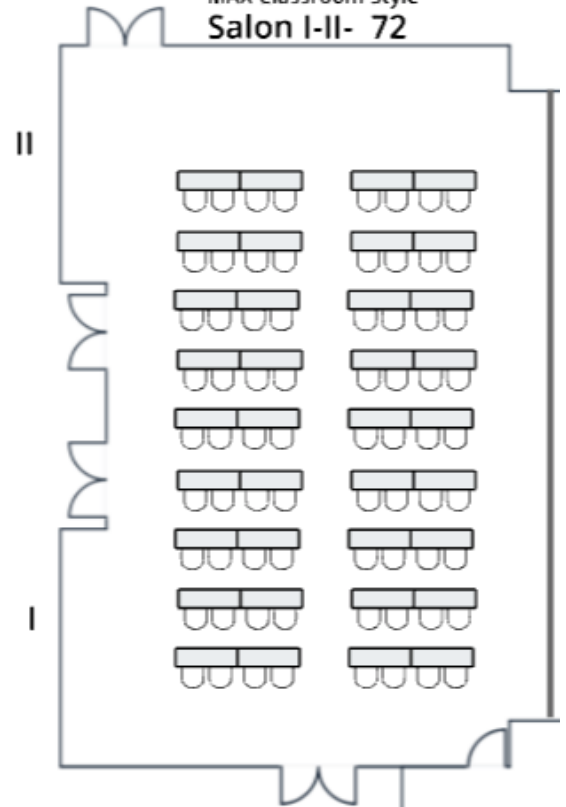
I

I-II

MAX Classroom Style
Salon I- 36

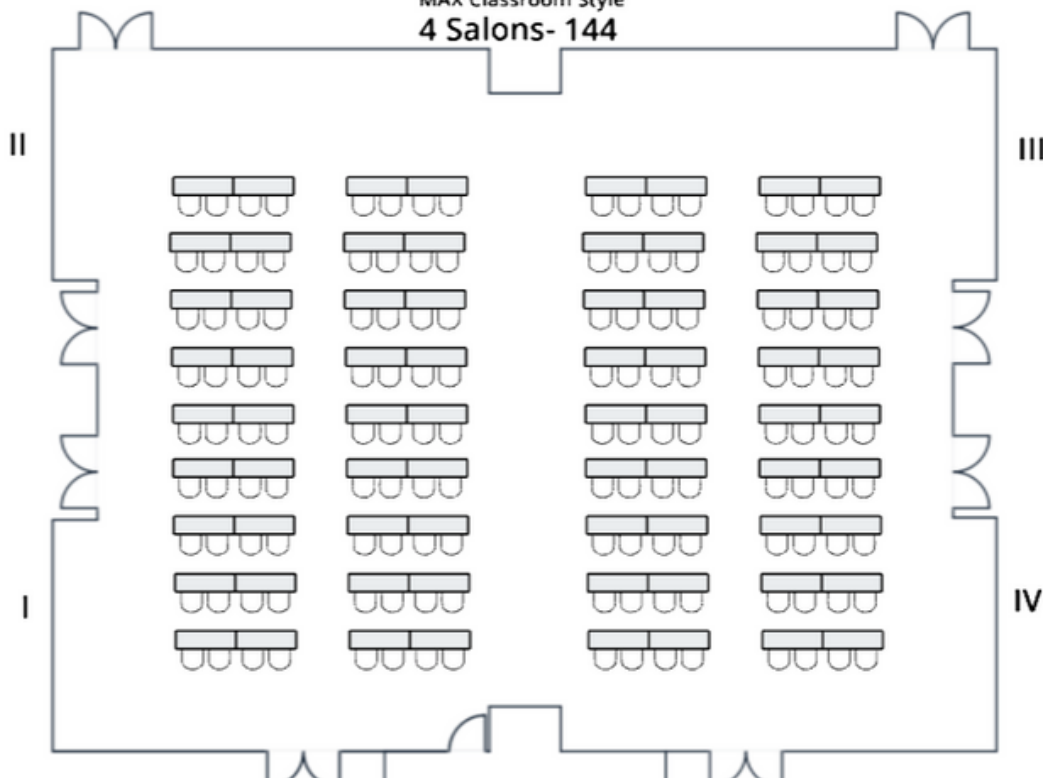


MAX Classroom Style
Salon I-II- 72



FULL Classroom Style

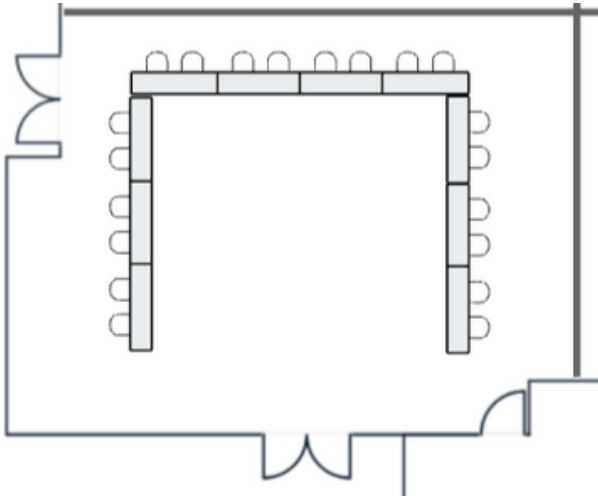
MAX Classroom Style
4 Salons- 144



U-Shape

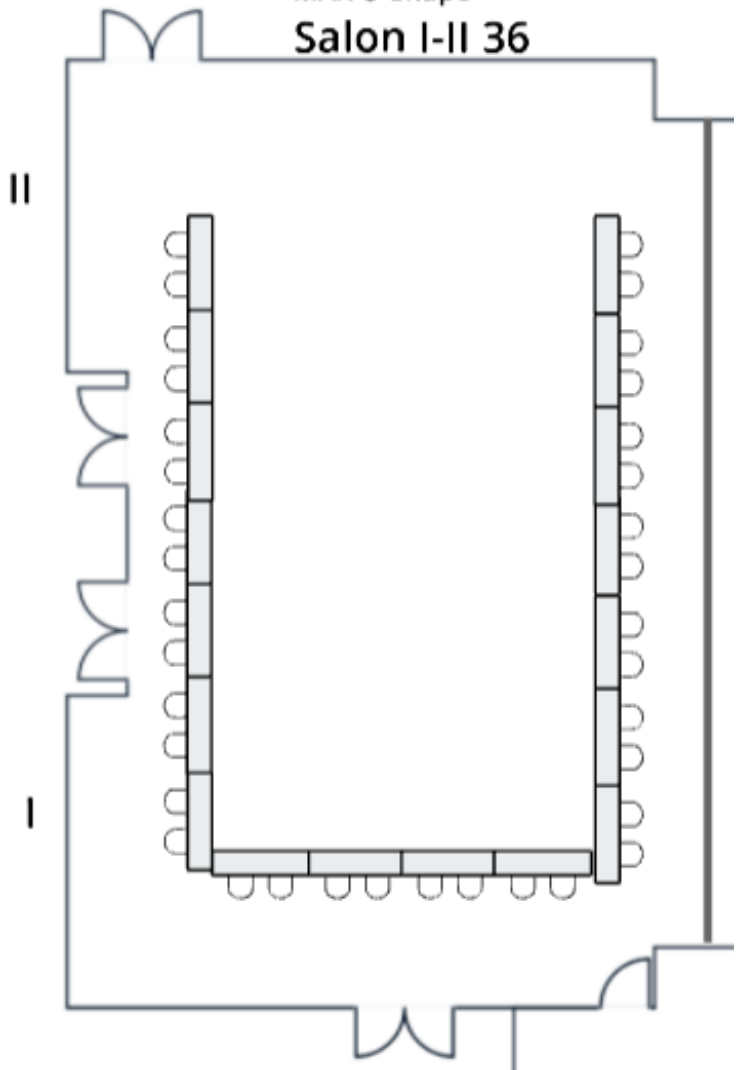
I

MAX U-Shape
Salon I- 20



I-II

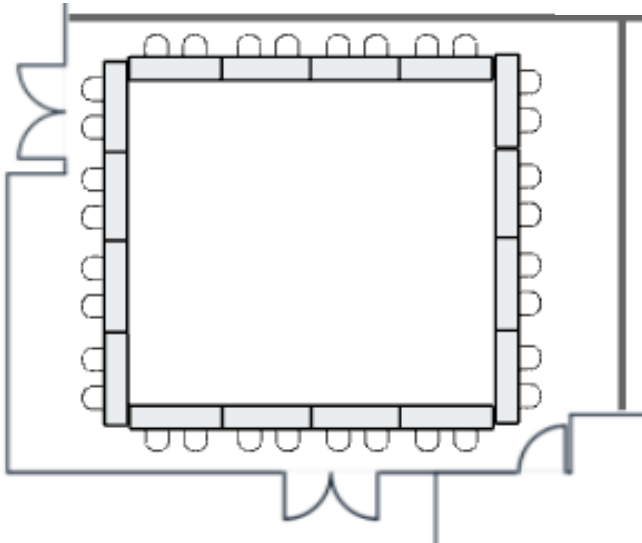
