

Campus Space Reservation Contacts

Reserving Space

Student Organizations often need to reserve space on campus either for weekly meetings or for hosting an event sponsored by the group. Below are contacts on campus for reserving various space.

Indoor Locations

Location	Contact	Email	Phone
Alumni Center (Surkamp Family, Basement)	Pam Mack	mackp@xavier.edu	X5420
Bellarmino Chapel	Melissa Batka	batka@bellarminochapel.org	X3306
Brockman Hall (Tucker's Lounge)	Morgan Gill	gillm8@xavier.edu	x3323
Brueggeman Center	Cynthia Cummins	brueggemancenter@xavier.edu	x3922
Buenger Hall (Music or Meeting Rooms)			
Center for Faith & Justice (Loyola Room)	Katie Minning	minning@xavier.edu	x3567
Cintas Center (Arena & Auxiliary Gym)	Ashley Woolford	Woolford1@xavier.edu	x1998
Cintas Center (Banquet & Conference Rooms)	Ashley Woolford	Woolford1@xavier.edu	x1998
Classrooms & Auditoriums	Michael Svihlik	svihlikmc@xavier.edu or xureg@xavier.edu	x3942
Commons Apartments (First Floor Lounge)	Allison Kumar	Kumara2@xavier.edu	x4998
Conaton Board Room	Mary Ballou	balloum@xavier.edu	x3202
Conaton Learning Commons (Technology Training Rooms, Terrace Space, Study Rooms)	Alison Morgan	morgan@xavier.edu	x3931
Edgecliff Hall Recital Hall	Linda Niehaus	niehausl3@xavier.edu	x3801
Gallagher Student Center (Rooms & Atriums)	GSC	studentcenter@xavier.edu	x3205
Gallagher Student Center (Theatre)	Stephen Skiles	skiless1@xavier.edu	x3578
Husman Hall (Basement)	Hannah Sanders	Sandersh1@xavier.edu	x3367
Justice Atrium (Lounges)	Derick Logan	Logand3@xavier.edu	x3543
Justice Atrium (Main Lobby)	Jill Finch	finchj1@xavier.edu	x3004
Kuhlman Hall (First Floor Lounge)	Amy Brown	Brown99@xavier.edu	x3125
McDonald Library Garden Lounge	Alison Morgan	morgan@xavier.edu	x3931
Musketeer Mezzanine Conference Room	Res Life	reslife@xavier.edu	x3203
Smith Hall Boardroom	Margie Simon	simonm2@xavier.edu	X4272
The Health United Building (4 th floor HUB 402/1 st floor HUB room 102/103)	Glenn Arnold	Arnoldg2@xavier.edu	x3671
The Health United Building (Rec Center, Main Gym, Multi-Sport Court, Basketball Courts)	Vosler Taylor	Taylorv2@xavier.edu	x3254
The Health United Building (Rec Center Pool)	Jillian Dolciato	dolciatoj@xavier.edu	x2856
Village Apartments (Multipurpose Room)	Allison Kumar	Kumara2@xavier.edu	x4998

Outdoor Locations

Venue	Approval Representative	E-Mail	Phone
Buenger Courtyard			
Cintas Center Sedler Plaza	Ashley Woolford, Cintas	Woolforda1@xavier.edu	x1998
Commons Courtyard	Allison Kumar, Residence Life	Kumara2@xavier.edu	x4998
Gallagher Student Center Awning, Concourse, Patio	Gallagher Student Center	studentcenter@xavier.edu	x3205
Husman/Kuhlman Backyard	Hannah Sanders, Residence Life	Sandersh1@xavier.edu	x3367
Outdoor Basketball and Sand Volleyball Courts	David Wiley, Recreational Sports	wileyd@xavier.edu	x3094
Outdoor Sports Facilities (Soccer Complex, Hayden Field)	Ashley Woolford, Cintas	Woolforda1@xavier.edu	x1998
Park (Intramural) Field	David Wiley, Recreational Sports	wileyd@xavier.edu	x3094
Village Courtyard	Allison Kumar, Residence Life	Kumara2@xavier.edu	x4998