

Project Number 11045
Purpose Subject Area Committee Meetings
Location Gumwood Room
Start Time 8:30 AM

CONFERENCE REPORT *Conferencing: Meeting Rooms, Scheduling and Events Services*

01 THOSE PRESENT

EMU Scheduling and Events Services

Jessi Steward, Wade Young-Jelinek, Mike Ragsdale, Althea Olds-Selover

Oregon, Campus Planning and Real Estate

Martina Bill, Fred Tepfer

EMU User Group

Gregg Lobisser, Mandy Chong, Wendy Polhemus

AC Martin

Bob Murrin, Tammy Jow, Christopher King

SERA Architects

Eric Philps

02 DISCUSSION

- a. The current program (version 7.2) was presented and revised below (to version 8.2) based upon discussion as indicated in the right hand margin highlighted in orange.

Conference Spaces/Meeting Rooms:

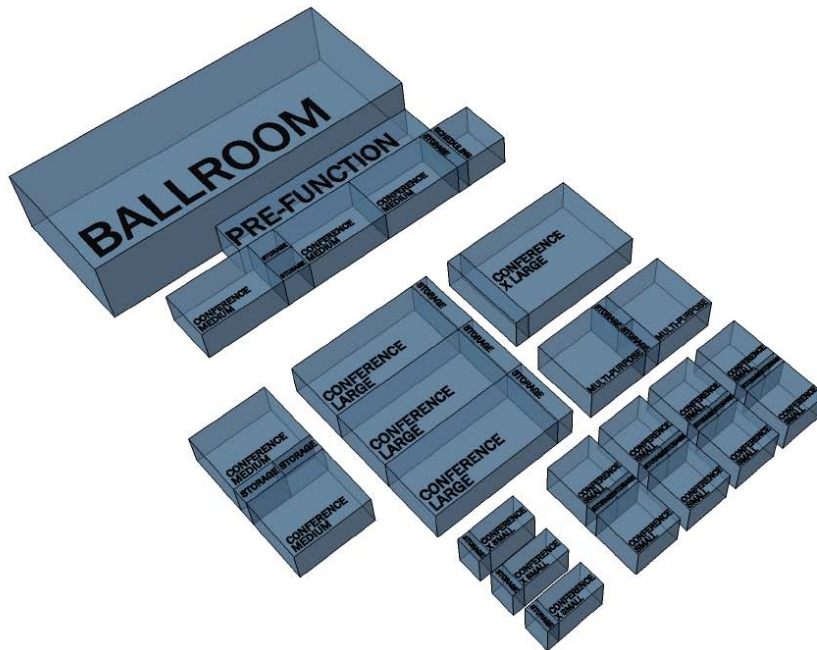
Conference Spaces/Meeting Rooms	Quantity	Unit	NASF	GSF					
Meeting / Conference Room - Very Large (100) partitioned	1	2,200	2,200	3,410	shared				
Very large CR Storage	1	250	250	388					
Meeting / Conference Room - Large (55) partitioned	3	1,200	3,600	5,580	shared				
Large CR Storage	3	200	600	930					
Meeting / Conference Room - Medium (41 people) partitioned	5	900	4,500	6,975	shared				
Medium CR Storage	5	150	750	1,163					
Multipurpose Room (36 people)	2	800	1,600	2,480					
Medium CR Storage	2	150	300	465					
Meeting / Conference Room - Small (18 people)	8	400	3,200	4,960	shared				
Small CR Storage	8	50	400	620					
Meeting / Conference Room - Smaller (10 people)	3	220	660	1,023	shared				
Smaller CR Storage	0		0	0					
EMU Board Room-16 Bd. Mbrs. (23 total) shared with Concert	1	650	650	1,008	Shared w/Concert VIP rm	522	506	Increased to	
Board Room Storage	1	50	50	78				add chairs	
Reflection/Meditation/Absolution Room (w/foot washing)	1	400	400	620				at perimeter	
Reflection/Meditation/Absolution Room Storage	1	50	50	78					
Meeting Room total	24		16,810	26,056		18,700			
Storage Room total	21		2,400	3,720	shared				
Total Meeting Rooms and Storage			19,210	29,776					
Multi Functional Auditorium									
			Cinema, meeting, rehearsal						
Auditorium / Theater (250 at 16sf/person)	1	4,000	4,000	6,200	shared			previously 2200	
Auditorium/Theater Back of House/Storage	1	500	500	775	w/concert				
Projection Room	1	200	200	310					
TOTAL			4,700	7,285					

