

**AVAILABLE XAVIER UNIVERSITY CONFERENCE ROOMS 2022-23**

<b>BUILDING / ROOM</b>	<b>CAPACITY</b>	<b>CONTACT - PHONE</b>	<b>NOTES</b>
<b>ALUMNI BUILDING</b>			
Surkamp Room	18 @ 1 table	Pam Mack - 3335	Larger room fits 5 or 6 round tables w/ 8 chairs each
2nd Fl Conf Room	10 @ 1 table	"	
Cafeteria - Lower level	65 - 70	"	Large room - booths & table/chairs
<b>COHEN</b>			
Cohen 158	12	Julie Heink - 3653	
<b>CONATON LEARNING COMMONS</b>			
Kennedy Auditorium (412)	172	Registrar's Office – 3941	Computer - Projector - Screen
		or xureg@xavier.edu	Computer hook-up - Screen
Geschke Terrace - 3rd Floor		Alison Morgan - 3931	
Geschke Terrace - 4th Floor		"	Useful for receptions in conjunction with 412 / 413
Geschke Terrace - 5th Floor		"	
<b>ELET HALL</b>			
Elet 304	8 - 10	Peg Bach - 3346	
<b>JUSTICE HALL</b>			
Mission & Identity			
Henretta-Murray Conference Room	20 - 40	Tim Sundrup - 3846	Computer - Solstice- Screen
Conway Library	12 max	"	Computer-Solstice-Screen
<b>GALLAGHER STUDENT CENTER</b>			
Arrupe Overlook	Theater style - 110	Ryan Spolar - 3228 or	Screen, Solstice, Microphones
	Boardroom - 40	Mazevo online or email	Other AV available in all spaces.
	Reception - 100	<a href="mailto:studentcenter@xavier.edu">studentcenter@xavier.edu</a>	
Arrupe Patio	Preset tables/chairs - 20	"	
	Standing - 100	"	
Clock Tower Lounge	Theatre style - 70	"	Screens, Solstice, Microphones
	Banquet - 60	"	
	Reception - 100	"	
GSC 214 - Mtg. Rm.	34	"	Projector Screen, Solstice, Whiteboard
GSC 251 - Mtg. Rm.	10	"	Screen and Whiteboard
GSC 330 - Mtg. Rm.	32	"	Projector and Screen, Solstice, Whiteboard
GSC 304 - Mtg. Rm.	14	Ashley Henkes 3166	Web hook-up - Dry erase board - Smartboard
GSC 310 - Mtg. Rm.	12	cfj@xavier.edu - 3567	Web hook-up - Dry erase board
<b>HINKLE HALL</b>			

Hinkle 201	15	Donna Wallace - 3544	Web Hook-up
<b>HUB</b>			
Room 402	min 75-max 200	Leslie Dulle	AV equipment
Room 103	Classroom-35	513-745-3209 or email	Projector/Display Monitor /Solstice/White Board
	Lecture-55	dulle@xavier.edu	
	Expanded Meeting-100		

Room 403	6	Tracy Jackson-3797	Audio/Visual Display Monitor
Room 405	12	"	Audio/Visual Display Monitor
<b>McDONALD LIBRARY</b>			
Room 130	36	Registrar's Office – 3941 or xureg@xavier.edu	Computer - Projector - Screen
First Floor Garden Area (inside)	50	Alison Morgan - 3931	

<b>MUSKETEER MEZZANINE</b>			
Musketeer Mezzanine Conference Room	15	Amber Yuellig-4281	Stationary conference room table with chairs
		Priority: Mezzanine Offices	Podium-Projector-Screen

<b>SCHOTT HALL</b>			
Schott 1001	10 @ 1 table	Pam Rose - 3464	
Schott 1010	15 @ 1 table	"	

<b>SCHMIDT HALL</b>			
Schmidt Room 306	6	Claudia Anderson - 3838	Web hook-up - Dry Erase Board - Screen
Conaton Board Room	Chairs only - 200	Nancy Sampson - 3501	Requires VP/Provost & Pres Office Approval
	Tables/Chairs - 130	"	
	Standing - 250	"	

<b>SMITH HALL</b>			
2nd Floor Tower Room (247)	Large table / 20 chairs	Fran Vido - 3236 or Florina Held - 3528	Web hook-up - Dry Erase Board - Screen
3rd Floor Tower Room (344)	Large table / 20 chairs	(same as above)	"
Exec Conference Room (308)	Large table / 36 chairs	(same as above)	Web hook-up and screen
Atrium / Lobby		"	Avail for special events only
Outside Terrace		"	Avail for special events only