

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
Bellarmino Chapel	Lisa Durr	durr@bellarminechapel.org	x3306
Brockman Hall (Tucker's Lounge)	Jeb Ivory	ivoryj@xavier.edu	x3323
Buenger Hall (Music or Meeting Rooms)	Mykaela Freeman	freemanm13@xavier.edu	x4217
Center for Faith & Justice (Loyola Room)	Nikki Black	Blackn1@xavier.edu	x3567
Cintas Center (Arena & Auxiliary Gym)	Candice Elkin	elkinc@xavier.edu	x4874
Cintas Center (Banquet & Conference Rooms)	Candice Elkin	elkinc@xavier.edu	x4874
Classrooms & Auditoriums	Michael Svihlik	svihlikmc@xavier.edu or xureg@xavier.edu	x3942
Commons Apartments (First Floor Lounge)	Menyada Anderson	andersonm42@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	Shelley Barsan	barsans1@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)	Aaron Scott	scotta30@xavier.edu	x3367
Justice Atrium (Lounges)	John Schaller	schallerj1@xavier.edu	x3543
Justice Atrium (Main Lobby)	Jill Finch	finchj1@xavier.edu	x3004
Kuhlman Hall (First Floor Lounge)	Bri Dowell-Howko	dowellhowkob@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)	Bren Simmons	SimmonsB6@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	Mykaela Freeman, Residence Life	freemanm13@xavier.edu	x4217
Cintas Center Sedler Plaza	Candice Elkin, Cintas Center	elkinc@xavier.edu	x4874
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	Aaron Scott, Residence Life	scotta30@xavier.edu	x3367
Nexus Garden	Tim Severyn, Bellarmine Chapel	severynte@xavier.edu	x1908
Outdoor Basketball and Sand Volleyball Courts	Travis Rawe, Recreational Sports	rawet@xavier.edu	x3208
Outdoor Sports Facilities (Soccer Complex, Hayden Field)	Candice Elkin, Cintas	elkinc@xavier.edu	x4874
Park (Intramural) Field	Bren Simmons, Recreational Sports	simmonsB6@xavier.edu	X3671
Village Courtyard	Menyada Anderson, Residence Life	andersonm42@xavier.edu	x4998