MAX U-Shape
Salon I-II 36



Hollow Square

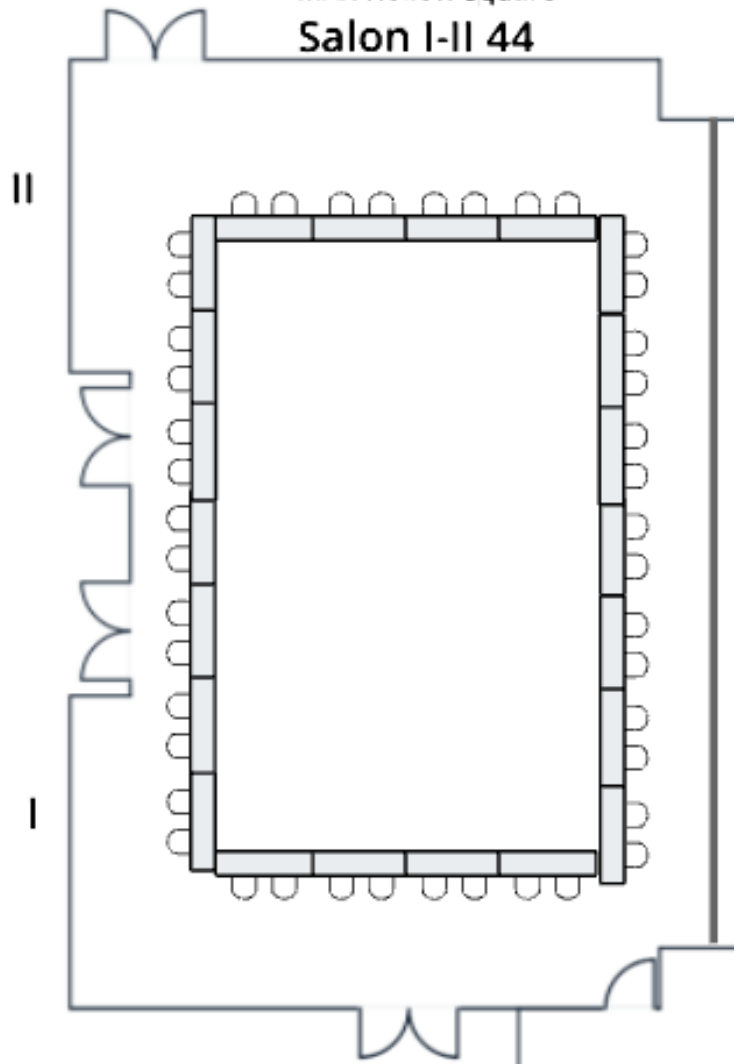
I

MAX Hollow Square
Salon I- 32



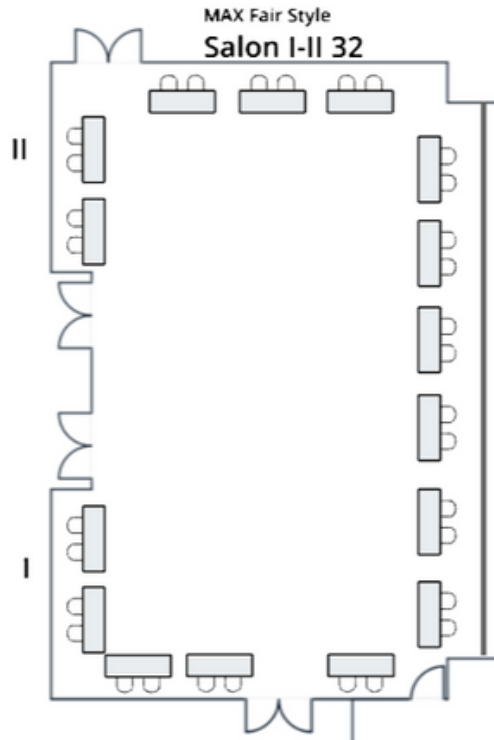
I-II

MAX Hollow Square
Salon I-II 44



Fair Style

I-II

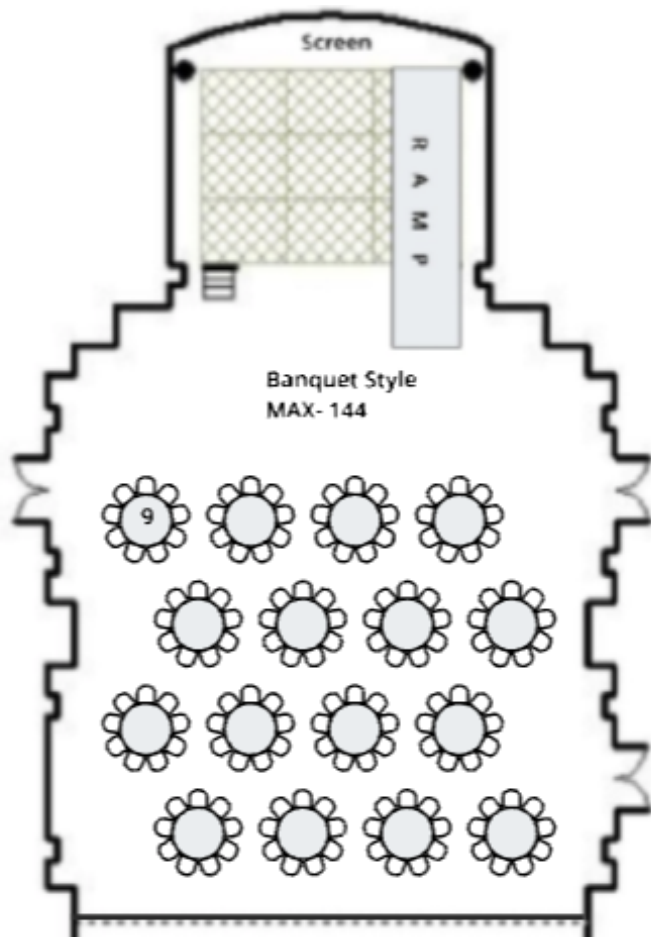


FULL Fair Style

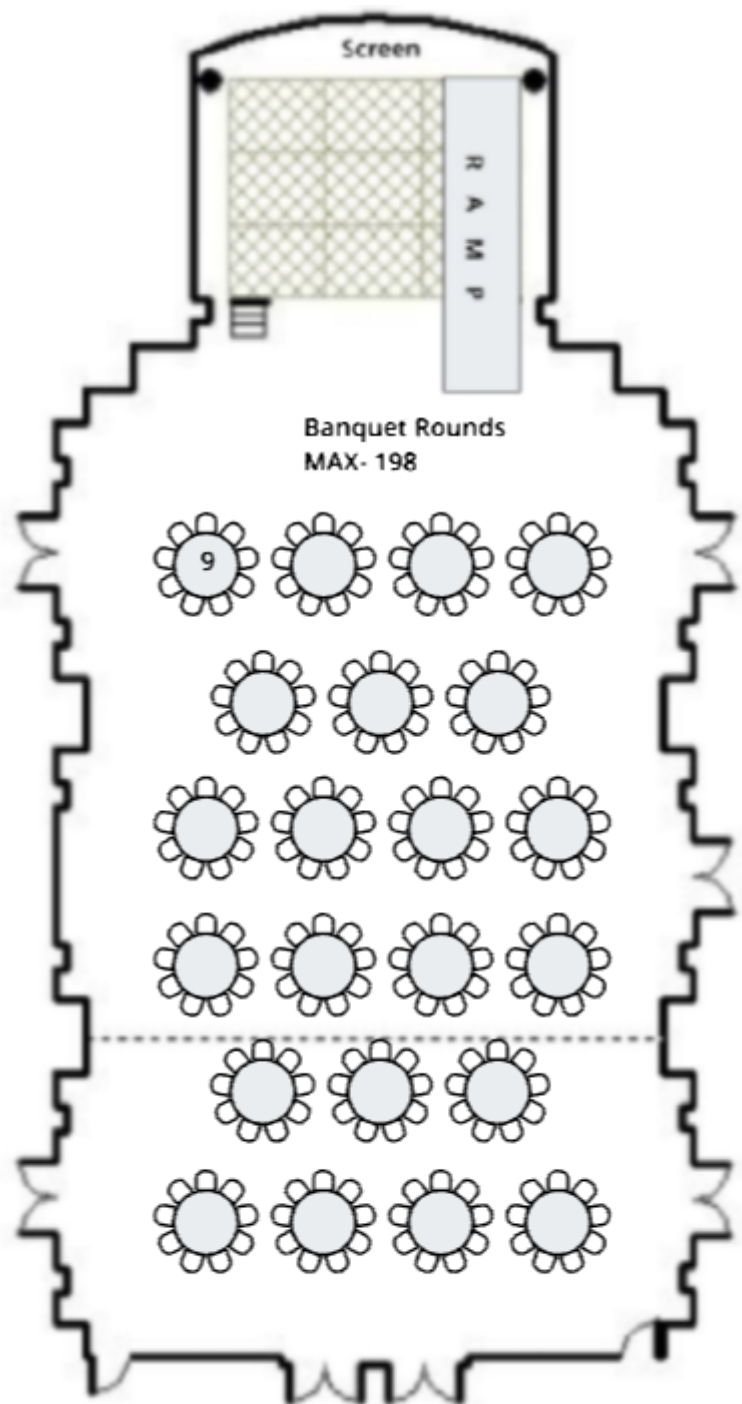


Banquet Style

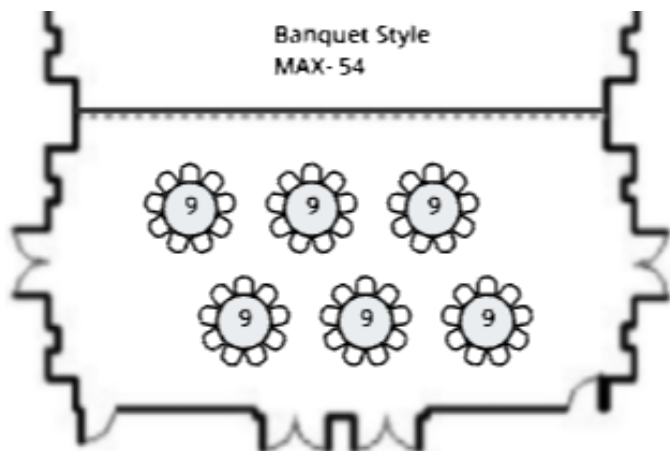
B



A-B



