

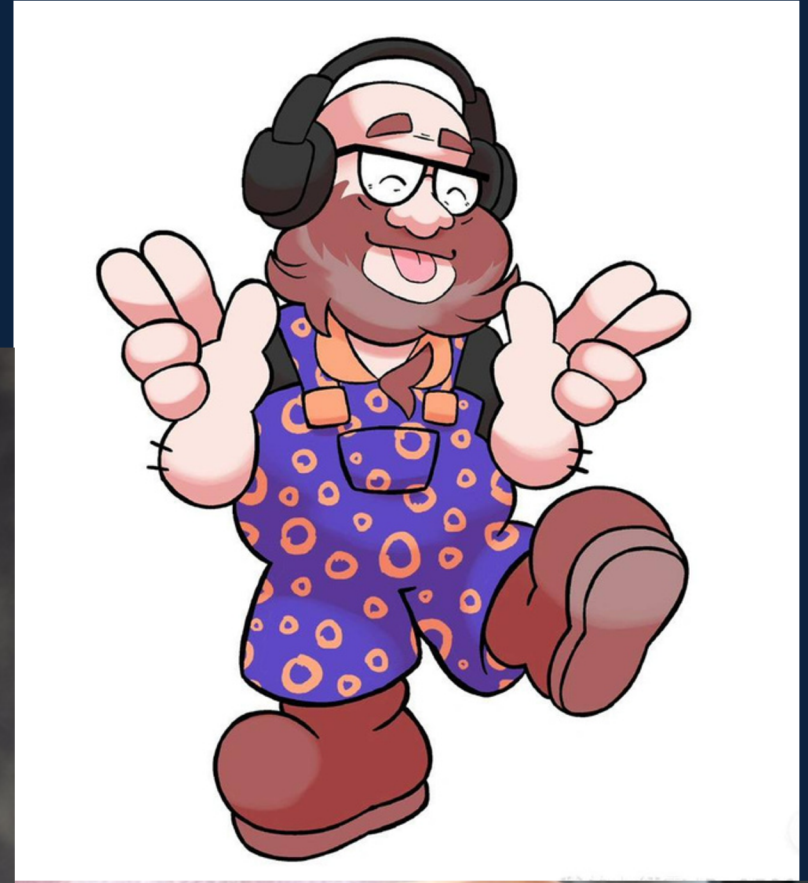
ACCESSIBLE SPACE USAGE & BOOKING

**Presented by:
Alex J. Collins III, M.S.Ed.
Manager of the Gallagher Student Center**

AGENDA

- Introductions
- Expectations & Outcomes
- Accessibility & Event Planning
- Reserving space
 - Gallagher, Health United Building (HUB), Xavier Yard, & Justice Hall
 - Classroom Reservations

HI, NICE TO MEET YOU



EXPECTATIONS & OUTCOMES

- Please ask questions, we're all learning
- Planet Fitness style learning
- It's okay to laugh (at me or my jokes)
- By participating in this training, you should understand and be able to use Mazevo for room reservations in the Gallagher Student Center (GSC), Health United Building (HUB), Xavier Yard & Academic Mall, and Justice Hall
- By participating in this training, you should have the ability to discern accessibility options for planning and executing a program

ACCESSIBLE PLANNING

- Why does this matter?
- General Identity-Based Accessibility
- Handy-Dandy Checklist
- What else can we do?

RESERVING SPACE

- Mazevo
 - Gallagher Student Center
 - Health University Building (HUB)
 - Justice Hall
 - Xavier Yard
- Astra
 - Classrooms (XUReg@Xavier.edu)

PLANNING

- Things to think about
 - Is this a tabling event, a recurring meeting, or a special event?
 - Where does hosting my event make sense?
 - What Audio/Visual tech do I need?
 - How many people do we expect?
 - What setup do you think you need?
 - How much time to set up the event?
 - How much time to clean after the event?

MAZEVO

- MyMezevo.com (Log in with your Xavier email)
- Events must be affiliated with a Xavier Department, Office, or Student Organization
 - Individual/personal events will not be hosted (ie, study group, project, birthday celebrations)
- If you'd like to host personal events, please reach out to ConfereceServices@Xavier.edu

RESERVATIONS IN MAZEVO

- When creating a new event, we need the following information
 - Organization (If you don't see your organization, contact Collinsa27@xavier.edu)
 - Contact (if you're not in the system, you can add yourself)
 - Number of People (how many will be attending your event, tabling events should be 1-4 so we know how many chairs to provide)

RESERVATIONS IN MAZEVO

- Start & End Time
 - Specify Customer Access Time → Let us know that you want to get into the space ahead of the event time itself
- Repeat
 - Is this a regular event? If so, please let us know the frequency with which you would like to use the space. Space is limited, and your org is limited to recurring space usage
- Date/Dates
 - Choose what makes sense for the start & end time you provided above

RESERVATIONS IN MAZEVO

- Search By Building
 - Gallagher Student Center (GSC)
 - Health United Building (HUB)
 - Justice Hall
 - Xavier Yard
- When you hit “Find Rooms” only available spaces that your reservation request meets will populate
 - Unavailable Rooms will show up and say if the space is being used or if your number of attendees is outside of capacity limits
- Room Setup
 - Be as specific as possible

SETUP TYPES

- Banquet - Round tables with 6/8 chairs
- Boardroom - Rectangular tables facing each other
- Circle of Chairs - Chairs only facing inward
- Classroom - Columns of tables with chairs facing the podium or projector screen
- Normal Lounge - no changes made to the space
- Theatre - Chairs only facing the podium or projector screen
- U-Shape - Rectangular tables make a U-shape facing the podium or projector screen
- Special - case by case basis, work with Building Managers; additional fees may occur

AUDIO/VISUAL NEEDS

- All spaces come with a projector & screen
- Larger spaces often have speaker systems for microphones
 - Make sure you're aware of your needs
- Some requests may require payment, including after-hours events, additional microphones, stage pieces, pipe & drape, and more
 - Ask questions to the individual in charge of the room reservation process for the building you wanna use!

GALLAGHER STUDENT CENTER (GSC)

Questions: StudentCenter@Xavier.Edu

- Lower Level Lounge - capacity 25 - 150
- 1st Floor Atrium - capacity 20 - 150
- Arrupe Overlook - capacity 25 - 120
- Indoor Tabling - 1 table, up to 4 chairs
- Outdoor Tabling - 1 table, up to 4 chairs
- 2nd Floor Atrium - capacity 25 - 150
- 214 Meeting Room - capacity 3 - 32
- 251 Meeting Room - capacity 2 - 8
- 330 Meeting Room - capacity 3 - 32
- Clock Tower Lounge - capacity 20 - 80
- Board & Card Games
- Outdoor Games & Sports Equipment
- Laptop & Charger

HEALTH UNITED BUILDING

Questions: simmons6@xavier.edu

- HUB 102/103 - capacity 3 - 75
- HUB 402 - capacity 3 - 200

JUSTICE HALL

Questions: GirdlerA2@Xavier.edu

- Indoor Tabling - 1 table, up to 4 chairs

XAVIER YARD

Questions: GirdlerA2@xavier.edu

- Academic Mall
- North Yard
- South Yard
- Upper Yard

COMMON POLICIES

- Please clean up after your event
 - Any messes you made, if you moved furniture
 - Cleaning fees will be assigned if necessary
- No glitter, sand, paint, balloons, or pets without prior authorization, AND must be in a designated location
- Please start and end events promptly
- Ask for help at the front desk
- Reservations will not be approved until they're in EngageXU

QUESTIONS?