



Washington University in St. Louis

UNIVERSITY SPACE DIRECTORY

2015 – 2016



RESERVE-A-SPACE
IS A RESOURCE
FOR WASHINGTON
UNIVERSITY IN ST. LOUIS
STUDENTS, STAFF AND
FACULTY TO REQUEST
EVENTS AND SPACES
ACROSS MOST OF THE
DANFORTH CAMPUS.

Through Reserve-a-Space, you will be able to reserve spaces in the Danforth University Center, Residential Life, Engineering School, Performing Arts Department, and other premier campus venues such as Graham Chapel, Holmes Lounge, and the Women's Building Formal Lounge. Additionally, you will find the following functionality:

- Search for availability based on time or location of your request.
- Request the reservation of more than one space at a time (eliminating the need for multiple requests for the same event).
- Find details about all of the above spaces in one location.
- Pick your "favorite" locations in order to make your regular requests more efficient.
- Clearly note set up and event time upon requesting a space.
- Search for availability in your choice of grid or calendar format.
- Create and save your own searches for specific events or locations.
- Email event dates (including to your Outlook or Google calendar) directly from the system.
- Make changes to pending requests as needed.
- See a history of your past and a record of your future reservations in the system with status noted.

Please visit us at
www.reserveaspace.wustl.edu

Barb Tennant
Scheduling Coordinator
314-935-5234
events@wustl.edu

Mandy Curtis
Receptionist/Scheduling Assistant
314-935-5234
mandy.curtis@wustl.edu

Premier Event Spaces Include:

- Goldberg Formal Lounge, DUC
- Graham Chapel
- Holmes Lounge
- Orchid Room, DUC
- Rettner Gallery
- Tisch Commons, DUC
- Women's Building Formal Lounge
- Umrath Lounge

Standard Event Spaces Include:

- Bowles Plaza
- Danforth University Meeting Rooms
- Danforth University Center, Room 234
- Danforth University Center, Room 276
- Gargoyle
- Mallinckrodt Multipurpose Room
- McMillan Café
- Pooled Classrooms
- Schoenberg Gallery

Kimberly K. Shilling
Assistant Dean of
Engineering Student Services
314-935-6995
kshilling@wustl.edu

- Brauer Hall
- Bryan Hall
- Green Hall
- Jolley Hall
- Lopata Hall
- Urbauer Hall
- Whitaker Hall

Serena Carvajal
Administrative Assistant
314-935-5858
scarvajal@wustl.edu

- Mallinckrodt 206-Dance Studio
- Mallinckrodt 208- Hotchner Studio
- Mallinckrodt 326
- Women's Building Olin Dance Studio 1
- Women's Building Olin Dance Studio 2

Luke Gregory
Asst. Director for Special Programs and Facilities
314-935-7407
luke.gregory@wustl.edu

- College Hall
- Lopata Great Hall
- Lopata Multipurpose Room
- Mudd Multipurpose Room
- South 40 Fitness Center/Dance Studio
- South 40 Private Dining Room
- Ursa's Fireside
- Ursa's Stageside
- Village Private Dining Room
- Village Black Box Theatre

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Alumni House	Living Room	Mtgs, Receptions	WU groups: \$100 per room Outside groups: case by case	70	Cherie Eckelkamp	314-935-7725	eckelkac@wustl.edu
	Dining Room	Mtgs, Receptions	No use by student groups	25			
Architecture	Kemp Auditorium	Classes, Lectures	WU groups: no charge Outside groups: case by case	88	Ellen Bailey	314-935-6200	ebailey@wustl.edu
Arts & Sciences	Eads 217	Mtgs	Deans, Chairs & Faculty: no charge No use by student groups or outside groups	16	Karie Ann Neukomm	314-935-6820	Kneukomm@wustl.edu
Athletic Complex	NEW INFORMATION IN 2016						

