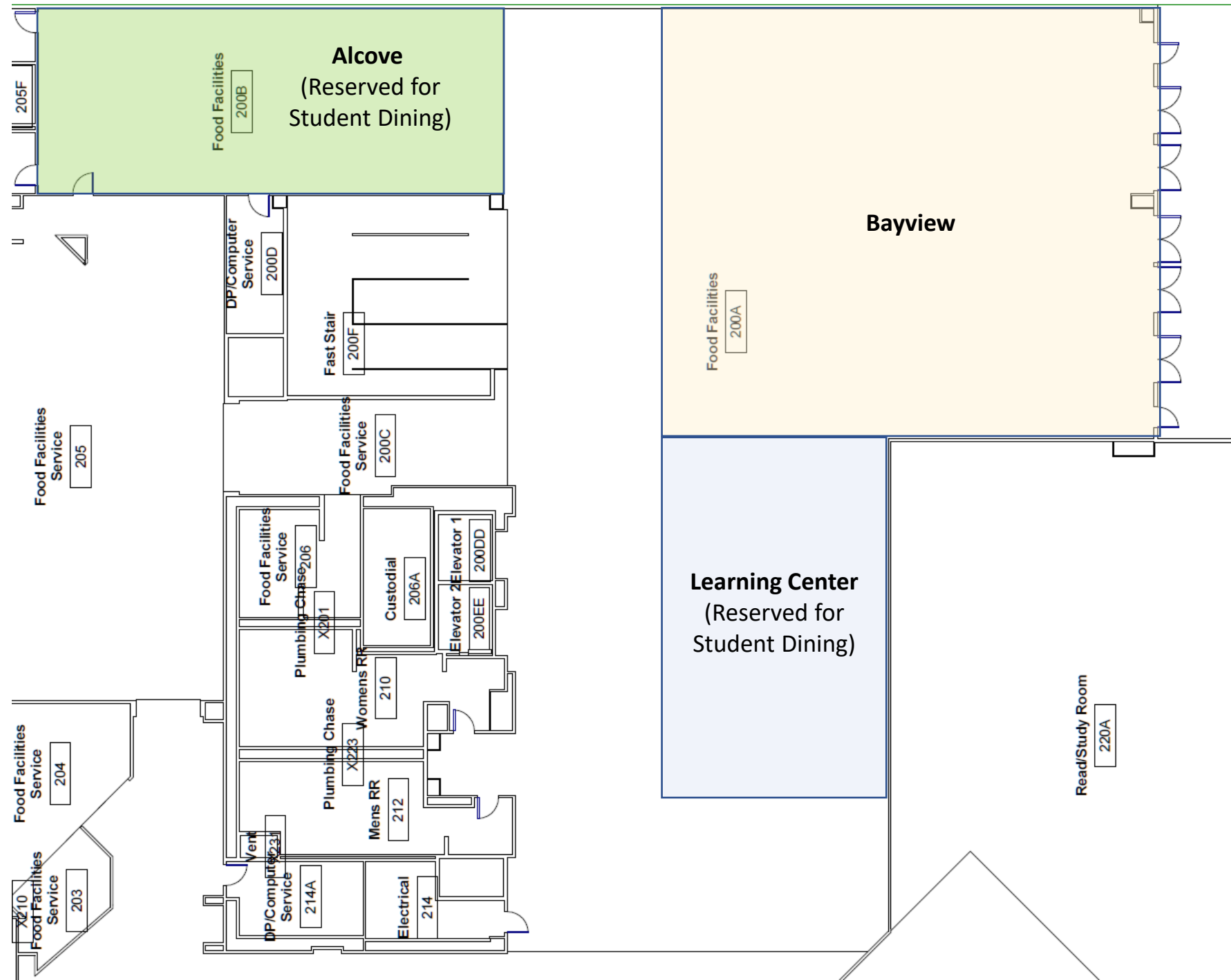


# Facility Rental Standard Set-ups

Effective January 2026



**Alcove**  
(Reserved for Student Dining)

## Bayview Area Template for Set