

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	X3335
Bellarmine Chapel	Lisa Durr	durr@bellarminechapel.org	x3306
Buenger Hall (Music or Meeting Rooms)	Heather Burgess	burgessh1@xavier.edu	x4217
Center for Faith & Justice (Loyola Room)	Nikki Black	blackn1@xavier.edu	x3567
Cintas Center (Arena & Auxiliary Gym)	Sarah Strack	stracks@xavier.edu	X3899
Cintas Center (Banquet & Conference Rooms)	Sarah Strack	stracks@xavier.edu	X3899
Classrooms & Auditoriums	Michael Svihlik	svihlikmc@xavier.edu or xureq@xavier.edu	x3942
Commons Apartments (First Floor Lounge)	Menyada Anderson	andersonm42@xavier.edu	x4998
Conaton Board Room	Derek Goeglein	goegleind@xavier.edu	x3394
Conaton Learning Commons (Technology Training Rooms, Terrace Space, Study Rooms)	Alison Morgan	morgan@xavier.edu	x3931
Edgecliff Hall Recital Hall	Olivia Wakefield	wakefieldo@xavier.edu	x3801
Gallagher Student Center (Rooms & Atriums)	Student Center	studentcenter@xavier.edu	x3228
Gallagher Student Center (Theatre)	Stephen Skiles	skiless1@xavier.edu	x3578
Husman Hall (Basement)	Rosie Marino	marinor3@xavier.edu	x3367
Justice Atrium (Lounges)	Jeb Ivory	ivoryj@xavier.edu	x3543
Justice Atrium (Main Lobby)	Blake Girdler	girdlera2@xavier.edu	x3004
Kuhlman Hall (First Floor Lounge)	Tye Morton	Morton4@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	Florina Held	heldf@xavier.edu	x3528
The Health United Building (4 th floor HUB 402/1 st floor HUB room 102/103)	Brenn Simmons	Simmons6@xavier.edu	X3671
The Health United Building (Rec Center, Main Gym, Multi-Sport Court, Basketball Courts)	David Wiley	wileyd@xavier.edu	X3094
The Health United Building (Rec Center Pool)	David Wiley	wileyd@xavier.edu	X3094
Village Apartments (Multipurpose Room)	Menyada Anderson	Andersonm42@xavier.edu	x4998

Outdoor Locations

Venue	Approval Representative	E-Mail	Phone
Buenger Courtyard	Heather Burgess, Residence Life	burgessh1@xavier.edu	x4217
Cintas Center Sedler Plaza	Sarah Strack	stracks@xavier.edu	X3899
Commons Courtyard	Menyada Anderson, Residence Life	andersonm42@xavier.edu	x4998
Gallagher Student Center Awning, Concourse (covered area)	Gallagher Student Center	studentcenter@xavier.edu	x3228
Husman/Kuhlman Backyard	Rosie Marino, Residence Life	marinor3@xavier.edu	x3367
Nexus Garden	Tim Severyn, Bellarmine Chapel	severynte@xavier.edu	x1908
Outdoor Basketball and Sand Volleyball Courts	Nave' Winn, Recreational Sports	winnn@xavier.edu	x3208
Outdoor Sports Facilities (Soccer Complex, Hayden Field)	Sarah Strack	stracks@xavier.edu	X3899
Park (Intramural) Field	Brenn Simmons, Recreational Sports	simmons6@xavier.edu	X3671
Village Courtyard	Menyada Anderson, Residence Life	andersonm42@xavier.edu	x4998