Ballroom and Conference Services Support:

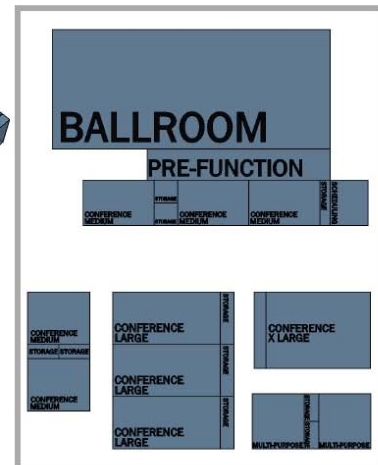
Ballroom	Quantity	Unit	NASF	GSF	
Ballroom (2nd Floor) Existing					shared
Ballroom Meeting Room (E)	1	5,024	5,024	7,787	
Ballroom Stage	1	1,752	1,752	2,716	
Gumwood Meeting rooms	1	1,497	1,497	2,320	
Ballroom Event Storage/Sider	1	797	797	1,235	
Ballroom Event Storage/Rear	1	50	50	78	
Ballroom Stage Event Storage	1	99	99	153	
Gumwood Event Storage	1	32	32	50	
Pre-function Space 1/Hallway	1	887	887	1,375	
Pre-function Space 2/Lobby	1	1,890	1,890	2,930	
Warming / Servery Kitchen	1	800	800	1,240	
Ballroom Back of House (3rd Floor) Existing					
Projection Room / Control Room	1	344	344	533	
Stage Lifighting Room 1	1	50	50	78	
Stage Lighting Room 2	1	56	56	87	
Green Room 1	1	505	505	783	
Green Room 2	1	349	349	541	
Additional Storage?	0	0	0	0	
TOTAL			14,132	21,905	

Conf. Services Support Spaces	Quantity	Unit	NASF	GSF	
Reception	1	64	64	99	
Scheduling Staff Open Workstaions	13	80	1,040	1,612	
Schedule Office Open Work Stations	2	36	72	112	
3 students at each workstation					
Work Room/Client conference	1	100	100	155	
Work Area	1	200	200	310	
work tables, copier, kitchenette					
Storage	1	36	36	56	
TOTAL			1,512	2,344	
Remote Storage for Conf. Services	1	100			
Conf Serv. Shared Meeting Room (10)					

