

Venue	Capacity	Appropriate Use	Contact	Restrictions/Special Circumstances
Armstrong 11	25	Video/Films	Audio Visual Office	
Armstrong 32 (Block Box)	100	Theatre productions	Drama Department	
Armstrong Board Room	25	Meetings, meals	President's Office	
Armstrong Classrooms		Meetings, meals	Master calendar scheduling	Available evenings and weekends
Armstrong Graduation Quad		athletic events, concerts, picnics, special events	Master calendar scheduling	
Armstrong West Quad		Athletic events, concerts, picnics	Master calendar scheduling	
Armstrong Great Hall	200	Receptions, art exhibits	Master calendar scheduling	
Armstrong Theatre	800	Theatre productions, films, lectures, performances	Master calendar scheduling	Requires approval of Drama Department *
Baca Grande		Classes, retreats	Southwest Studies	
Barnes/Olin Quad		Picnics, special events	Master calendar scheduling	
Bemis Exile Room	14	Meetings, luncheons	Master calendar scheduling	
Bemis Great Hall	150	lectures, films, receptions, concerts, parties	Master calendar scheduling	
Bemis Lounge	125	speakers, programs, receptions	Bemis Desk	
Bemis/McGregor Quad		picnics, special events	Master calendar scheduling	
Benjamin's	200	concerts, parties	Master calendar scheduling	After 6 PM only
Boettcher Basement	25	Meetings	Boettcher Office	
Coburn Art Gallery	120	Art Exhibits only	Art Department	
Cossitt Amphitheatre	200	Musical events, parties	Master calendar scheduling, permission of Dance Department Required	E: Shaylan cc: Lynnette Alcohol will not be permitted
Cossitt Dance Studios		Classes, rehearsals	Dance Department	
Cossitt Gym	150	dance performances, classes, rehearsals	Master calendar scheduling, permission of Dance Department required	E: Shaylan cc: Lynnette
Cutler Quad		athletic events, concerts, picnics, special events	Master calendar scheduling	
Donald Autrey Field		athletic events, concerts, picnics, special events	Master calendar scheduling	
East Campus North Quad		events, concerts, picnics, special events	Master calendar scheduling	
East Rastall	150	concerts, parties	Master calendar scheduling	After 8 PM only
Gates Common Room	200	Meetings, lectures, films, special events	Master calendar scheduling	Available evenings and weekends 5 p.m.
Gaylord Hall	120/185 300/350	Lectures, films, dinners, performances Receptions, parties, concerts	Master calendar scheduling	
Gilmore Stabler Cabin	35	classes, retreats	Master calendar scheduling	
Hamlin House	24	Meetings, receptions	Bemis Desk	
Honnen Ice Rink		Recreation	Honnen Ice Rink Office	
Human Resources Conference Room	15	Meetings	Human Resources	
Juan Reid Gymnasium	1000	Athletic Events, concerts	Athletic Department	
Language House Quad		picnics, special events	Master calendar scheduling	
Lennox Lounge (upstairs Worner Campus Center	60	Receptions / Parties	Master calendar scheduling	
Loomis Grassy Quad		athletic events, concerts, picnics, special events	Master calendar scheduling	
Loomis Lounge	175	lectures, meeting	Loomis Desk	
Mathias Lounge	150	Speakers, films, receptions	Mathias Desk	
Mathias North Quad		athletic events, concerts, picnics, special events	Master calendar scheduling	

\* Take request; email Shaylan, Thos, & Christian Medovich (cc: Lynnette)

Mathias Soccer Field		athletic events, concerts, picnics, special events	Master calendar scheduling	
Max Kade Theatre	90	lectures, films, special events	German Department	yes, Film Series
McHugh Commons	120	lectures, films, meetings, meals		
Olin 185	50	Speakers, films	Master calendar scheduling	Available evenings and weekends
Olin Fishbowl	75	Meetings, receptions	Master calendar scheduling	Available evenings and weekends
Olin I	150	Lectures, films, meetings	Master calendar scheduling	Available evenings and weekends
Packard Performance Hall	300	Performances, lectures, films	Master calendar scheduling	E: Judy cc: Lynnette Music Department
Palmer Classrooms		Meetings	Master calendar scheduling	
Perkins Lounge	200/500	Receptions, parties, concerts	Master calendar scheduling	Often a rain site for Womer Quad events
Shove Chapel (Main)	1100	lectures, performances	Shove Chapel Office	Tickets to events at Shove may NOT BE SOLD (donations only)
Shove Chapel (Pilgrim)	75	Classes, discussions, art exhibits, small worship groups	Shove Chapel Office	
Shove Chapel (Seminar Room)	50	Classes, social events, dinners	Shove Chapel Office	
Slocum Commons	150	Lectures, films, meetings, meals	Master calendar scheduling	
Slocum Lounge	75	Meetings	Slocum Desk	
Slocum Quad		athletic events, concerts, picnics, special events	Master calendar scheduling	
Slocum Soccer Field		athletic events, concerts, picnics, special events	Master calendar scheduling	Available evenings and weekends
Stewart House	125	receptions, meals	Hobbin Wolfe	
Stewart Soccer Field		athletic events	Athletic Office	
Taylor Theatre	200	Theatre productions	Master calendar scheduling, permission of Theatre Workshop required	E: Theatre Wksp. cc: Lynnette
Teaching & Learning Center	25	meetings	Teaching & Learning Center	
Tutt Alumni House		Meetings, receptions	Alumni Office	Alumni events only
Tutt Library Video Rooms		meetings, video viewing/personal use	Tutt Circulation Desk	
Tutt Science Hall Classrooms		Meetings	Through appropriate departments	
Tutt Science Lecture Hall	100	Lectures, films, meetings	On-line reservation (ITS/Computer Lab)	
Washburn Field		athletic events	Athletic Office	
WES Room	50	films, speakers, lectures, classes	Master calendar scheduling	
Womer 211	12	Meetings, luncheons	Master calendar scheduling	conference pho
Womer 212	14		Master calendar scheduling	
Womer 213	25		Master calendar scheduling	conference pho
Womer 215	14		Master calendar scheduling	
Womer 216	18		Master calendar scheduling	conference pho
Womer 218	15		Master calendar scheduling	
Womer 235	10		Master calendar scheduling	
Womer Quad		athletic events, concerts, picnics, special events	Master calendar scheduling	

Scheduling after 12:00 A.M. - check w/ Night Manager  
If alcohol, check w/ Jeff.

Unlocking buildings:

Buildings w/ classrooms + offices are open 8a-5p.  
Residence halls always locked.