

## 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	<a href="mailto:mackp@xavier.edu">mackp@xavier.edu</a>	X3335
Bellarmino Chapel	Mary Stutler	<a href="mailto:stutler@bellarmino-chapel.org">stutler@bellarmino-chapel.org</a>	x3306
Brockman Hall (Tucker's Lounge)	Anderson Reeves	<a href="mailto:reevesa7@xavier.edu">reevesa7@xavier.edu</a>	x3323
Buenger Hall (Music or Meeting Rooms)	Mykaela Freeman	<a href="mailto:freemanm13@xavier.edu">freemanm13@xavier.edu</a>	x4217
Center for Faith & Justice (Loyola Room)	Nikki Black	<a href="mailto:Blackn1@xavier.edu">Blackn1@xavier.edu</a>	x3567
Cintas Center (Arena & Auxiliary Gym)	Candice Elkin	<a href="mailto:elkinc@xavier.edu">elkinc@xavier.edu</a>	x4874
Cintas Center (Banquet & Conference Rooms)	Candice Elkin	<a href="mailto:elkinc@xavier.edu">elkinc@xavier.edu</a>	x4874
Classrooms & Auditoriums	Michael Svihlik	<a href="mailto:svihlikmc@xavier.edu">svihlikmc@xavier.edu</a> or <a href="mailto:xureg@xavier.edu">xureg@xavier.edu</a>	x3942
Commons Apartments (First Floor Lounge)	Timothy Reese	<a href="mailto:reese4@xavier.edu">reese4@xavier.edu</a>	x4998
Conaton Board Room	Mary Ballou	<a href="mailto:balloum@xavier.edu">balloum@xavier.edu</a>	x3202
Conaton Learning Commons (Technology Training Rooms, Terrace Space, Study Rooms)	Alison Morgan	<a href="mailto:morgan@xavier.edu">morgan@xavier.edu</a>	x3931
Edgecliff Hall Recital Hall	Shelley Barsan	<a href="mailto:barsans1@xavier.edu">barsans1@xavier.edu</a>	x3801
Gallagher Student Center (Rooms & Atriums)	Student Center	<a href="mailto:studentcenter@xavier.edu">studentcenter@xavier.edu</a>	x3228
Gallagher Student Center (Theatre)	Stephen Skiles	<a href="mailto:skiless1@xavier.edu">skiless1@xavier.edu</a>	x3578
Husman Hall (Basement)	Hannah Sanders	<a href="mailto:Sandersh1@xavier.edu">Sandersh1@xavier.edu</a>	x3367
Justice Atrium (Lounges)	John Schaller	<a href="mailto:schallerj1@xavier.edu">schallerj1@xavier.edu</a>	x3543
Justice Atrium (Main Lobby)	Jill Finch	<a href="mailto:finchj1@xavier.edu">finchj1@xavier.edu</a>	x3004
Kuhlman Hall (First Floor Lounge)	Bri Dowell-Howko	<a href="mailto:dowellhowkob@xavier.edu">dowellhowkob@xavier.edu</a>	x3125
McDonald Library Garden Lounge	Alison Morgan	<a href="mailto:morgan@xavier.edu">morgan@xavier.edu</a>	x3931
Musketeer Mezzanine Conference Room	Res Life	<a href="mailto:reslife@xavier.edu">reslife@xavier.edu</a>	x3203
Smith Hall Boardroom	Florina Held	<a href="mailto:heldf@xavier.edu">heldf@xavier.edu</a>	x3528
The Health United Building (4 <sup>th</sup> floor HUB 402/1 <sup>st</sup> floor HUB room 102/103)	David Wiley	<a href="mailto:wileyd@xavier.edu">wileyd@xavier.edu</a>	x3094
The Health United Building (Rec Center, Main Gym, Multi-Sport Court, Basketball Courts)	David Wiley	<a href="mailto:wileyd@xavier.edu">wileyd@xavier.edu</a>	X3094
The Health United Building (Rec Center Pool)	David Wiley	<a href="mailto:wileyd@xavier.edu">wileyd@xavier.edu</a>	X3094
Village Apartments (Multipurpose Room)	Timothy Reese	<a href="mailto:Reese4@xavier.edu">Reese4@xavier.edu</a>	x4998

#### Outdoor Locations

Venue	Approval Representative	E-Mail	Phone
Buenger Courtyard	Mykaela Freeman, Residence Life	<a href="mailto:freemanm13@xavier.edu">freemanm13@xavier.edu</a>	x4217
Cintas Center Sedler Plaza	Candice Elkin, Cintas Center	<a href="mailto:elkinc@xavier.edu">elkinc@xavier.edu</a>	x4874
Commons Courtyard	Timothy Reese, Residence Life	<a href="mailto:reese4@xavier.edu">reese4@xavier.edu</a>	x4998
Gallagher Student Center Awning, Concourse (covered area)	Gallagher Student Center	<a href="mailto:studentcenter@xavier.edu">studentcenter@xavier.edu</a>	x3228
Husman/Kuhlman Backyard	Hannah Sanders, Residence Life	<a href="mailto:Sandersh1@xavier.edu">Sandersh1@xavier.edu</a>	x3367
Nexus Garden	Tim Severyn, Bellarmino Chapel	<a href="mailto:severynte@xavier.edu">severynte@xavier.edu</a>	x1908
Outdoor Basketball and Sand Volleyball Courts	Travis Rawe, Recreational Sports	<a href="mailto:rawet@xavier.edu">rawet@xavier.edu</a>	x3208
Outdoor Sports Facilities (Soccer Complex, Hayden Field)	Candice Elkin, Cintas	<a href="mailto:elkinc@xavier.edu">elkinc@xavier.edu</a>	x4874
Park (Intramural) Field	Travis Rawe, Recreational Sports	<a href="mailto:rawet@xavier.edu">rawet@xavier.edu</a>	x3254
Village Courtyard	Timothy Reese, Residence Life	<a href="mailto:reese4@xavier.edu">reese4@xavier.edu</a>	x4998