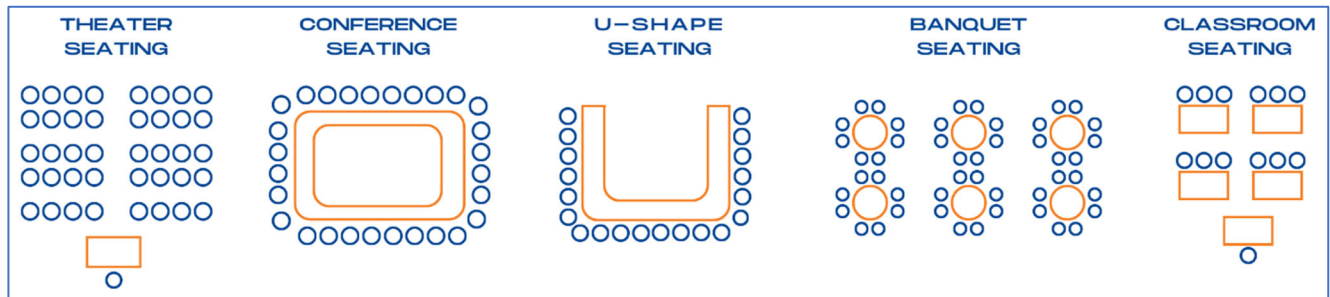


Life Safety Setup Standards

General Rules:

- ★ Unobstructed Exits, Aisles, Doors/Locks
 - ◆ Nothing may be setup in stairways, aisles, or exit routes.
- ★ Unobstructed Safety Equipment
 - ◆ Do not block or store materials in front of electrical panels, fire hydrants or extinguishers, eyewash stations/showers, or other safety equipment.
- ★ UC Equipment Security
 - ◆ All UC gear must be secure to avoid falling hazards, tripping hazards, or damage to people.



Standard Setup Information

- ★ **4' 6' 4' rule** – Aisles in the large rooms should be set up in the following way: Vertical aisles should be 6' wide and any additional aisles should be 4' wide, with the aisle widths repeating 4' and 6' appropriately.
- ★ Classrooms and Conference/U-Shape
 - ◆ In Bluebonnet and Carlisle Academy, we utilize 6' tables.
 - ◆ In all other rooms, we utilize 18" tables.
 - ◆ Generally, we will utilize standard UC event chairs unless the space has specialty chairs like in Palo Duro or Carlisle, and we will sit 3 chairs per table. However, 3 chairs are a little tight, so sometimes a customer might ask for – or if there is enough space, we can offer – to do the setup with 2 chairs per table instead of 3.
 - ◆ In a classroom setup, to allow for aisle accessway, there should be at least 19" from the back of chairs to following the row of tables.
- ★ Banquet
 - ◆ In Nueces (in the Commons), we have 6' circular tables that will sit 10 Commons event chairs comfortably.
 - ◆ For the upper UC we have 6' x 5' fold-and-roll style round tables that will sit 8 standard UC event chairs, 8 Palo Duro chairs, or 8 Academy chairs comfortably.
 - ◆ For Bluebonnet (and Foyer or sometimes Palo Duro) we have 6' x 5' folding top round tables that will sit 8 standard UC event chairs, 8 Palo Duro chairs, or 8 Academy chairs comfortably.

★ Theater

- ◆ In the large rooms, the maximum a row can be is 12 chairs before an aisle must be created (if applicable). Tables and aisles should follow the **4' 6' 4' rule**.
- ◆ In the midsize rooms, the maximum a row can be before an aisle must be created is 10 chairs; however, the aisle must be at least 6' wide if created.
- ◆ In the breakout rooms, we can have rows of up to 8 chairs before an aisle must be created, and the aisle must be at least 4' wide if created.
- ◆ In a theater setup, to allow for aisle accessway, there should be at least 12" from the back of chairs to fronts of the following row of chairs.

★ Activity Fair or Booth Style Setups

- ◆ 6' tables with, or without, chairs; must be set at least 2' apart (depending on space allowances). Tables can be tightly backed up against each other, but the aisle for the audience to walk through must be at least 6' in width.

★ Picnic

- ◆ 6' tables side-by-side, end-to-end with 3 chairs per side. Cannot be more than 3 tables in a row without an aisle.
- ◆ Tables and aisles should follow the **4' 6' 4' rule**.

