



Campus Space Reservation Contacts

All reservations on campus should be made through [25Live](#). This is a guide of who oversees certain spaces on campus if you have further questions about the space you are reserving.

Location	Contact	Email
Center for Innovation	Mike Halloran	halloranm2@xavier.edu
Cintas Center (Arena and Auxiliary Gym)	Events and Conferences	conferenceservices@xavier.edu
Cintas Center (Banquet and Conference Rooms, Sedler Plaza)	Events and Conferences	conferenceservices@xavier.edu
Classrooms and Auditoriums	Office of the Registrar	xureg@xavier.edu
Conaton Board Room	Events and Conferences	conferenceservices@xavier.edu
Conaton Learning Commons (Tech Training Rooms and Terrace Space)	Megan Kickbush	kickbushm@xavier.edu
Edgecliff Hall Recital Hall	Olivia Wakefield	wakefieldo@xavier.edu
Gallagher Student Center (Rooms, Atriums, Outdoor Concourse, Patio)	Gallagher Student Center	studentcenter@xavier.edu
Gallagher Student Center (Theatre)	Stephen Skiles	skiless1@xavier.edu
Health United Building (4 th Floor - HUB 402, 1 st Floor – HUB 102/103)	Brenn Simmons	simmons6@xavier.edu
Health United Building (Rec Center Pool)	Dave Wiley	wileyd@xavier.edu
Health United Building (Rec Center, Multi-Sport Court, Basketball Courts)	Dave Wiley	wileyd@xavier.edu
Justice Atrium	Blake Girdler	girdlera@xavier.edu
McDonald Library Garden Lounge	Megan Kickbush	kickbushm@xavier.edu
Mission and Ministry Conference Rooms (Henretta Murray and Conway Library)	Ysela Stefanski	stefanskiy@xavier.edu
Musketeer Mezzanine Conference Rooms (Large, Small, Conference Room 3)	Amber Yuellig	yuelliga@xavier.edu
Outdoor Basketball and Sand Volleyball Courts	Brenn Simmons	simmons6@xavier.edu
Outdoor Sports Facilities (Corcoran Field and Hayden Field)	Events and Conferences	conferenceservices@xavier.edu
Park (Intramural) Field	Brenn Simmons	simmons6@xavier.edu
Smith Hall Atrium	Florina Held	heldf@xavier.edu
Smith Hall Conference Rooms (Smith 247, Smith 308, Smith 344)	Florina Held	heldf@xavier.edu
Surkamp Room	Pam Mack	mackp@xavier.edu
The Armory Drill Floor	Mike Kirch	kirchm@xavier.edu
Xavier Yard (North Yard, South Yard, Upper Yard, Academic Mall)	Blake Girdler	girdlera@xavier.edu