Ups

**Learning Center**  
(Reserved for  
Student Dining)

Learning  
Center

**Alcove**  
(Reserved for Student Dining)

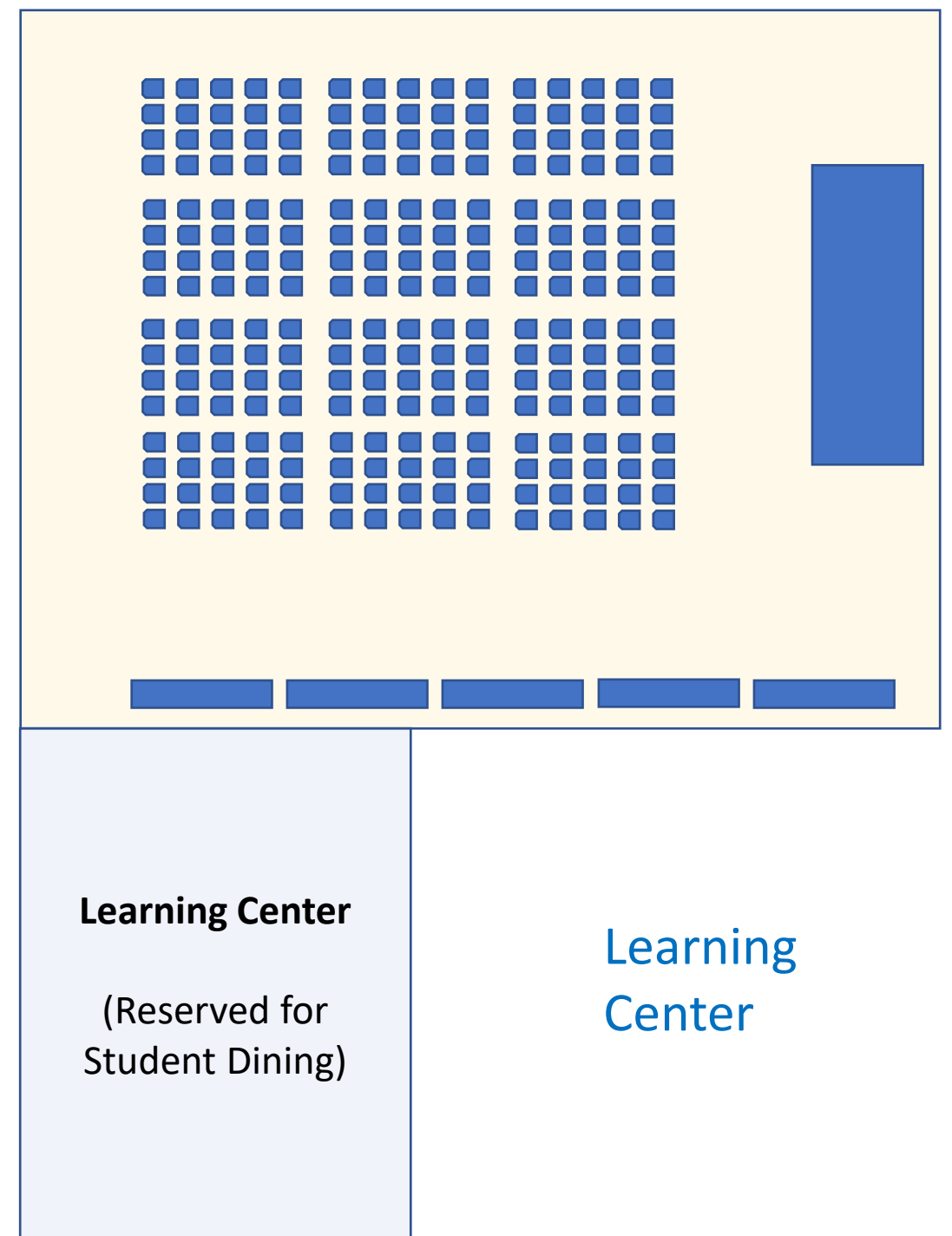