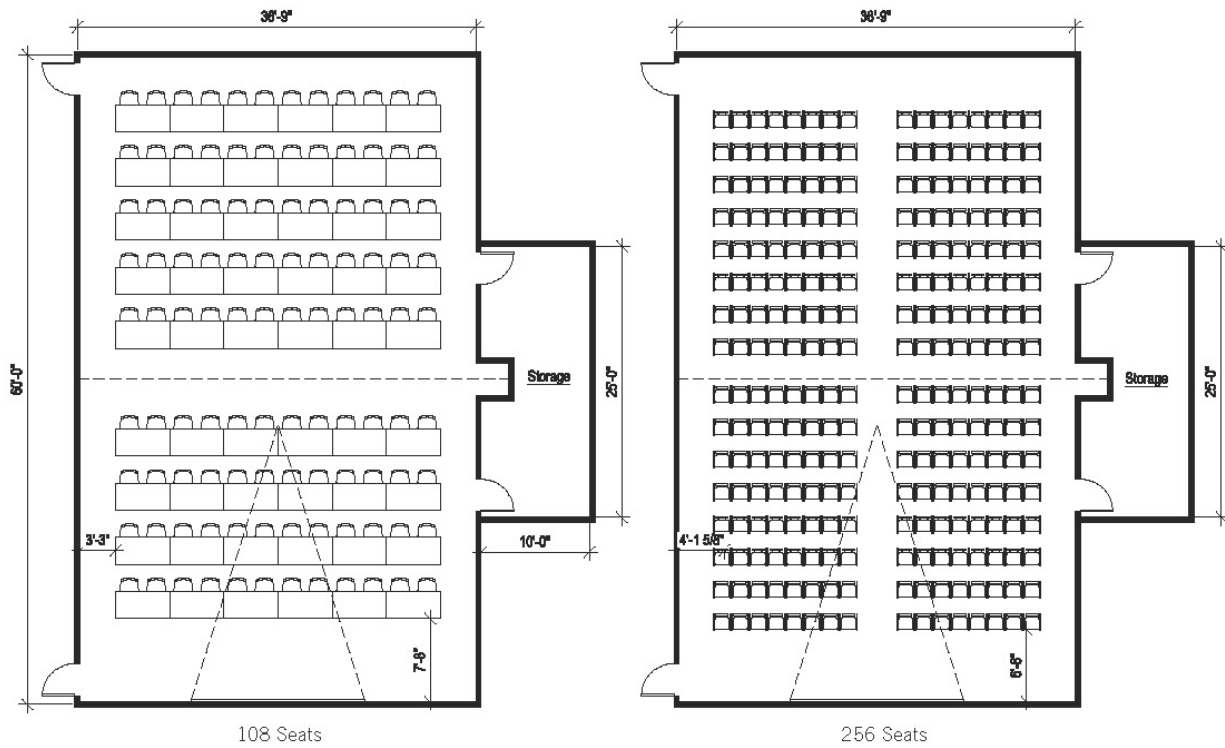
b. Scaled three-dimensional blocks to represent the program were also presented.



CONFERENCE SPACES



c. Room diagrams were presented for each conference room size listed in the program.



