

Reserving & Using Space Effectively

Derek Goeglein, Assistant Director of Gallagher Student Center

Agenda

- Reserving Space on Campus
 - GSC
 - Hub
 - Classrooms
 - The Yard
- GSC Room Inventory
 - Room options and set up
- GSC policies, processes, and procedures
- Review

More

Reserving Space

- The Hub
 - Use Hub Reservation Form
 - 102/103 or 402
 - Rooms come as is
- GSC
 - Use Mazevo
 - Single Sign On
 - Must select organization and room
 - Variety of set up options
 - Onsite event support*
- Classrooms
 - AdAstra
 - Rooms as is
- The Yard
 - Indicate on Event Registration Form
- Justice Hall Atrium Tabling
 - Indicate on Event Registration Form



Using Mazevo

- Single Sign On
 - Xavier Email and password
- Must be affiliated with a Xavier department or organization
 - Reservations will be not be accepted for individuals (i.e. study group, project, birthday)
- Plan set up and take down time into your reservation
 - Cannot arrive earlier than stated time to allow GSC staff to set up
 - Ex. Event start time at 2:00p- make reservation to start at 1:30p

GSC Room Inventory

- Arrupe Overlook
- Clocktower Lounge
- 214
- 330
- 251
- Lower Level
- Indoor Tabling Space (2)
- Outdoor Tabling Space (2)
- JBL Speaker (3)



Standard Room Set Up

- Arrupe & Clocktower
 - Theater, Banquet, Classroom, Boardroom, U Shape, Normal Lounge, Circle of Chairs
 - 2 catering tables
- 214 & 330
 - Boardroom (standard set) for 24
 - Classroom, U Shape, Theater*, Circle of Chairs*
- 251
 - Boardroom for 8 only
- Lower Level
 - 2 or 3 catering tables, Normal Lounge
- *Set ups outside of a standard set require payment



Standard Room Use Hours

- Monday – Friday
 - 8:00am-10:00pm
- Saturday – Sunday
 - 9:00am-6:00pm
- *Support outside of these hours or events outside of these hours will require additional payment.

Standard A/V

- All Rooms
 - Projector/tv
 - Access via Solstice* (preferred) or HDMI
- Arrupe & Clocktower
 - Microphone
 - Podium
- Extra A/V **Now costs Extra*
 - Extra microphones, access to mixer, stage pieces, cocktail tables, etc.



GSC Common Policies

- No balloons, glitter, pets or paint
- Clean up after yourself; i.e. leave the room the way you found it
- If you move furniture, return to its correct location
- Events must be registered in EngageXU
- End events promptly- could be a tight turn over for our team
- Need assistance, see the front desk

Sponsor a **GAMEDAY** watch party!

Is your club, office, or organization interested in co-hosting a GSC Game Day Watch Party this year?

scan here to let us know!



Requirements:

- Assist with set up and take down
- Support advertising
- Provide feedback on giveaways and catering
- Create positive atmosphere
- Have fun!

Questions? Email studentcenter@xavier.edu





Questions?

More

+x More Xavier