## Set up A Classroom Style

**Up to 300 chairs**

**Up to 8 Food Tables**

**8'x16' Stage** (8'x24' add'l cost)

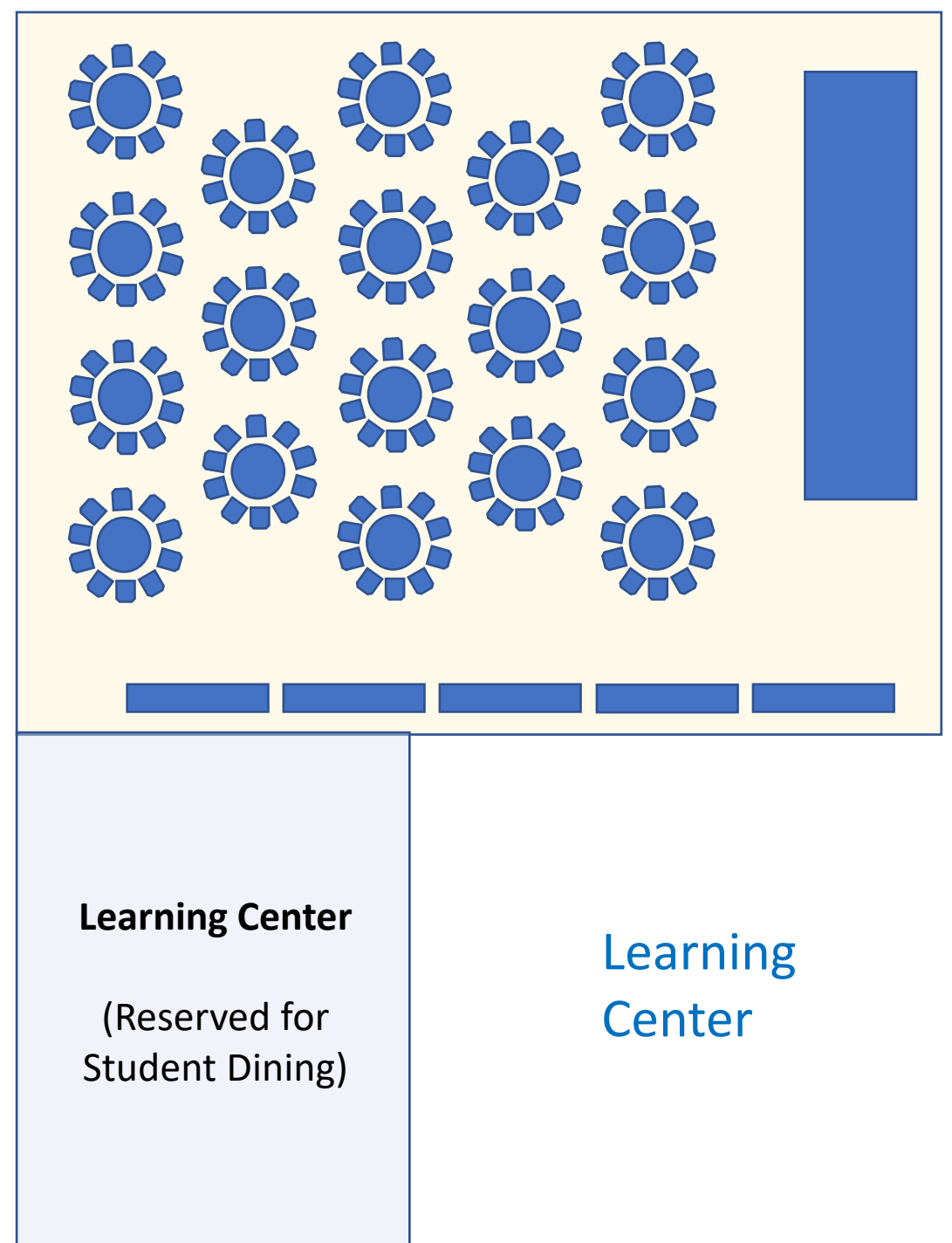
**Partitions** (drapes at add'l cost)