A



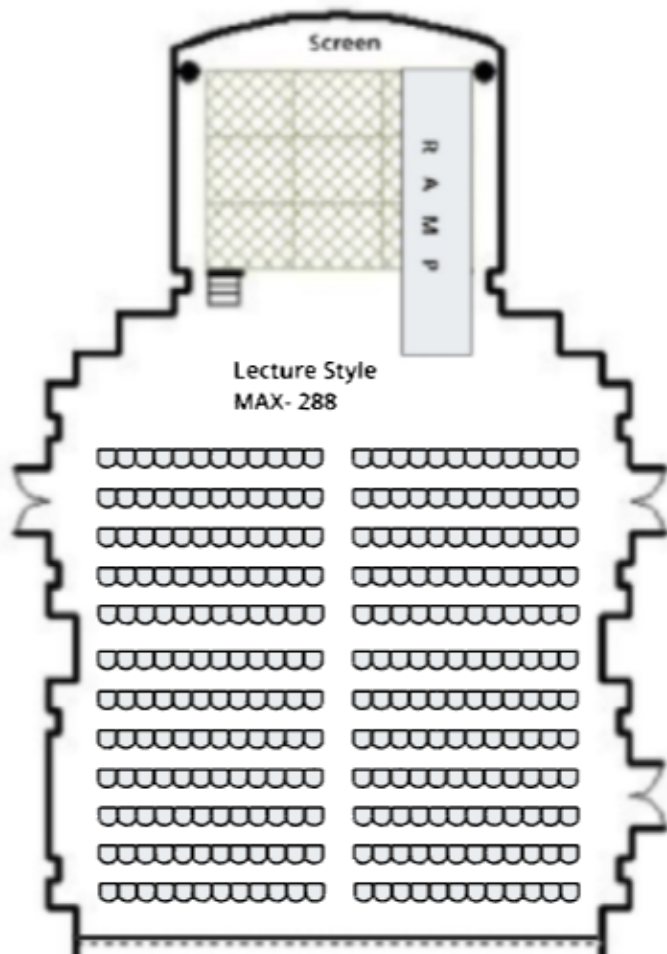
Commonwealth Ballroom

MONROE PARK CAMPUS - THE COMMONS

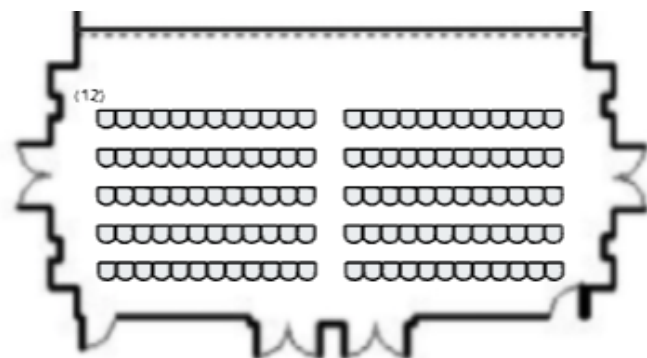


Lecture Style

B

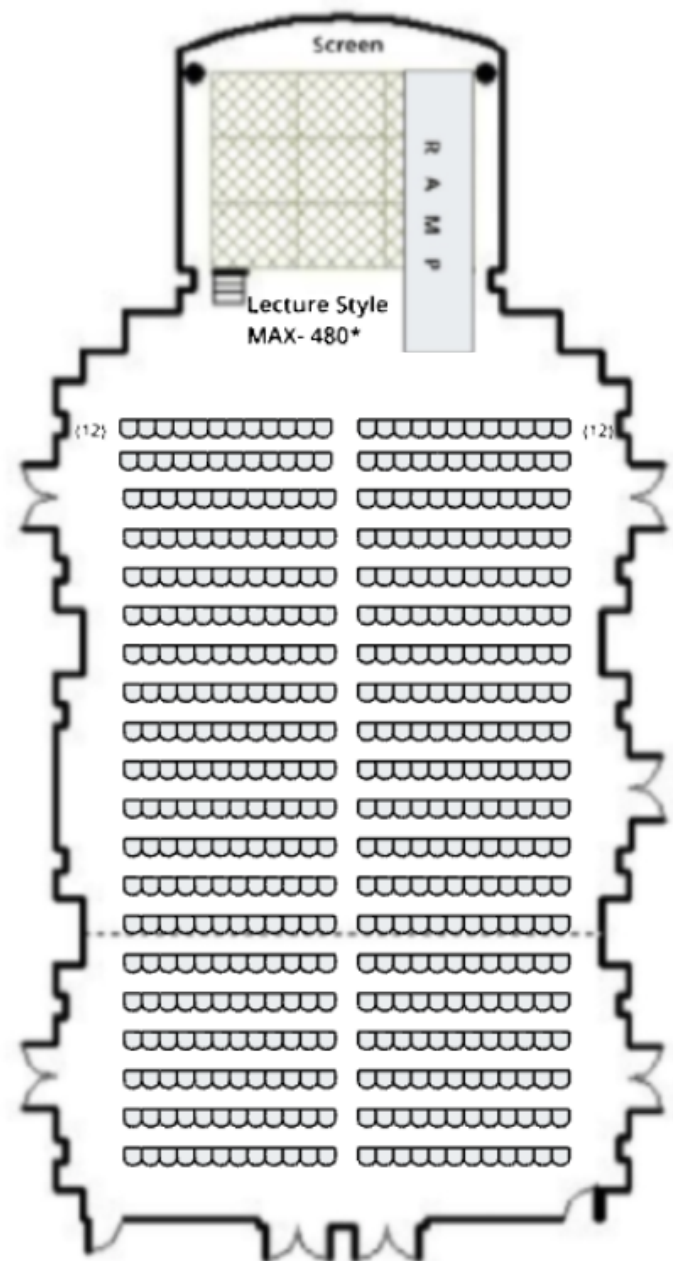


A



Lecture Style
MAX- 120

A-B



Commonwealth Ballroom

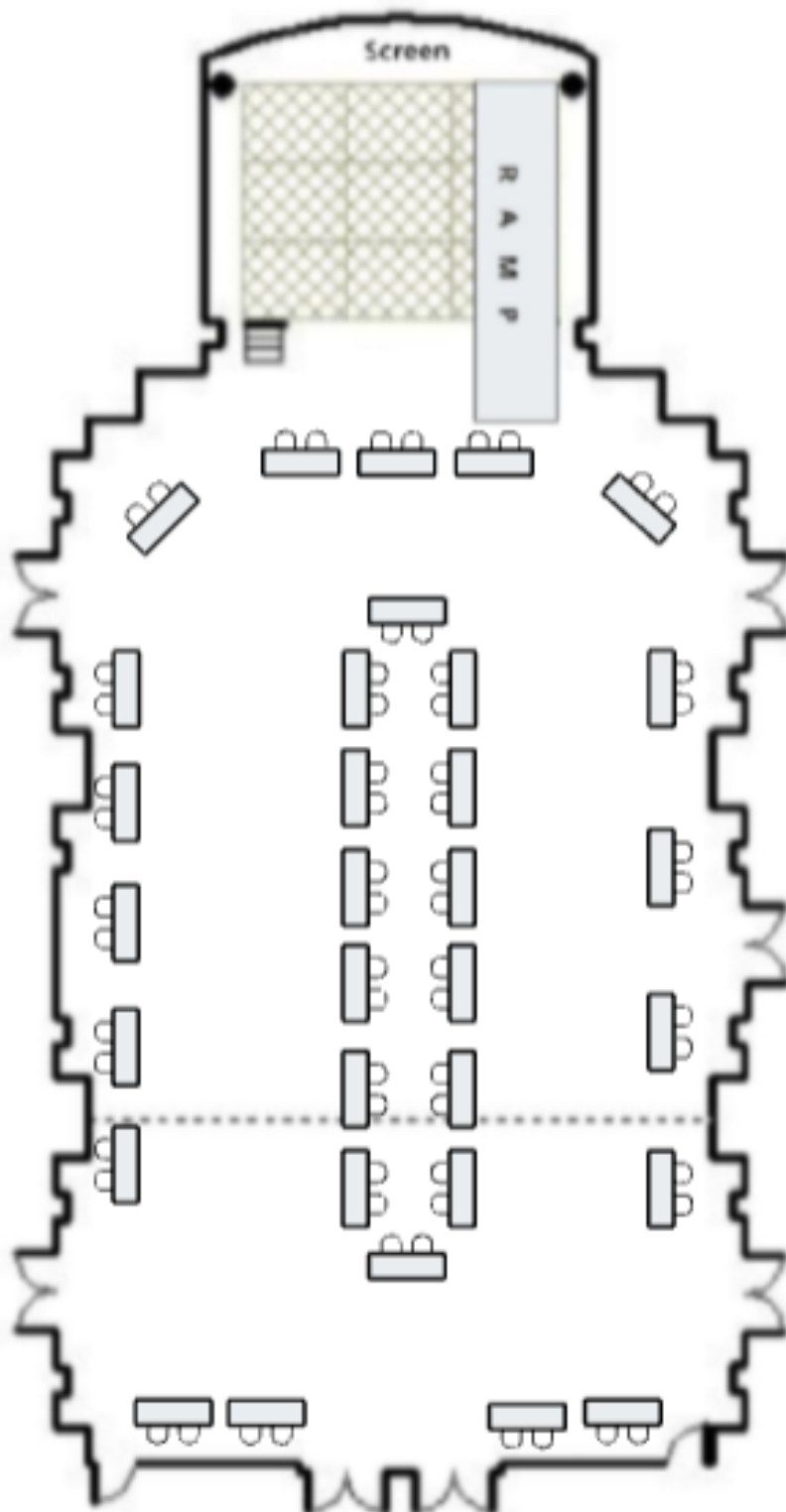
MONROE PARK CAMPUS - THE COMMONS



Fair Style

A-B

MAX - 64 chairs (32 tables)