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Business School							
<p>Please See Website For More Details http://olinwustl.campusgroups.com/gensvcs/reserving-group-rooms/.</p>							
Cornerstone	Seminar Room	Classes, workshops, & mtgs	Rooms solely for student learning & education-related use.	36	Cornerstone Staff	314-935-5970	Call for reservations
Edison Theatre	Edison Theatre	Performances & General Sessions	Daily Rental: Non-WU: \$800/day WU w/ admission: \$500/day WU w/o admission: \$350/day Other Charges: Labor, theatrical lighting, box office, piano rental, cleaning	656	Bess Moynihan	314-935-2926	bess.moynihan@wustl.edu
Engineering	www.reserveapspace.wustl.edu						

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL	
English Department	Hurst Lounge	Readings, Colloquiums, Lectures, Mtgs	WU groups only	Call Dept.	Meredith Lane	314-935-5190	mlane23@wustl.edu	
Event Management	www.reserveapspace.wustl.edu							
Knight Center	Large tiered classroom	Mtgs	Various meeting packages are available. Price varies depending on group size and duration of stay. Interested parties should contact for more information	106	Holly Jurgensen	314-935-4668	Call for reservations	
	Medium tiered classroom	Mtgs		72 each	Julie Wibbenmeyer	314-935-4731		
	Large flat classroom	Mtgs		75	Bryan Mueller	314-935-8881		
	Small flat classroom	Mtgs		45				
	Boardroom	Mtgs		28				
	Small conference room (16)	Mtgs		6, 8, or 10 each				
	O'Donnell Lounge	Receptions		\$600 min. food & beverage plus 22% facility charge	48			
	Foyer/Courtyard	Receptions		\$1000 min. in food & beverage plus 22% facility charge	N/A			
	Anheuser-Busch Dining Hall	Receptions/F&B		\$2000 min. in food & beverage plus 22% facility charge	180			
	Private Dining Room	Receptions/F&B		Cost of meals + \$100 room usage charge	16			
	Guest Rooms	Overnight guest		Call for information	66 avail.	Reservations		314-933-9400
Knight Center Pub Lounge	Receptions/Happy Hours	Call for information	40					

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Law School	ANHEUSER-BUSCH ROOMS				Jeffrey Roberts	314-935-6499	jrroberts@wustl.edu
	Room 201	Hulverson Seminar Room		25	Jeanetta Nixon	314-935-6551	jnixon@wustl.edu
	Room 202	Morriss Classroom (tiered)		95			
	Room 203	Brown Seminar Room (flat)		25			
	Room 204	Jordan Foundation Classroom (tiered)		119			
	Room 301	Crowder Coutyard	WU Groups, including students, may request the use of our spaces. External groups may use our spaces on a case by case basis.	200 -Seated 300-Cocktails			
	Room 305	Cullenbine Classroom		96			
	Room 306	Zorensky Classroom		63			
	Room 307	Bennet Judges Chamber		8			
	Room 308	Millstone Jury Room		8			
	Room 309	Trial Courtroom		48			
	Room 310	Bryan Cave Moot Courtroom/ Auditorium		207			
	Room 311	University Seminar Room		18			

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Law School (continued)	ANHEUSER-BUSCH ROOMS				Jeffrey Roberts	314-935-6499	jrroberts@wustl.edu
	Room 312	Wright Jury Room		18	Jeanetta Nixon	314-935-6551	jnixon@wustl.edu
	Room 320	Faculty Seminar Room	Custodial Charges will apply if food or beverage are consumed				
	Room 401	Peper, Martin, Jensen, Maichel, & Hetlage Classroom (tiered)	WU Groups, including students, may request the use of our spaces. External groups	100			
	Room 403	Susman Classroom (tiered)	my use our spaces on a case by case basis.	45			
	Room 404	Strauss Classroom (flat)		45			
Mildred Lane Kemper Art Museum	Saligman Family Atrium	Museum Atrium	\$700/minimum 3 hr rental \$150/each additional hour * Prices include space rental, security & cleaning charges	250 Reception; 70 seated dinner	Karen Clark Melissa Meizner	314-935-9670 314-935-5490	karen_clark@wustl.edu mmeizner@wustl.edu
	Room 104	Classroom/ Meeting Room		20 w/ tables; 60 theater style			
Performing Arts	www.reserveapspace.wustl.edu						
Psychology	Room 215A	Classes, Seminars	WU Faculty & Staff: no charge	20	Cheri Casanova	314-935-6567	cbcasano@wustl.edu
	Room 215B		Primarily used by Psychology Faculty & Staff	20			
	Room 216A	Classes, Seminars		30			
	Room 216B			30			