**Alcove**  
(Reserved for Student Dining)

**Set up B1**  
**Banquet style**

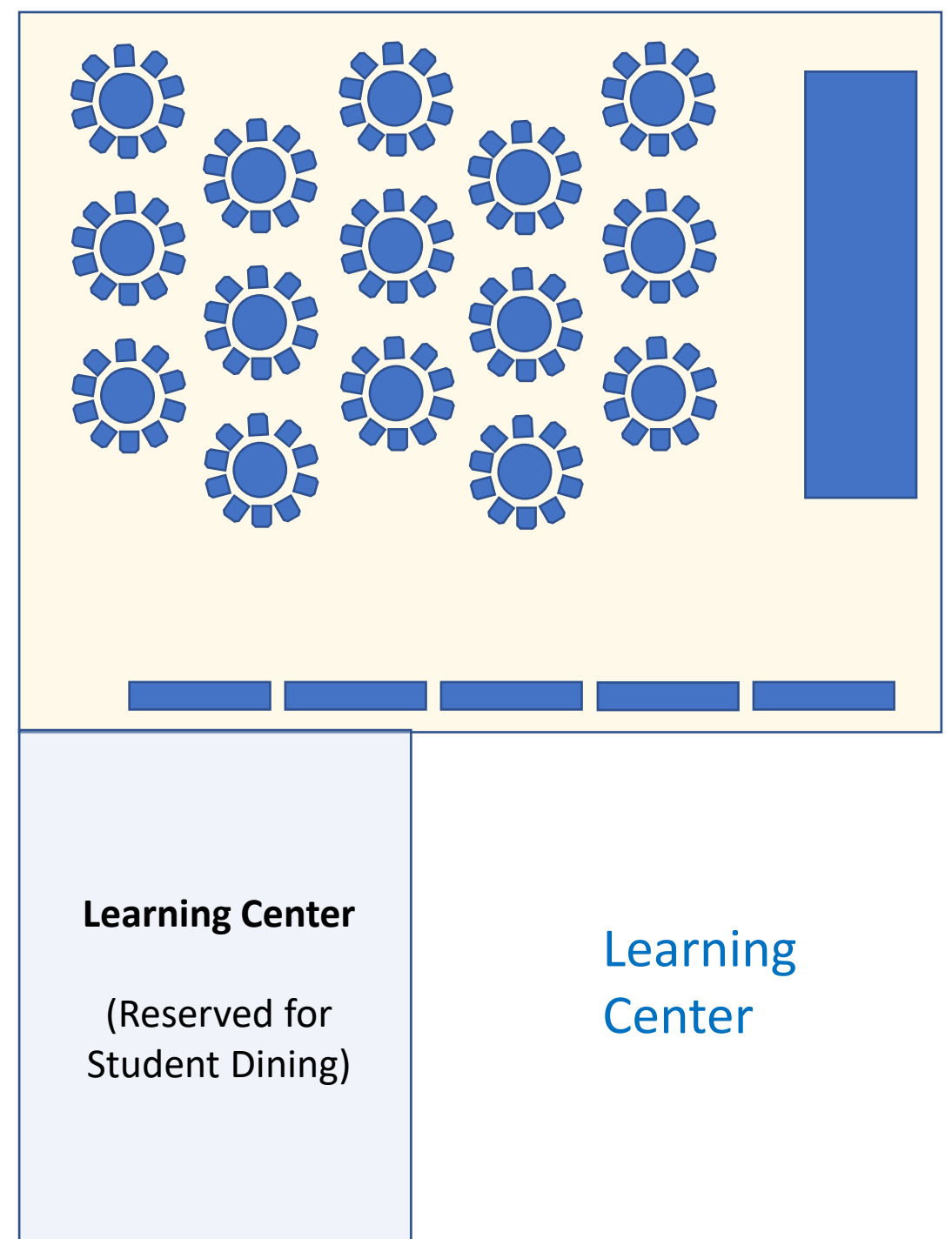
**18 Tables – 200 Chairs**  
**8-10 chairs per table**  
**5-6 Food Tables**



**Alcove**  
(Reserved for Student Dining)

**Set up B2**  
**Banquet style 2**

**15 Tables – 150 Chairs**  
**8-10 chairs per table**  
**5-6 Food Tables**



### Typical Scenario

	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	Pride Prom	BEB Celebration	Puente Grad	World Gala	Transfer Tribute	Set-Ups: 9 Tear-Downs: 8
Week 2	Earth Fest	Connect to College	Fire Tech Graduation	Commencement Reception	Latine Grad	
						Total Cost: \$8024