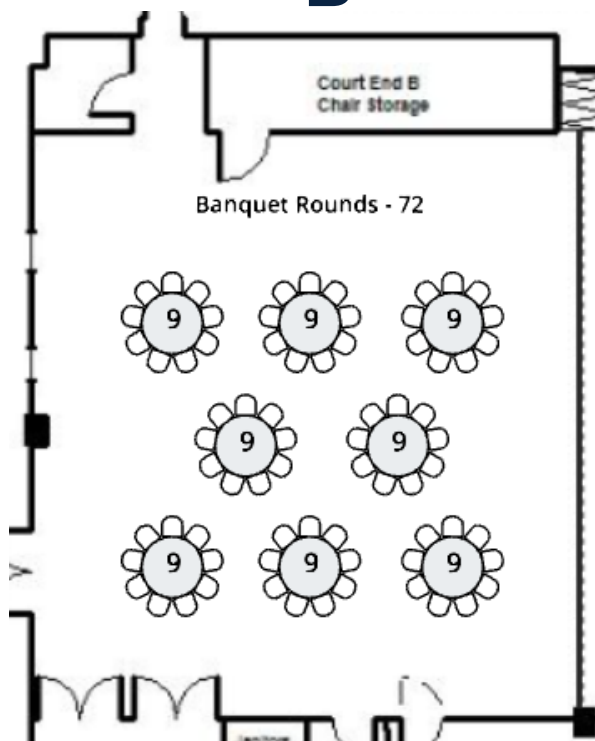


Court End Ballroom

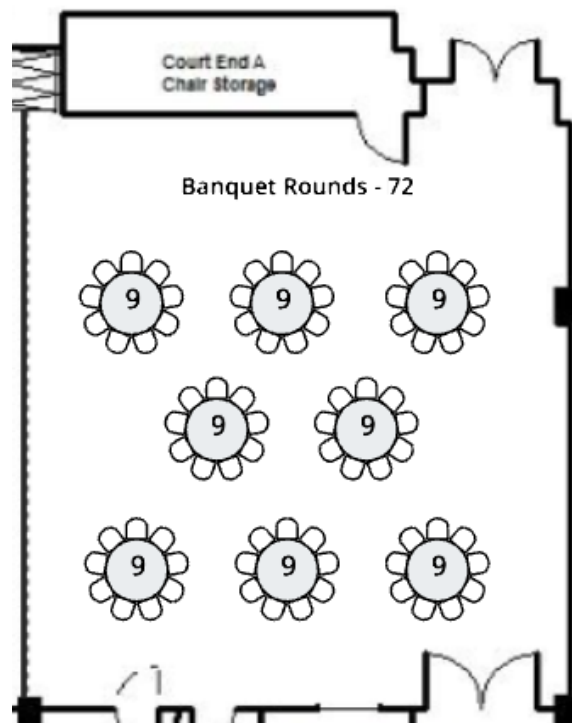
MCV CAMPUS- LARRICK STUDENT CENTER

Banquet Rounds

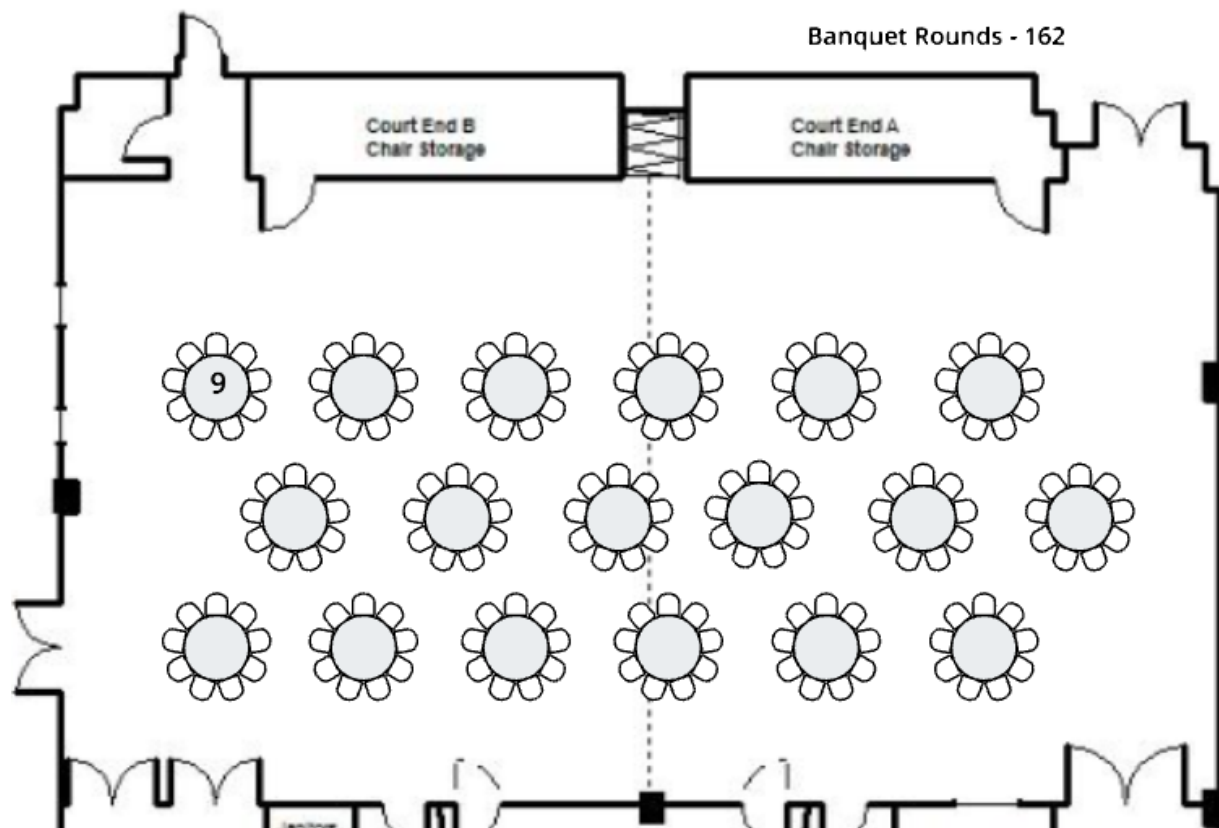
B



A



FULL Banquet Rounds



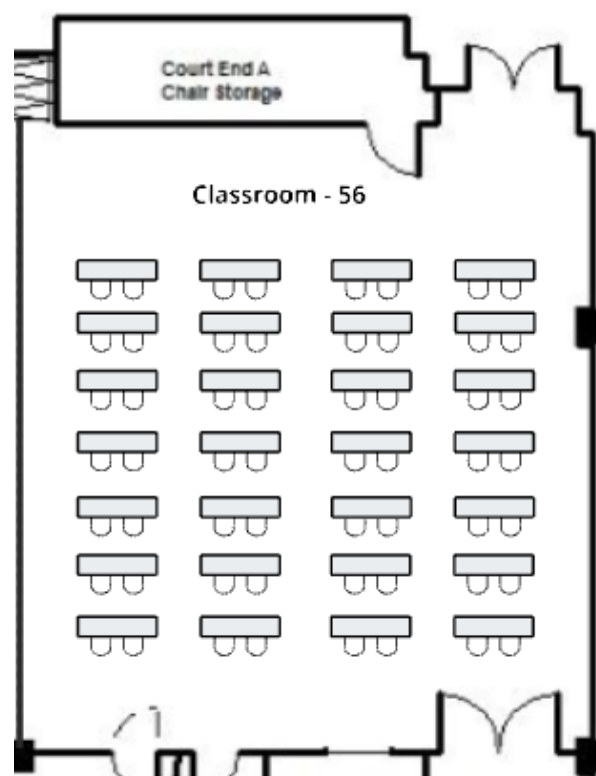
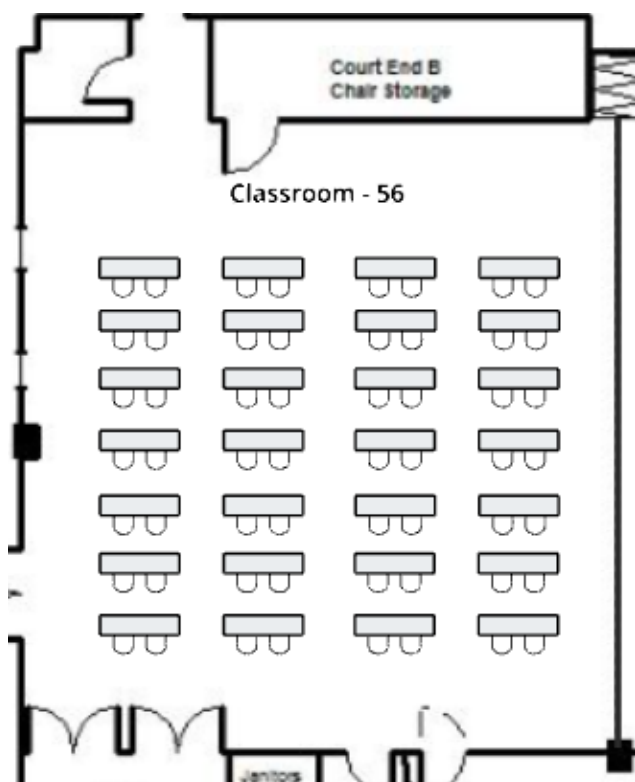
Court End Ballroom

