Room Reservation Options

Thank you for considering UWMC for your event location. We are excited to work with you to make your event a wonderful experience.

The following information is helpful in planning your event at UWMC. Please share your ideas and preferences when submitting your request in the “Description” area of the request form.

- Room Location preference:
  - Classroom (Cap. 15 - 45)
  - Terrace Room (Cap. up to 50)
  - Ahrnsbrak Room (Cap. up to 60)
  - Library Conference Room (Cap. 15)
  - Dean’s Conference Room (Cap. 20)
  - Small Lecture Hall (Cap. 90)
  - Large Lecture Hall (Cap. 192)
  - UWMC CCE Theater Seating Area (Cap. 362)
  - Auditorium Seating Area (cap. 230)
  - Large Dining Room (Cap. 125)
  - Gymnasium
  - Swimming Pool
  - Student Union

- Number of people expected to attend

- Food & refreshments – please visit our [Dining Services](#) webpage for ideas

- Table/Chair Arrangement Requests
  - This will only apply to special purpose rooms such as the Terrace Room, Ahrnsbrak Room, Dining Rooms, etc. where seating is flexible. It does not apply to classrooms, lecture halls or conference rooms.

- Other items requested:
  - Examples: Linens, China/glassware, or Disposables

- Equipment Needed:
  - computer equipment
  - moveable furniture
  - white board
  - projection screen
  - coat racks
  - reservation table
  - other, please specify

- Event request made by:
  - UWMC Student Sponsored Program
  - UWMC Faculty/Staff
  - Non Profit Organization
  - Business (For Profit)
  - Public or Private Education Agency
  - Government Agency

- Billing Information / Account number