-  A
-  B1
-  B2

### Ideal Scenario

	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	Pride Prom	Puente Grad	BEB Celebration	World Gala	Transfer Tribute	Set-Ups: 6 Tear-Downs: 5
Week 2	Earth Fest	Connect to College	Fire Tech Graduation	Commencement Reception	Latine Grad	
						Total Cost: \$5168

**35.6% decrease in Facilities expenses**

**What event(s) will your  
department host this spring?**



# Spring 2025 Events

Event	Approx. Date
Newly Tenured Faculty Celebration	15-Apr
Pride Prom	18-Apr
Hillsdale Campus Visit	21-Apr
Earth Fest	22-Apr
New Family Info Night	22-Apr
Black Business Networking Reception	23-Apr
Connect to College	24-Apr
SMUHSD Campus Visit	29-Apr
Community Resource Fair	29-Apr
Sequoia High School Visit	30-Apr
Fire Tech Resource Fair	30-Apr
Campus Life & Leadership Awards	1-May
World Gala	2-May
APACC Year End Celebration	5-May
Umoja Community End-Of-Year Celebration	6-May
Promise Graduation	7-May

Event	Approx. Date
Student Veteran Spotlight	8-May
EOPS/CARE End-of-Year Celebration	8-May
MANA Graduation	10-May
MANA x Project Change	12-May
Puente End-of-Year Celebration	15-May
Fil Grad	15-May
Mental Health Peer Educator Graduation	16-May
Soul Stroll Reception	16-May
Latine Graduation	17-May
Transfer Tribute	20-May
Title IX in Action Year End Celebration	20-May
Commencement Reception	22-May
Nursing Pinning Ceremony	
Dental Assisting Graduation	
MESA Graduation	
Business-Tech End-of-Year Event	
Fire Tech Graduation	
Brothers Empowering Brothers End-of-Year Celebration	

## Bayview Alternatives

Room #	Capacity	Event Type
19-100	36	Seated or Standing; presentation, lecture, gathering
18-206	35	Seated or Standing; presentation, lecture, gathering
10-193	124	Fixed seating theater-style; presentation, lecture, graduation
Theatre	400	Seated indoors; performance, lecture, graduation
Fine Arts Courtyard	100	Outdoors; standing

**We are Open to Hearing Other Room/Space Suggestions!**

# Theatre Details By Event Type

Event Type	Group Size	Average Attendance (Including Performers)	Average Time Requested (Per Day)	Lobby	Finearts Courtyard	Has Rehearsal(s)	Offers Food	Custodial Hours	Approximate Cost @\$68/hr Rate	Notes
Conference	large	200-300	12	X	X		X	1 Custodian 4 Hours	\$272	Setups are separate and will vary depending on the size and complexity of the setup and furniture required.
Dance	small	100-200	4	X		X		1 Custodian 4 Hours	\$272	
	large	200-300	8	X	x	X	x	1 Cust On Duty and 1 Clean up 6-8 Hours	\$408-\$544	
	competition	400	12	X				Up to 2 Custodians During the Event 1 Cleanup 8-12 Hours	\$544-\$816	
Graduation	small	100-200		X				1 Custodian 4 Hours	\$272	
	large	300-400		X		X		1 Custodian 4 Hours	\$272	
Movie Showing	small	100-200	4	X			X	1 Custodian 2 Hours (Weekend 4 Hours)	\$136-\$272	
Musical Theatre	large	200-300	8	X		X	X	1 Cust On Duty and 1 Clean up 6-8 Hours	\$408-\$544	
Music Concert	small	100	4	X				1 Custodian 2 Hours (Weekend 4 Hours)	\$136-\$272	Some College presentations during the day (Weekday) will be at no cost
	large	200	8	X			x	1 Custodian 4 Hours	\$272	
	competition	400	12	X				Up to 2 Custodians During the Event 1 Cleanup 8-12 Hours	\$544-\$816	
Presentation	small	100	4	X				No Cost - 2 Hours	\$0-\$136	

**Questions, Comments,  
& Feedback**