MCV CAMPUS- LARRICK STUDENT CENTER

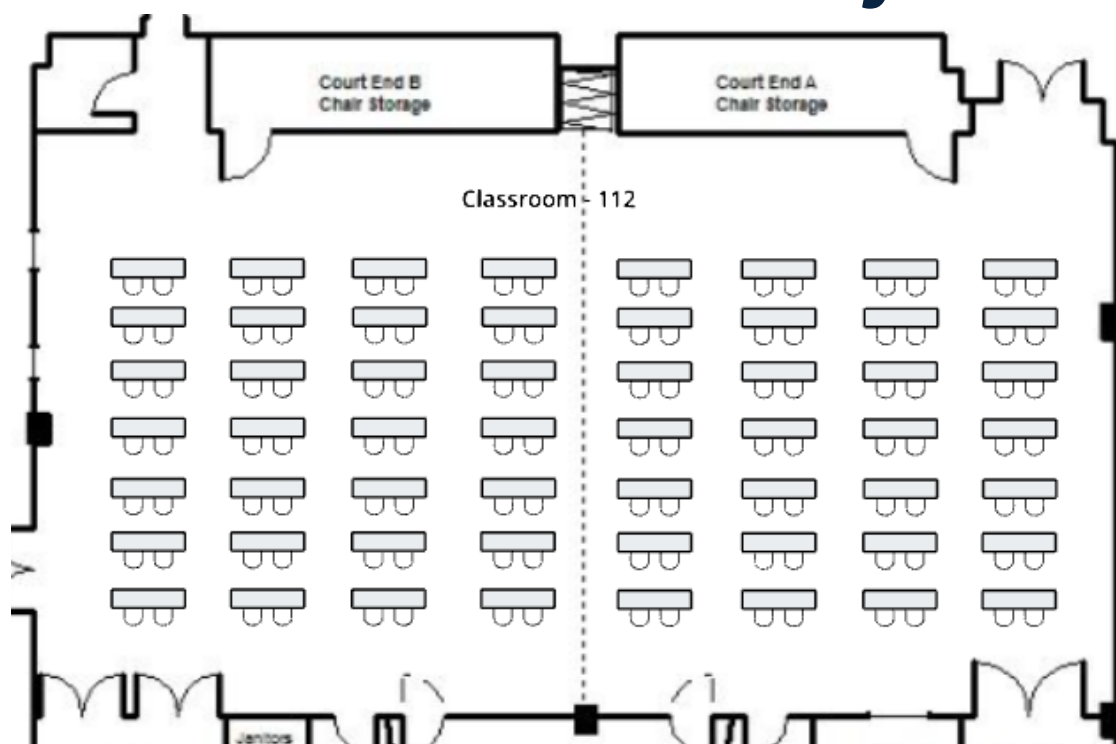
Classroom Style

B

A



FULL Classroom Style

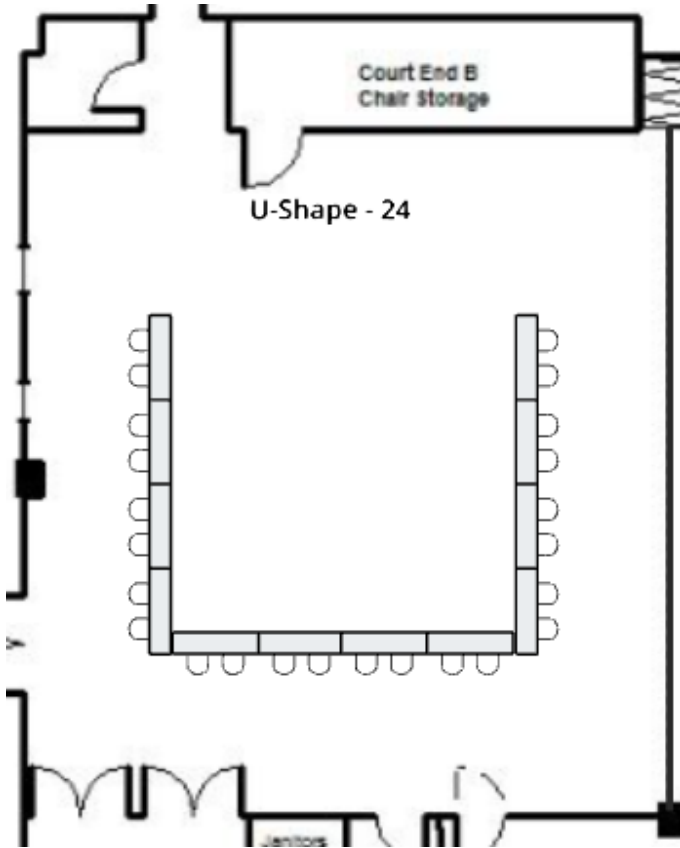


Court End Ballroom

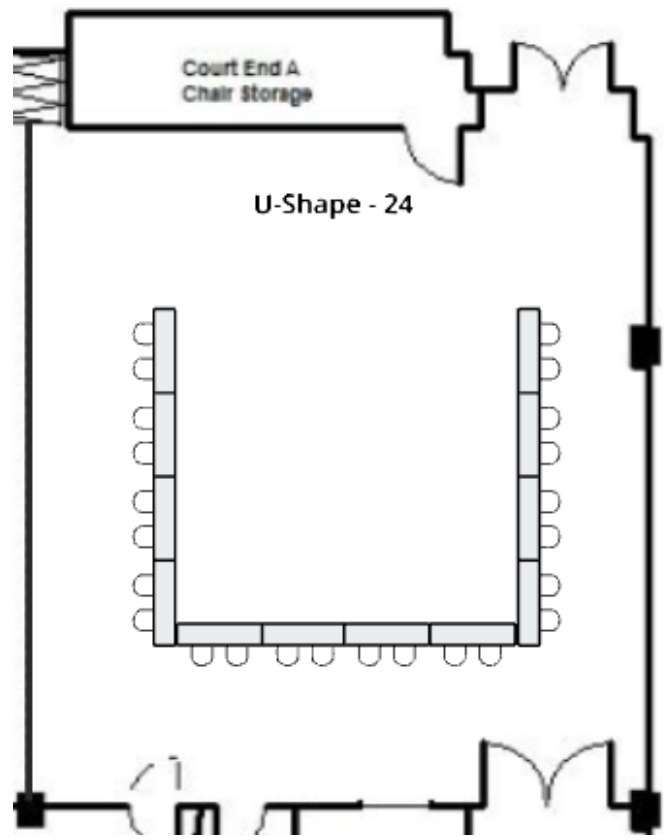
MCV CAMPUS- LARRICK STUDENT CENTER

U-Shape Style

B



A

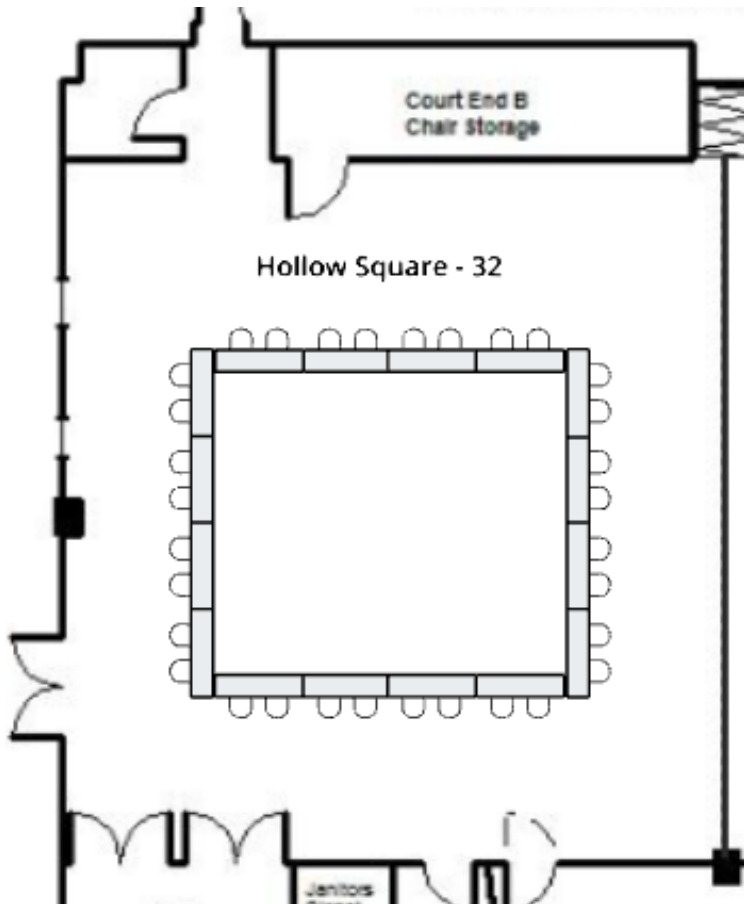


Court End Ballroom

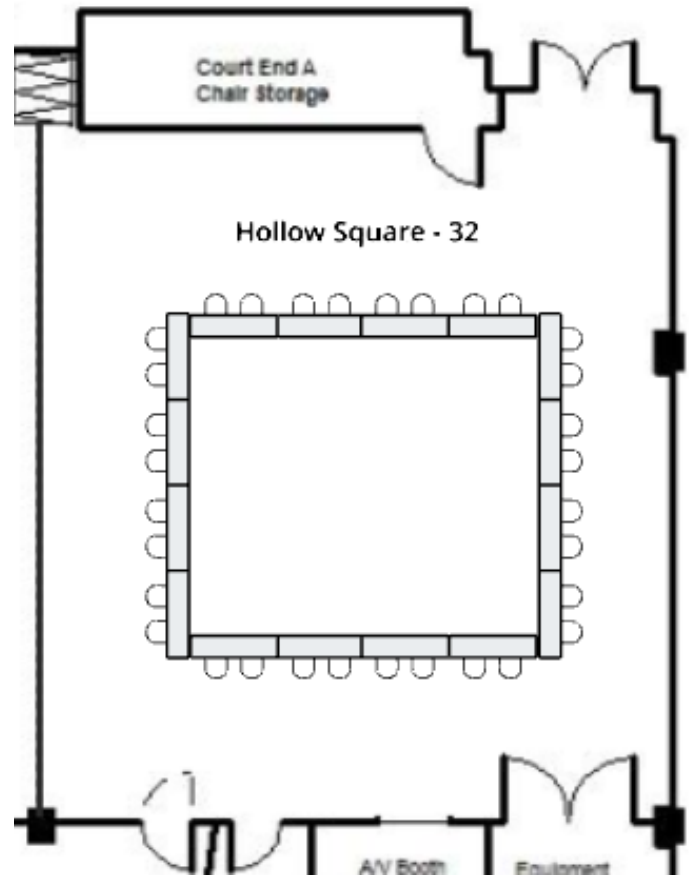
MCV CAMPUS- LARRICK STUDENT CENTER

Hollow Square

B



A



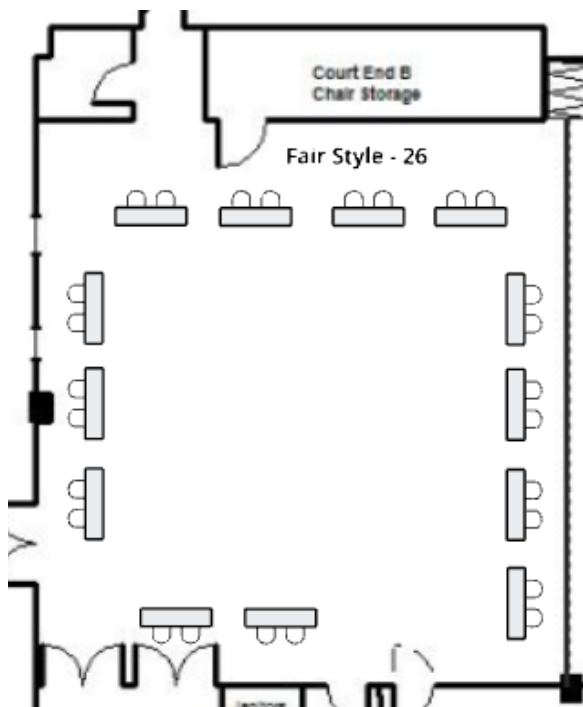
Court End Ballroom

