



Event Space Minimum Occupancy

Event spaces should be utilized at minimum 60% occupancy. Due to the high demand for event spaces, minimum occupancy has been established to ensure that University spaces and resources are being utilized at the highest capacity to appropriately service the needs of this growing campus.

Event Space	Minimum Occupancy		Maximum Occupancy		Types of Events Permitted	Events Not Permitted
Beaman A&B	Theater Style: 132		Theater Style: 220		Any	n/a
	Round Tables: 86		Round Tables: 144			
Beaman A or B	Theater Style: 60		Theater Style: 100		Any	n/a
	Round Tables: 53		Round Tables: 88			
Black and White Dining Hall	Theater Style: n/a		Theater Style: n/a		Any	n/a
	Round Tables: 91		Round Tables: 152			
Frist Lecture Hall	Theater Style: 93		Theater Style: 156		<ul style="list-style-type: none"> • Departmental events and functions • External events • Presidential events 	<ul style="list-style-type: none"> • Convocations • Faculty/staff meetings • Faculty, staff, student trainings • Potlucks • Student organization events
	Round Tables: 72		Round Tables: 120			
Inman Breakout Rooms	Fixed in U-Shape:		Fixed in U-Shape:		<ul style="list-style-type: none"> • Departmental events and functions • External events • Presidential events <p><i>*These spaces should be used primarily in conjunction with events taking place in Frist Lecture Hall. Small departmental meetings should be scheduled in classrooms or alternatively in group study rooms available for reservation in McWhorter or WAC.</i></p>	<ul style="list-style-type: none"> • Convocations • Faculty/staff meetings • Faculty, staff, student trainings • Potlucks • Student organization events
	Rooms 404, 406, 407	10	Rooms 404, 406, 407	16		
	Room 405	14	Room 405	24		

Maddox Grand Atrium	Theater Style: 278	Theater Style: 464	Any	n/a
	Round Tables: 216	Round Tables: 360		
Massey Boardroom	Theater Style: 75	Theater Style: 125	Any	n/a
	Round Tables: 57	Round Tables: 96		
McWhorter 409 Boardroom	Fixed in U-Shape: 17	Fixed in U-Shape: 28	<ul style="list-style-type: none"> • Departmental events and functions • External events • Presidential events 	<ul style="list-style-type: none"> • Convocations • Faculty/staff meetings • Faculty, staff, student trainings • Potlucks • Student organization events
Neely Dining Hall	Theater Style: 181	Theater Style: 302	Any <i>*This room is permanently fixed with theater style seating. There will be a labor charge for any requests in the space that requires the set up to be altered from theater style seating.</i>	n/a
	Round Tables: 129	Round Tables: 216		
Vince Gill Room	Theater Style: 144	Theater Style: 240	Any	n/a
	Round Tables: 96	Round Tables: 160		
Janet Ayers Academic Center Conference Room	Theater Style: 180	Theater Style: 300	<ul style="list-style-type: none"> • Departmental events and functions • External events • Presidential events 	<ul style="list-style-type: none"> • Convocations • Faculty/staff meetings • Faculty, staff, student trainings • Potlucks • Student organization events
	Round Tables: 177	Round Tables: 296		