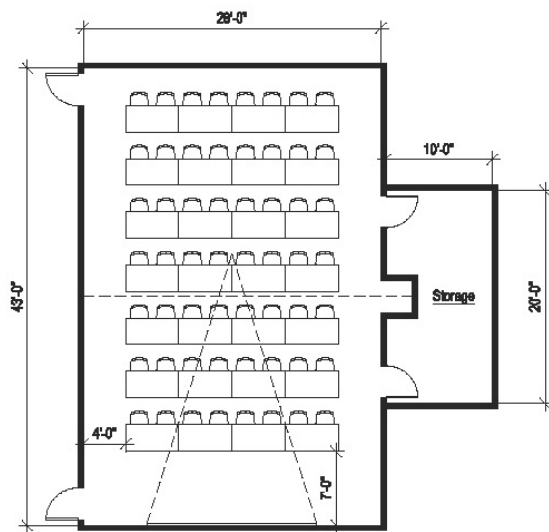
108 Seats

256 Seats

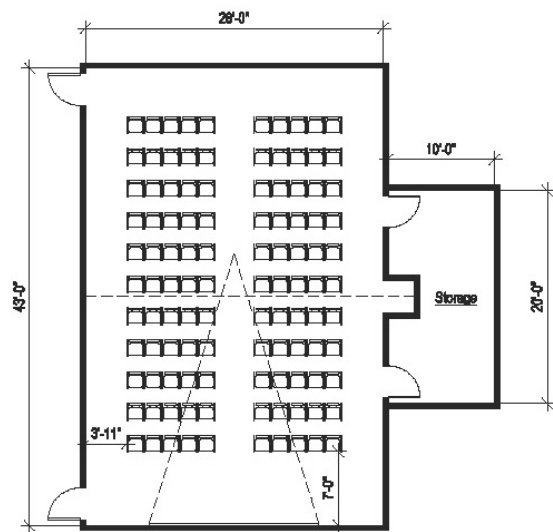


VERY LARGE PARTITIONED-2,190 NASF
STORAGE 250 NASF

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION



56 Seats

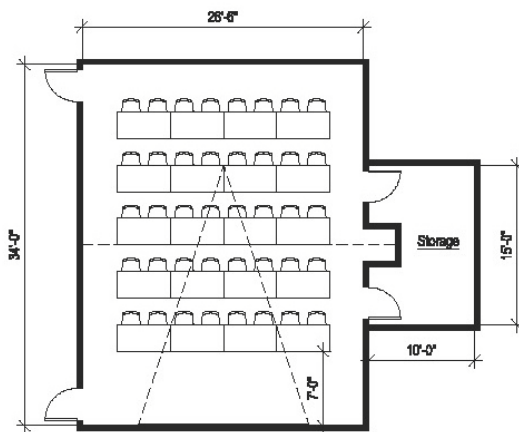


110 Seats

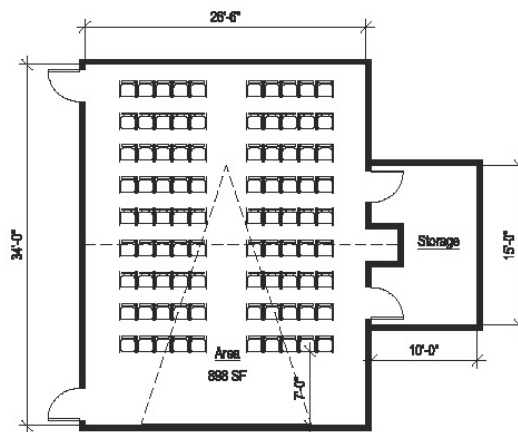


LARGE PARTITIONED-1,204 NASF
STORAGE 200 NASF

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION



42 Seats

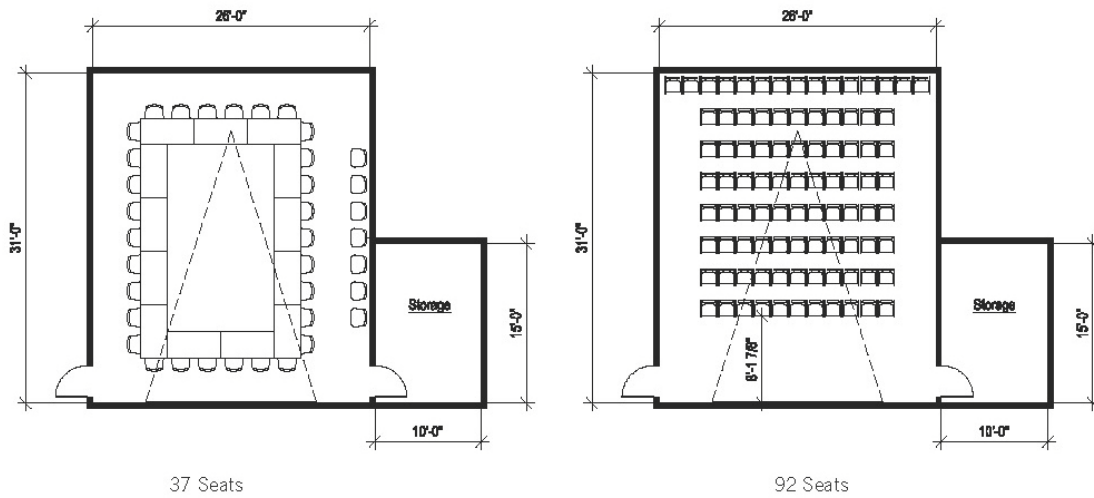


90 Seats



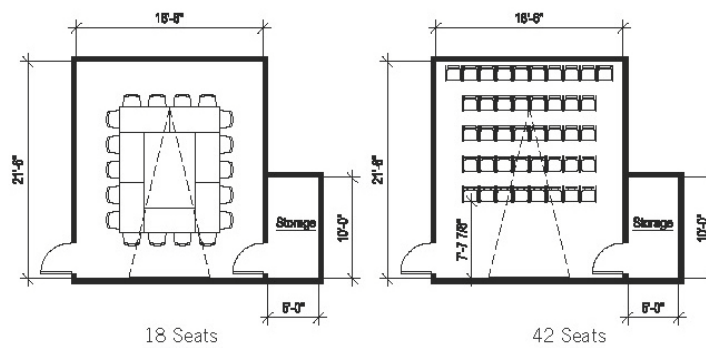
MEDIUM PARTITIONED-901 NASF
STORAGE 150 NASF

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION



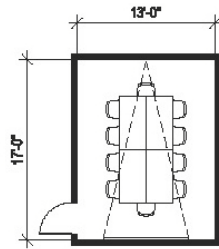
MULTI-PURPOSE-810 NASF
STORAGE 150 NASF

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION

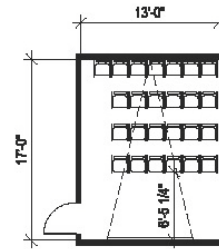


SMALL (18 SEATS) - 400 NASF
STORAGE 50 NSF

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION



10 Seats

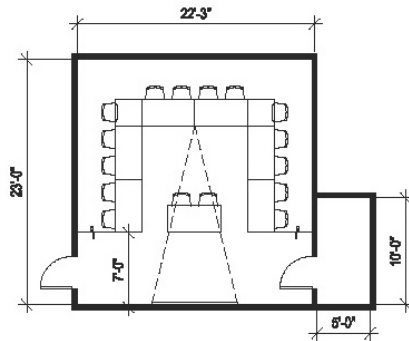


25 Seats

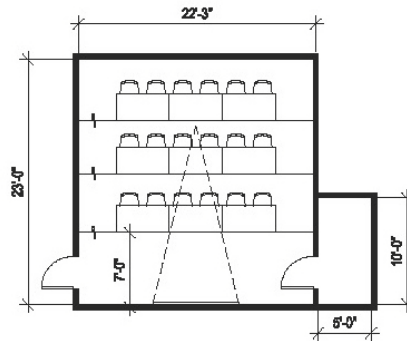


**SMALLER
MEETING/CONFERENCE ROOM**

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION



16 Seats

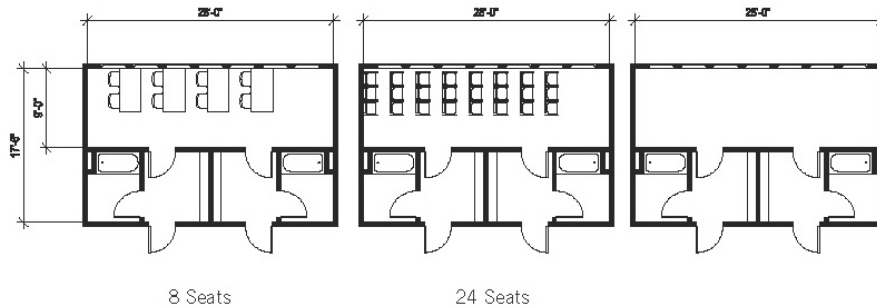


18 Seats



**EMU BOARD ROOM-506 NASF
STORAGE 50 NASF**

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION



REFLECTION/MEDITATION/ABSOLUTION ROOM -
492 NASF

MEETING / CONFERENCE ROOM
ERB MEMORIAL UNION
RENOVATION & EXPANSION