MCV CAMPUS- LARRICK STUDENT CENTER

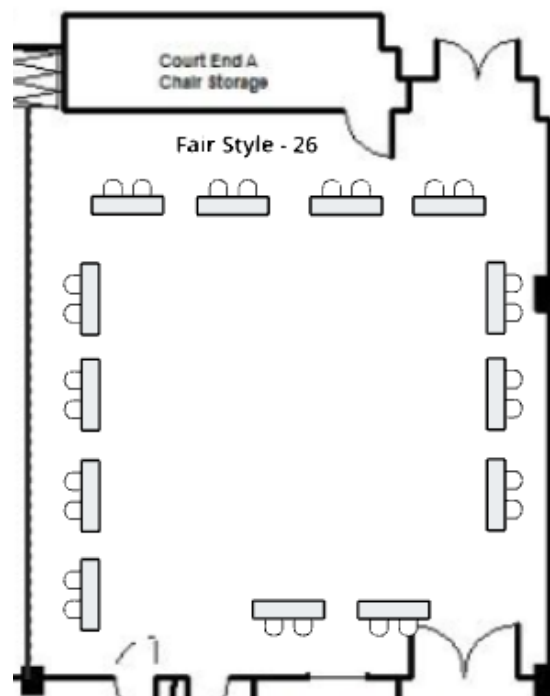


Fair Style

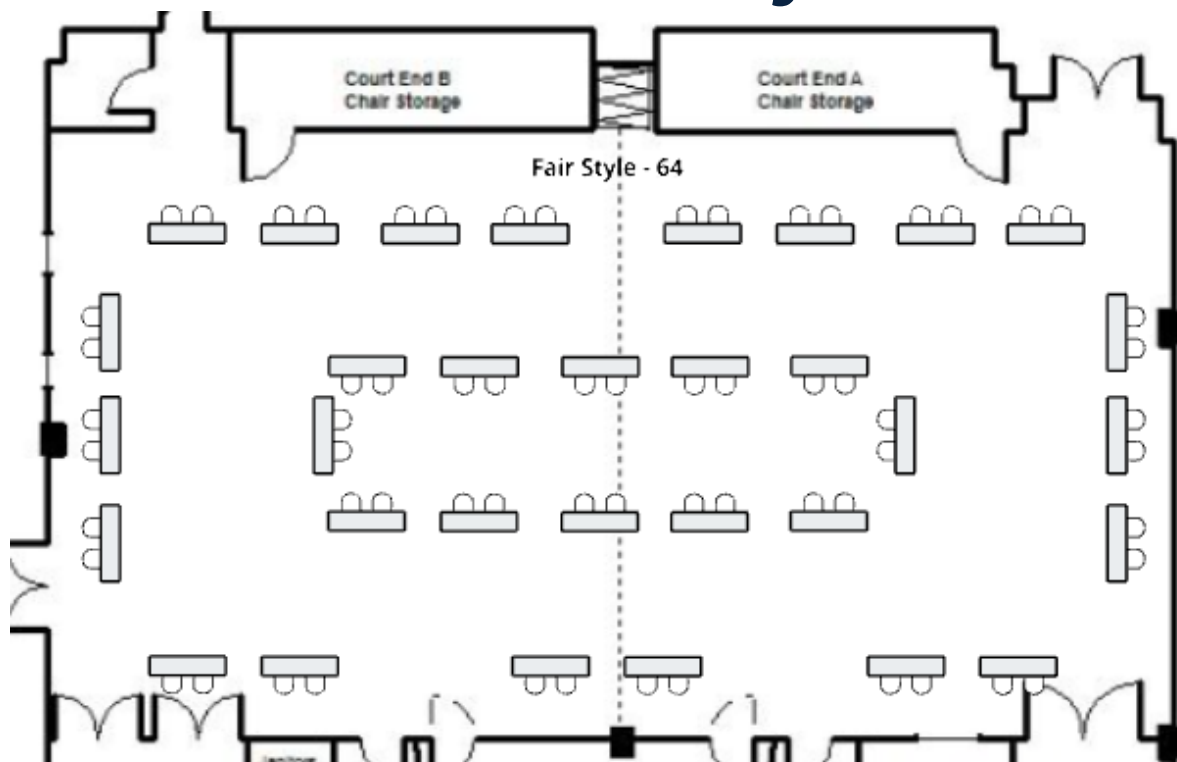
B



A



FULL Fair Style

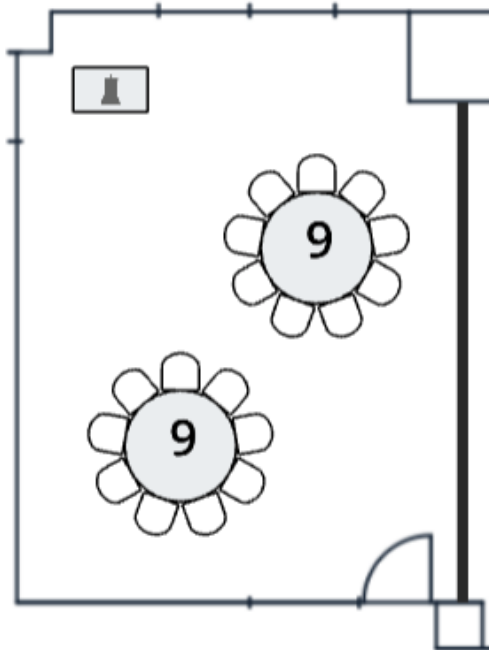


***Fair Style includes:
1 table and 2 chairs**

Banquet Style

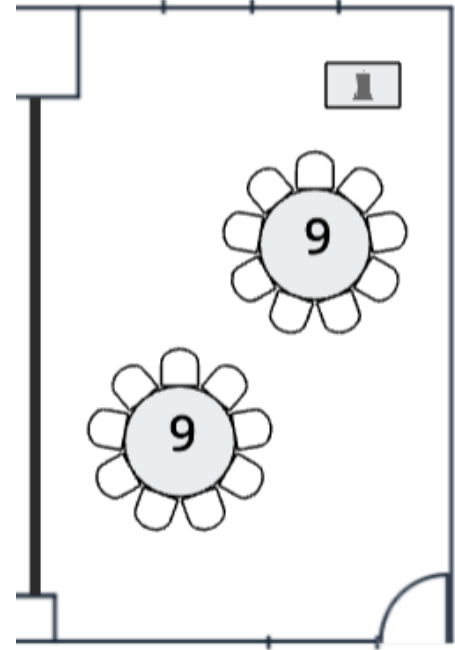
B

MAX Banquet
B - 18



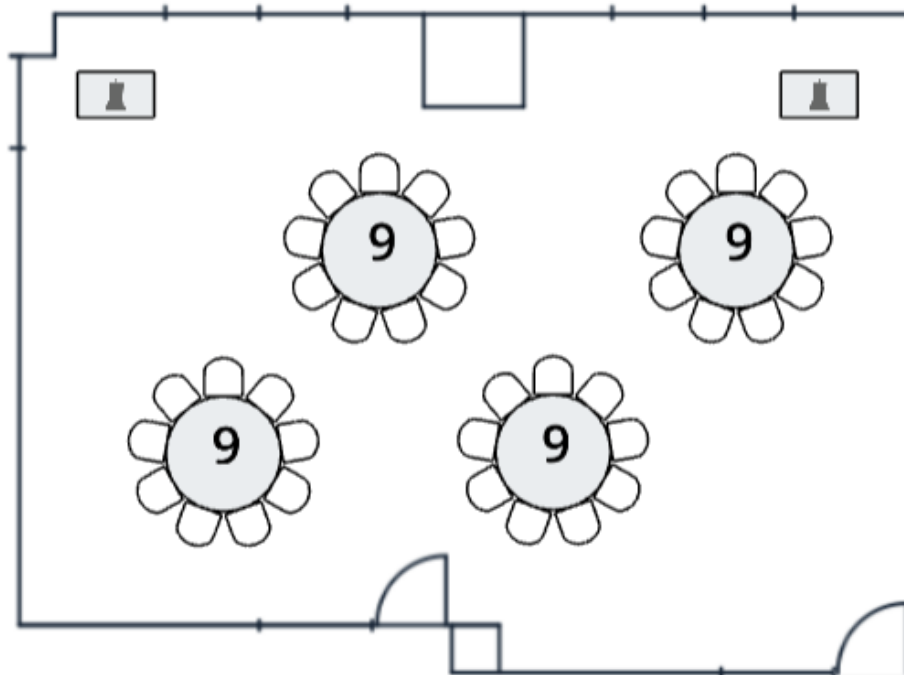
A

MAX Banquet
A - 18



FULL Banquet Rounds

MAX Banquet
Jackson Ward - 36

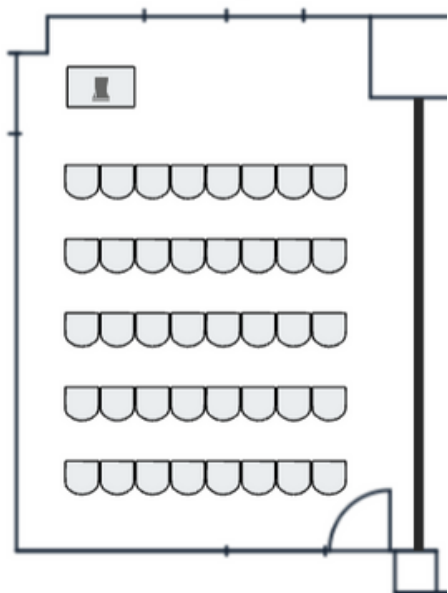


Lecture Style

B

MAX Lecture

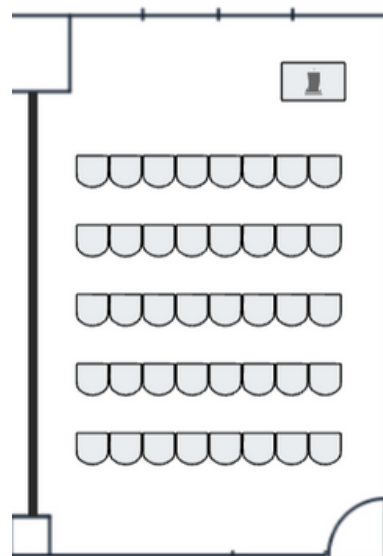