Room Specific Protocols

★ Large Rooms – Bluebonnet, Rosebud, Foyer

- ◆ These rooms should always have a 6' perimeter from the wall except with Activity Fair or Booth Style (as these setups already have sufficient space to exit in the event of an emergency).
- ◆ In Bluebonnet, aisles are extremely important as the setups will commonly be for large groups of people.
 - Theater and Classroom style seating need to follow the **4' 6' 4' rule**. Classroom setups should be done with 6' tables as opposed to 18" tables like in mid-size or breakout rooms.
 - Banquet setup generally requires the tables be 6' apart from end to end. The rows are generally staggered – offset by a half-width of one table – to allow for more tables to fit in the space. In this setup, there must be 4' between each row of tables. If the rows are not staggered, then there should be a 6' perimeter around each table.
 - Conference style setups are rarely used in large event rooms.
- ◆ Rosebud is permanently setup as a theater; however, there should not be tables or chairs or other additional setup furnishings in the area between the back of house seating and exit doors. In addition, the side aisles should be kept clear at all times and never be used for storage.
- ◆ Foyer is an open lounge space, but when it is used for event purposes, the furnishings should be kept out of the public egress/ingress paths, or when required, there should be a 6' perimeter around all event furnishings.

- Doors to Bluebonnet, Rosebud, or any other spaces that empty into Foyer/CDC Atrium should always be kept clear at all times, or when required, there should be a 6' space given around all event furnishings.
- ♦ Trash Cans:
 - Bluebonnet has four public trash/recycle combo units, all on wheels to allow for easy movement as needed for event purposes.
 - Rosebud only has two public trash/recycle combo units that are placed just inside the doors; these are non-mobile.
 - Foyer has four public trash/recycle combo units that are placed around the space to allow for entry/exit into the space; these are non-mobile.
- ★ For the larger Midsize Rooms – Palo Duro, Rio Grande, Nueces
 - ♦ These rooms should always have a 6' perimeter from the wall except with Activity Fair or Booth Style (as these setups already have sufficient space to exit in the event of an emergency).
 - ♦ All these rooms have large capacities, so aisles are important.
 - ♦ Rio Grande is very much like Bluebonnet, just on a smaller scale:
 - Theater and Classroom style seating need to follow the **4' 6' 4' rule**. Classroom setups should be done with 18" tables.
 - Banquet setup generally requires the tables be 6' apart from end to end. The rows are generally staggered – offset by a half-width of one table – to allow for more tables to fit in the space. In this setup, there must be 4' between each row of tables. If the rows are not staggered, then there should be a 6' perimeter around each table.
 - Conference style setup can be done with 18" or 6' tables (depending on space allowances).
 - When building presenter's packages or dual-projector packages, the screens should be placed on small risers which will impact critical egress/ingress paths.
 - ♦ In Nueces, life safety ingress/egress paths are fairly straightforward.
 - Utilize 18" tables in the space for all conference and classroom setups.
 - Banquet setups feature the only circular tables we own, they have a 6' diameter and we can set 10 chairs per. Again, like the other larger rooms, we try to utilize staggered setup models for banquet in this room.

- ♦ Palo Duro is very unique. It has three different designations: It serves as lunchroom overflow on a daily basis for our Plaza food court, it is an open lounge space, and can be used for event purposes. There are *everyday* setups for the first two options, but for event purposes, there are the following things to be concerned about when planning or executing setups:
 - Use the Palo Duro-specific chairs for setups until we run out, then it is okay to mix them with standard event chairs from upstairs or Bluebonnet.
 - Event furnishings should be kept out of the public egress/ingress paths, or when required, there should be a 6' space given around all event furnishings. This especially holds true for the emergency egress paths along the entry wall into the Lounge.
- ♦ Trash Cans:
 - Palo Duro has three public trash/recycle combo units, and Rio Grande has two public trash/recycle combo units, all on wheels to allow for easy movement as needed for event purposes.
 - Nueces only has two public trash/recycle combo units that are placed just inside the doors to Nueces A and Nueces B; these are non-mobile.
- ★ For the smaller Midsize rooms – Carlisle, Red River/Concho – and the Breakout rooms – Guadalupe, San Jacinto/Neches/Pedernales, San Saba/Palo Pinto:
 - ♦ These rooms are small enough that we can do setups all the way to the wall, but middle aisles are required. Doors should always be kept clear at all times.
 - ♦ Utilize 18" tables for all conference and classroom setups.
 - ♦ Standard event chairs are used in all these spaces except Carlisle Suite (it has its own specific chairs.)
 - ♦ Red River and Concho each have a public trash/recycle combo unit; none of the other rooms listed above do.
 - ♦ Trash Cans:
 - Carlisle Suite has one public trash/recycle combo unit on wheels to allow for easy movement as needed for event purposes.
- ★ Preset Classrooms – Bosque, Frio, Caddo
 - ♦ No additional event furnishings may be added, these rooms are built to capacity.
 - ♦ No public trash cans are in these rooms.
- ★ Preset Boardrooms – Blanco, Pecos, Sabine in the UC, & Lavaca in Commons
 - ♦ No additional event furnishings may be added, with the exception of one additional 6' table against the wall (or two for Sabine)
 - ♦ No public trash cans are in these rooms.
- ★ Preset Chambers
 - ♦ No additional event furnishings may be added, with the exception of 1-2 extra 6' tables set on the west side of the room when needed or requested.
 - ♦ No public trash can in this room.