**Information for Return to Campus Site Regarding Space**

**Event and Meeting Spaces**

As with common areas and classrooms on campus, event and meeting spaces now have significantly reduced capacity. See below for a centralized list of meeting and event spaces on campus:

### Gallagher Student Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Event Capacity</th>
<th>How To Reserve</th>
<th>Additional Info</th>
</tr>
</thead>
</table>
| Arrupe Overlook (will serve as open lounge space when not reserved) | Theater - 24  
Banquet - 40  
Classroom - 15  
Boardroom - 14 | Visit mymazevo.com and login with your Xavier credentials  
Or  
Email studentcenter@xavier.edu | Projector and Screen, Solstice, Microphones, Live Streaming, Zoom Capabilities |
| Clock Tower Lounge (will serve as open lounge space when not reserved) | Theater - 21  
Banquet - 32  
Classroom - 10  
Boardroom - 12 | | Screnes, Solstice, Microphones, Live Streaming, Zoom Capabilities |
| GSC 214 | Theater - 18  
Classroom - 12  
Boardroom - 10 | | Projector and Screen, Solstice, Whiteboard, Zoom Capabilities |
| GSC 330 | Theater - 15  
Classroom - 12  
Boardroom - 10 | | Projector and Screen, Solstice, Whiteboard, Zoom Capabilities |
| Lower Level Atrium (will serve as open lounge space when not reserved) | 52 | | Various AV Equipment Available |
| GSC Theater | 50 | | Stephen Skiles  
Skiless1@xavier.edu |

### Conaton Learning Commons

<table>
<thead>
<tr>
<th>Location</th>
<th>Event Capacity</th>
<th>How To Reserve</th>
<th>Additional Info</th>
</tr>
</thead>
</table>
| Kennedy Auditorium (412)     | 28             | Registrar’s Office  
513-745-3941  
xureg@xavier.edu  
https://www.aaiscloud.com/XavierU/Default.aspx | Computer, Projector, Screen, Microphone |
| Geschke Terrace - 3rd Floor  |                |                                       | Special Events Only - Typically Used as Study and Learning Space |
| Geschke Terrace - 4th Floor  |                |                                       | Special Events Only. Typically Used as Study and Learning Space |
| Geschke Terrace - 5th Floor (Space will be used as a reception and waiting area for students visiting the departments on the 5th floor of the CLC from 8-5 M-F.) |  | Alison Morgan  
513-745-3931  
morgan@xavier.edu | Special Events Only. Available 5pm weekdays and all day on weekends. Space must be re-set to original configuration at the conclusion of any event. |
### Health United Building

<table>
<thead>
<tr>
<th>Location</th>
<th>Event Capacity</th>
<th>How To Reserve</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUB 102/103</td>
<td>Classroom - 36</td>
<td>Glen Arnold</td>
<td>Projector and Screen, Microphone, Solstice</td>
</tr>
<tr>
<td>HUB 4th Floor Commons</td>
<td>Theater - 100</td>
<td><a href="mailto:arnoldg2@xavier.com">arnoldg2@xavier.com</a></td>
<td></td>
</tr>
<tr>
<td>(will serve as open lounge space when not reserved)</td>
<td>Classroom - 42</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Smith Hall

<table>
<thead>
<tr>
<th>Location</th>
<th>Event Capacity</th>
<th>How To Reserve</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Floor Tower Room (247)</td>
<td>Boardroom - 10</td>
<td>Rebekah Friedhoff</td>
<td>Dry Erase Board, Screen</td>
</tr>
<tr>
<td>3rd Floor Tower Room (344)</td>
<td>Boardroom - 10</td>
<td>513-745-3609 <a href="mailto:friedhoffer@xavier.edu">friedhoffer@xavier.edu</a></td>
<td>Dry Erase Board, Screen</td>
</tr>
<tr>
<td>Exec Conference Room (308)</td>
<td>Boardroom - 14</td>
<td></td>
<td>Screen</td>
</tr>
<tr>
<td>Atrium / Lobby</td>
<td></td>
<td></td>
<td>Available for Special Events Only</td>
</tr>
<tr>
<td>Outside Terrace</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cintas Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Event Capacity</th>
<th>How To Reserve</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room 1 (available to be booked when not held for classes)</td>
<td>Theater - 12 Banquet - 18 Classroom - 12</td>
<td>Marsha Burton 513-745-3449 <a href="mailto:burtonm@xavier.edu">burtonm@xavier.edu</a></td>
<td>Technology Available Some Rental Charges Apply</td>
</tr>
<tr>
<td>Conference Room 2 (available to be booked when not held for classes)</td>
<td>Theater - 12 Banquet - 18 Classroom - 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room ½ (available to be booked when not held for classes)</td>
<td>Theater - 20 Banquet - 36 Classroom - 24 Boardroom - 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 3 (available to be booked when not held for classes)</td>
<td>Theater - 12 Banquet - 18 Classroom - 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 4 (available to be booked when not held for classes)</td>
<td>Theater - 12 Banquet - 18 Classroom - 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 5 (available to be booked when not held for classes)</td>
<td>Theater - 12 Banquet - 18 Classroom - 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Room 4/5 (available to be booked when not held for classes)</td>
<td>Theater - 20 Banquet - 36 Classroom - 24 Boardroom - 18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Information for Return to Campus Site Regarding Space

<table>
<thead>
<tr>
<th>Banquet Room 1</th>
<th>Theater - 36</th>
</tr>
</thead>
<tbody>
<tr>
<td>(will serve primarily as quiet study space between 8a-5p)</td>
<td>Banquet - 42</td>
</tr>
<tr>
<td></td>
<td>Classroom - 32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banquet Room 2</th>
<th>Theater - 72</th>
</tr>
</thead>
<tbody>
<tr>
<td>(will serve primarily as quiet study space between 8a-5p)</td>
<td>Banquet - 168</td>
</tr>
<tr>
<td></td>
<td>Classroom - 60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banquet Room 1 &amp; 2</th>
<th>Theater - 114</th>
</tr>
</thead>
<tbody>
<tr>
<td>(will serve primarily as quiet study space between 8a-5p)</td>
<td>Banquet - 264</td>
</tr>
<tr>
<td></td>
<td>Classroom - 100</td>
</tr>
</tbody>
</table>

### Outdoor Event Spaces

<table>
<thead>
<tr>
<th>Location</th>
<th>How To Reserve</th>
<th>Additional Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bishop Fenwick Green Roof (Upper Yard)</td>
<td>Office of Student Involvement</td>
<td><a href="http://cglink.me/s27165">http://cglink.me/s27165</a></td>
</tr>
<tr>
<td>Husman Stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Mall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gallagher South Patio</td>
<td>Visit <a href="https://www.xavier.edu/student-involvement/documents/outdoor-event-space-policy.pdf">mymazevo.com</a> and login with your Xavier credentials Or Email <a href="mailto:studentcenter@xavier.edu">studentcenter@xavier.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ryan’s Patio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gallagher Concourse</td>
<td>Email <a href="mailto:studentcenter@xavier.edu">studentcenter@xavier.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

For academic spaces such as classrooms, contact the Registrar’s Office

513-745-3941

[xureg@xavier.edu](mailto:xureg@xavier.edu)

Or submit reservation requests at: [https://www.aaiscloud.com/XavierU/Default.aspx](https://www.aaiscloud.com/XavierU/Default.aspx)