B - 40



A

MAX Lecture

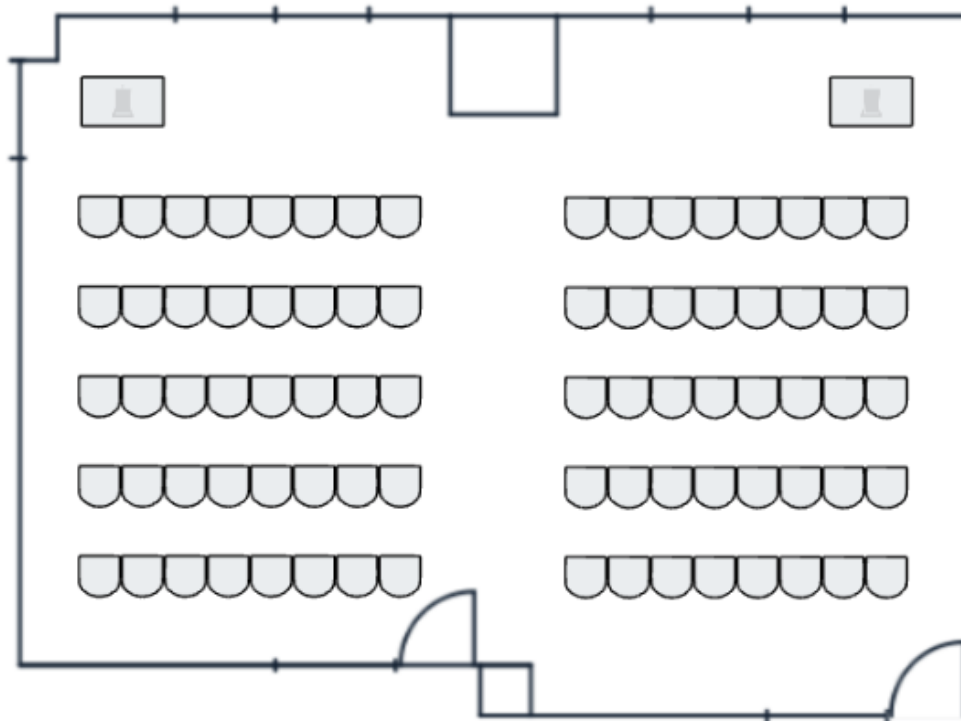
A - 40



FULL Lecture Style

MAX Lecture

Jackson Ward - 80

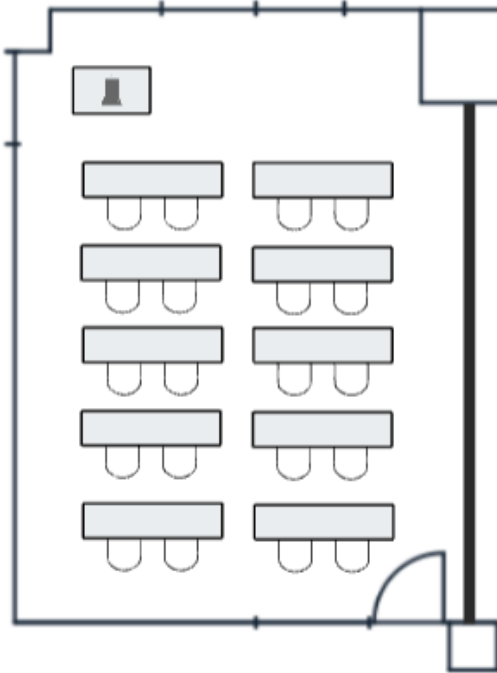


Classroom Style

B

MAX Classroom

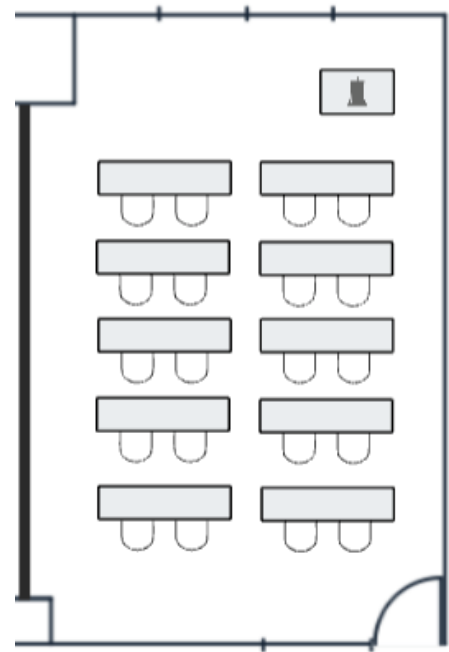
B- 20



A

MAX Classroom

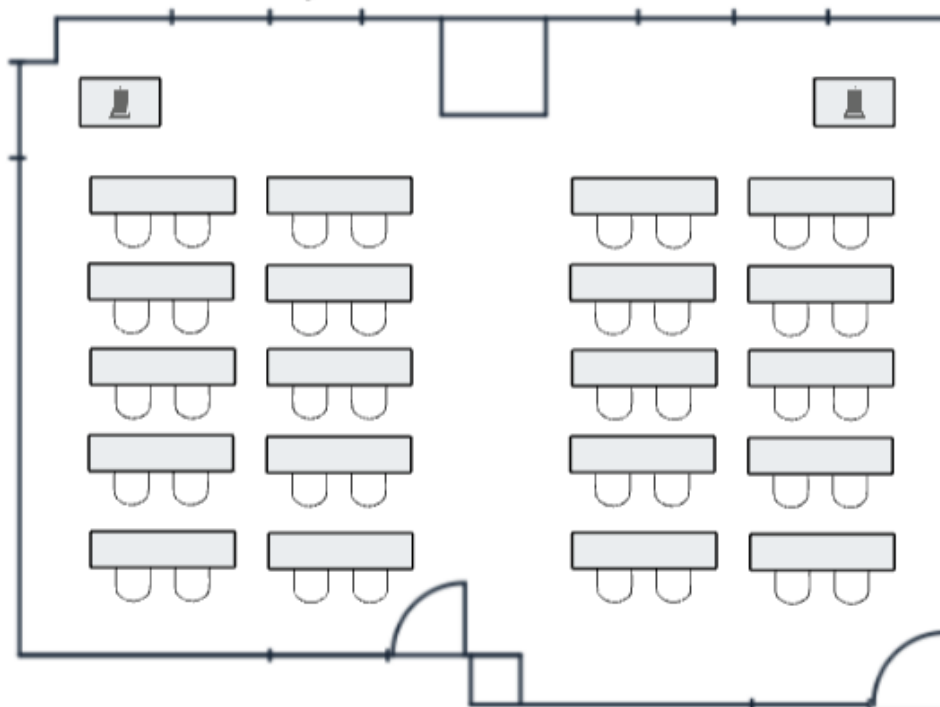
A- 20



FULL Classroom Style

MAX Classroom

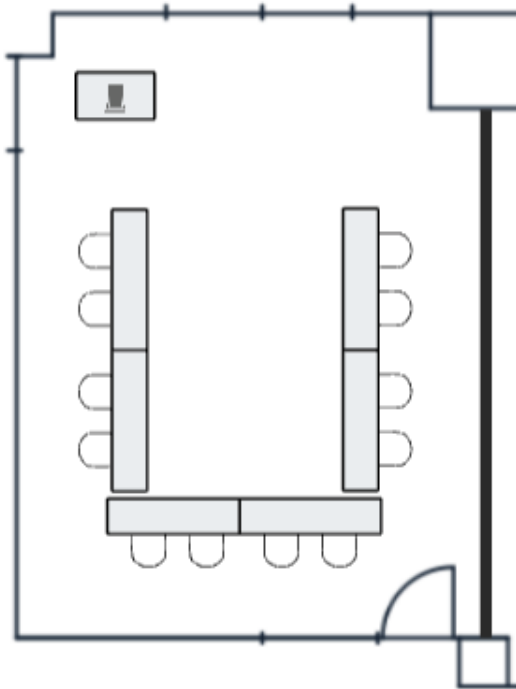
Jackson Ward - 40



U-Shape Style

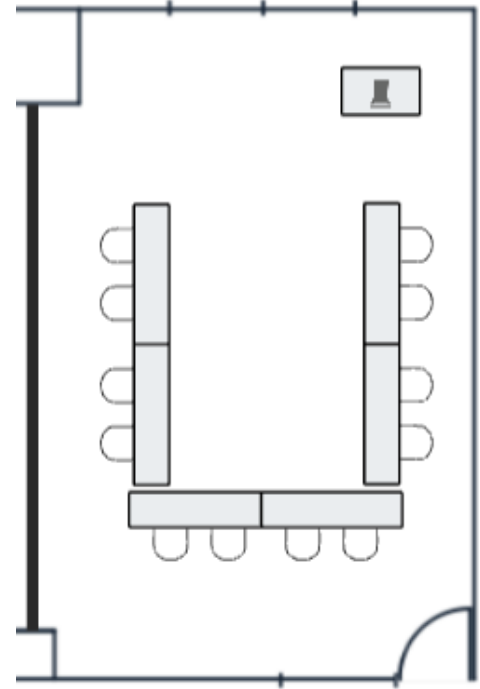
B

MAX Hollow Square
B - 12



