

Guide to Penn State Harrisburg Event Spaces 2012 – ITS @ Harrisburg 1/5/12

PSU Wireless and AT&T Visitor Wireless (for a Fee) networks are available in all locations.

Unless otherwise notes, please use the [Audio Visual Request](#) Form and the Student Activities Event Forms (for Students) to reserve space. All users are encouraged to attend training for the spaces they use. This document can be found at the ITS web site <http://hbg.psu.edu/its/>

(ITS) Requires ITS Department Setup

(H) Setup by Housing Staff

OLMSTED BUILDING:

Hanes Boardroom C-300 Booked through Chancellor's Office for external events only.

Video and Audio Teleconferencing

Multiple Wall Mounted Monitors

PA with Wireless Microphones - up to 6 microphones (lapel/tabletop)

LCD Projector and Large Screen

Podium with PC and DVD/VHS Player

Special Events Room E-139 Booked through Housing and Food Services.

Not available during M-F lunch times.

(ITS) PA system with Wireless Microphones – up to 2 wireless mics can be used at one time: handheld and/or lapel mics.

LCD Ceiling mounted projector and screen

Podium with PC and DVD/VHS Player

Stacks Stage – Dining Hall Booked through Housing and Food Service or Student Activities.

Musical Grade PA system for solo performers or small ensembles

Up to 4 wired microphones and 4 direct boxes (allows connection of musical instrument to PA system).

iPod playback through system

Ceiling mounted LCD Projector/Screen – for display of cable TV

(ITS) This area requires ITS setup

Conference Room C-113 Booked through Chancellor's Office

Cart with Computer and hook-up to projector/manual screen.

Phone for Audio Conferencing – need calling card to dial out.

Auditorium C-213 Reserved through the Registrar's Office

(ITS) PA system with up to 4 wireless microphones (handheld and/or lapel)

LCD Ceiling Mounted Projector/Screen

Podium with PC, DVD/VHS Player, and Mic

Room volume and other controls on Podium

Gallery Lounge W-107 Contact Student Activities for key

(ITS) PA system with up to 3 wireless microphones (handheld and/or lapel)

LCD Ceiling Mounted Projectors/screens – *2 possible room setups: Location 1 allows audience to face short wall; Location 2 audience faces long wall*

Podium with PC and DVD/VHS Player – may require (ITS) if podium needs to move.

Oliver Lagrone Center W-132 Contact Student Activities for Reserving – Clubs have priority.

PA system with 1 wireless mic – checked out from Student Activities

Podium with PC and DVD/VHS Player

Projector/Screen and Portable White Board

LIBRARY:

Morrison Gallery Library 101 Circulation Desk has key

Note this room normally has NO AV setup. *There are ONLY 2 room setups that allow use of AV equipment – setup 1 audience faces Short Wall; setup 2 audience faces Long wall*

(ITS) PA system with up to 4 wireless mics (handheld and/or lapel)

(ITS) Podium with PC

(ITS) Computer/Video Projection via up to 4 large LCD Monitors on wheeled stands

(ITS) DVD/VHS playback is available

Wall mounted controller for DVD/VHS/room volume

This Facility will be made “more permanent” this Spring or Summer

Capitol Union Building (CUB): Rooms (gym, quiet study, student center) must be reserved through Andrea Hoerner of Athletics.

Gym Note: This facility will be radically different come the Spring time

PA system with up to 4 wireless mics (located in locked AV Cabinet) and iPod Dock

NO INSTALLED Projection system or Computer.

This space is for audio only. Any other use (e.g., projecting Powerpoint) requires a special setup by both ITS and OPP and will result in the department or unit being charged for overtime.

Quiet Study 217

PA system with 1 wireless mic - handheld or lapel (cannot be used at same time) - available at CUB Front Desk.

Podium with PC and DVD/VHS Player

Ceiling mounted LCD Projector/Screen

Student Center 210

OPP needs to bring Podium out to stage for each event.

(ITS) PA system with up to 4 wireless mics (handheld and lapel)

Standard Podium with PC and DVD/VHS Player, mounted mic, controls for PA system and video playback on podium

3 LCD Ceiling Mounted Projectors/Screens – can display simultaneously – 2 AV room setups – Setup 1 audience faces North wall; Setup 2 audience faces East wall

COMMUNITY CENTER:

(H) **Multi-purpose Large Room CC-106** Booked through Housing and Food Services.

PA system with up to 4 wireless Mics

Standard Podium with PC and DVD/VHS Player; Controls for PA system and video playback

Projector/Screen