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Residential Life							www.reserveapspace.wustl.edu
Student Financial Services	N. Brookings Conference Room	Mtgs	WU Faculty: no charge Not available to outside groups. Please email requests.	10	Robin Orvis	314-935-4683	robin_orvis@wustl.edu
Sam Fox	Steinberg Auditorium	Lecture	Rentals 4 Hours or Less Wash U dept: \$100 Affiliated Organization: \$150 Non-Wash U: \$300 Full Day Rental 4+ Hours Wash U dept: \$200 Affiliated Organization: \$300 Non-Wash U: \$500 Etta's Cafe* Early Close @ 4:00pm: \$500	299	Patricia Schelinski	314-935-6500	pschelinski@wustl.edu * Request to close Etta's before 4:00pm extra charges apply Additional charges include: Housekeeping per each day of event, mandatory pre and post-clean charges Additional AV/Technical Support charges will apply. Please inquire for details
Stix International House	Living Room	Mtgs	Only Office of International Students and Scholars may reserve	10 – 15	Tiffany Brammer	314-935-5910	Only Office of International Students and Scholars may reserve
University College	January Room 30	Mtgs, Classes	WU Faculty and Staff: no charge Not available to student & outside groups. Primary use by University College	25	Melanie Smigielski	314-935-4806	Call for reservations
West Campus	Room A/B Room C	Mtgs, Luncheons, Classes	ONLY WU groups: \$25/day/room Possible \$100 cleaning charge w/ food	Up to 160 based on set 50	Barry Weller	314-935-6252	westcampus@wustl.edu

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Whitaker Hall	Auditorium	Lectures, Classes, Presentations	4 hrs or less: \$300 Full Day: \$500 AV use (4 hrs or less): \$50 AV use (Full Day): \$100	244	Kathryn Ruzicka	314-935-7208	ruzickak@wustl.edu
	Atrium	Receptions	4 hrs or less: \$250 Full Day: \$400 AV use (4 hrs or less): \$50 AV use (Full Day): \$100	230			
	Classroom 318	Mtgs, Classes, Seminars	AV use (4 hrs or less): \$75 AV use (Full Day): \$150	35			
	Conference Room (5)	Mtgs	AV use (4 hrs or less): \$50 AV use (Full Day): \$100	10 – 12			
Whittemore House		Dining, Social Gatherings	Please contact Whittemore House for more information		Art Casolari Ann Chanitz	314-935-5210	www.whittemorehouse.org customerservice@whittemorehouse.org
560 Music Center	E. Desmond Lee Concert Hall	Concerts, Special Events	Full Rate: \$1750 WU Dept: \$500 – \$1250 SU Events: No rental fee Other fees apply	1100	Ron Schleper Peggy Bischof	314-935-9231 314-935-5574	rschleper@wustl.edu pbischof@artsci.wustl.edu
	Ballroom Theater	Concerts, Special Events, Receptions	Full Rate: \$1000 WU Dept: \$500 SU Events: No rental fee Other fees apply	300			
	Recital Hall	Concerts, Recitals	\$350/SU groups no rental fee	84			
	Dual Piano Room	Rehearsals	\$250/SU groups no rental fee	50			
	Ensemble Room	Rehearsals	\$150/SU groups no rental fee	30			