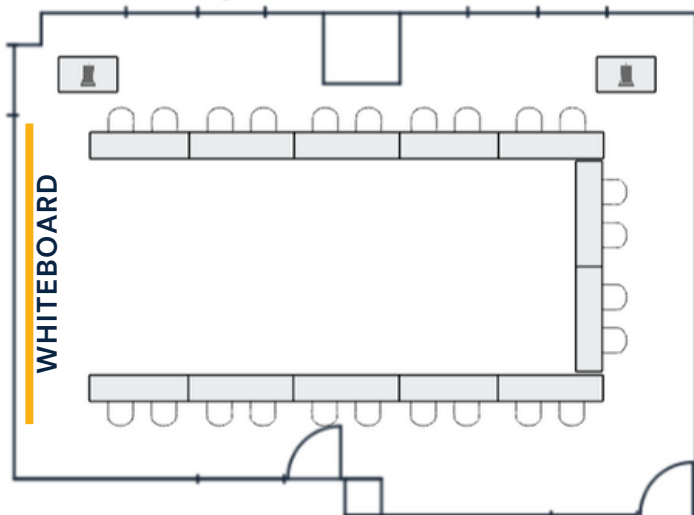
A

MAX U-Shape
A - 12



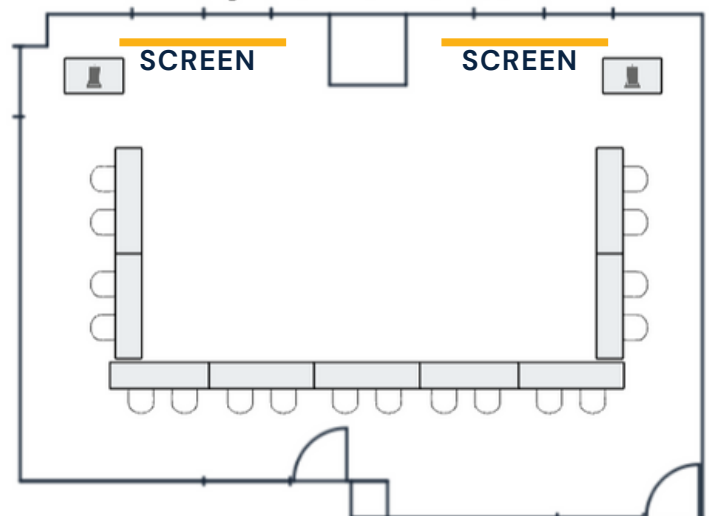
FULL Option #1

MAX U-Shape
Jackson Ward - 24



FULL Option #2

MAX U-Shape
Jackson Ward - 18

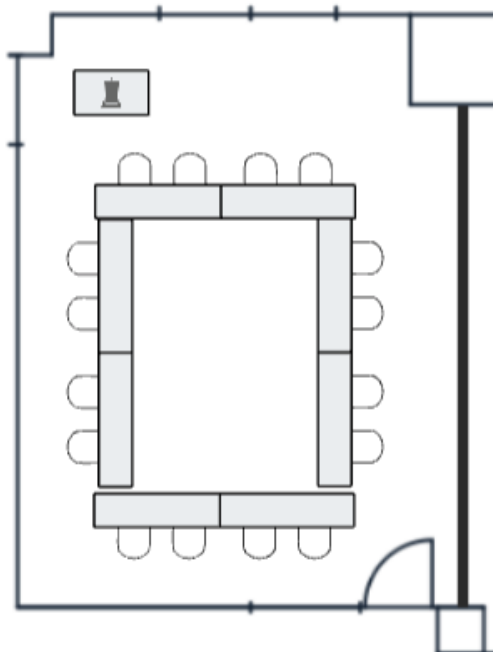


Hollow Square Style

B

MAX Hollow Square

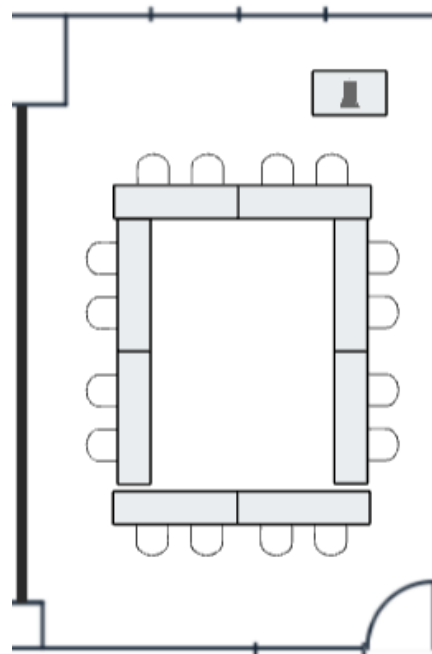
B - 16



A

MAX Hollow Square

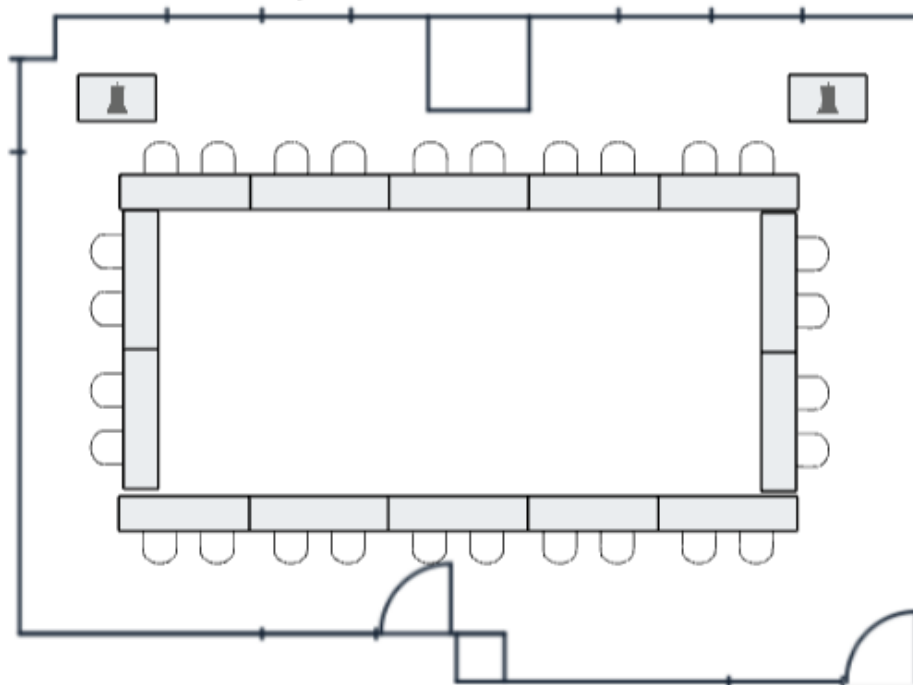
A - 16



FULL Hollow Square

MAX Hollow Square

Jackson Ward - 28



Fair Style

FULL Fair Style

MAX Fair Style
Jackson Ward - 24