- d. Jessi and Wade stated that partitions in meeting rooms are not a high priority for Scheduling and Events Services. They present a maintenance issue.
- e. The Board Room in the program is also the VIP Room for the concert hall with built in displays and pull out tables. There are no platforms or fixed tables in this room.
- f. The EMU Board meets around a table. The table could be high-end, movable, flexible tables, not a large fixed table.
- g. The existing Board Room is 522 sf. Seating is provided around the perimeter of the room.
- h. The Multi-functional Auditorium size at 4,000 is good. An Oregon Bach Festival Practice Room does not require a space so large. Scheduling and Events Services would like to keep room at 4,000 sf for projected student uses.
- i. The "jello box" labeled as the Servery Room is really used for storage currently, storage of stage risers, etc. If the storage were relocated, it could again serve as a Servery Room since the plumbing infrastructure already exists.
- j. The existing Maple and Oak Conference Rooms are not usable because of acoustics and the lack of AC and ventilation. The glass windows and doors are also a distraction.
- k. The Gumwood Room and Ballroom cannot be used simultaneously. The existing partition wall does not acoustically separate the rooms. Either separate it with a proper sound wall or open it up permanently as one larger space.
- l. The Info Desk and Night Manager are currently combined in one space. They need to be separated. The Info Desk needs to be in a central location.