

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			
Location	Event Capacity	How To Reserve	Additional Info
Arrupe Overlook (will serve as open lounge space when not reserved)	Theater - 24 Banquet - 40 Classroom - 15 Boardroom - 14	Visit www.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		Screens, 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			
Location	Event Capacity	How To Reserve	Additional Info
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		Alison Morgan 513-745-3931 morgan@xavier.edu	Special Events Only - Typically Used as Study and Learning Space
Geschke Terrace - 4th Floor			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.
Geschke Terrace - 5th Floor (Space will be used as a reception and waiting area for students visiting the departments on the 5 th floor of the CLC from 8-5 M-F).			

Health United Building			
Location	Event Capacity	How To Reserve	Additional Info
HUB 102/103	Classroom - 36	Glen Arnold 513-745-3671 arnoldg2@xavier.com	Projector and Screen, Microphone, Solstice
HUB 4th Floor Commons (will serve as open lounge space when not reserved)	Theater - 100 Classroom - 42		

Smith Hall			
Location	Event Capacity	How To Reserve	Additional Info
2nd Floor Tower Room (247)	Boardroom - 10	Margie Simon 513-745-4272 Simonm2@xavier.edu	Dry Erase Board, Screen
3rd Floor Tower Room (344)	Boardroom - 10		Dry Erase Board, Screen
Exec Conference Room (308)	Boardroom - 14		Screen
Atrium / Lobby Outside Terrace			Available for Special Events Only

Cintas Center			
Location	Event Capacity	How To Reserve	Additional Info
Conference Room 1 (available to be booked when not held for classes)	Theater - 12 Banquet - 18 Classroom - 12	Donna Berns 513-745-3470 bernsd@xavier.edu	Technology Available Some Rental Charges Apply
Conference Room 2 (available to be booked when not held for classes)	Theater - 12 Banquet - 18 Classroom - 12		
Conference Room ½ (available to be booked when not held for classes)	Theater - 20 Banquet - 36 Classroom - 24 Boardroom - 18		
Conference Room 3 (available to be booked when not held for classes)	Theater - 12 Banquet - 18 Classroom - 12		
Conference Room 4 (available to be booked when not held for classes)	Theater - 12 Banquet - 18 Classroom - 12		
Conference Room 5 (available to be booked when not held for classes)	Theater - 12 Banquet - 18 Classroom - 12		
Conference Room 4/5 (available to be booked when not held for classes)	Theater - 20 Banquet - 36 Classroom - 24 Boardroom - 18		

Banquet Room 1 (will serve primarily as quiet study space between 8a-5p)	Theater - 36 Banquet - 42 Classroom - 32		
Banquet Room 2 (will serve primarily as quiet study space between 8a-5p)	Theater - 72 Banquet - 168 Classroom - 60		
Banquet Room 1 & 2 (will serve primarily as quiet study space between 8a-5p)	Theater - 114 Banquet - 264 Classroom - 100		

Outdoor Event Spaces		
Location	How To Reserve	Additional Info
Bishop Fenwick Green Roof (Upper Yard)	Office of Student Involvement http://cglink.me/s27165	https://www.xavier.edu/student-involvement/documents/outdoor-event-space-policy.pdf
Xavier Yard		
Husman Stage		
Academic Mall		
Gallagher South Patio	Visit www.mymazevo.com and login with your Xavier credentials Or Email studentcenter@xavier.edu	
Ryan's Patio		
Gallagher Concourse		

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

513-745-3941

xureg@xavier.edu

Or submit reservation requests at: <https://www.aaiscloud.com/XavierU/Default.aspx>