



Washington University in St. Louis

UNIVERSITY SPACE DIRECTORY

2016 – 2017



RESERVE-A-SPACE

WELCOME TO RESERVE-A-SPACE

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.
- Real-time search for availability based on time and location of your request
- Space is now removed from availability once it is requested
- Room features are available from the reservation website
- Ability to make changes or cancellations to your event whether in request or confirm mode

Please visit us at
www.reserveaspace.wustl.edu

DANFORTH UNIVERSITY CENTER & EVENT MANAGEMENT

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

Residential Life Spaces Include:

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

ENGINEERING

Kate Whitaker
Assistant Dean of Engineering Student Services
314-935-6100

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

PERFORMING ARTS DEPARTMENT

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

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			
Arts & Sciences	Eads 217	Mtgs	Deans, Chairs & Faculty: no charge No use by student groups or outside groups	16	Karie Ann Neukom	314-935-6820	dwilliams26@wustl.edu
Business School	Please See Website For More Details http://olinwustl.campusgroups.com/gensvcs/reserving-rooms/ .				Carolyn Gerber	314-935-7788	
Edison Theatre	Edison Theatre	Performances & General Sessions	Daily Rental: Non-WU: &750/day WU w/ admission: \$500/day WU w/o admission: \$300/day Other Charges: Labor, theatrical lighting, box office, piano rental, cleaning	656	Bill Larson	314-935-6564	edison@wustl.edu www.edison.wustl.edu
Engineering	Please See Website For More Details http://www.reserveaspace.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	Please See Website For More Details http://www.reserveaspace.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		78 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 Loung	Receptions		\$600 min. food & beverage plus 22% facility charge	48			
	Anheuser-Busch Dining Hall/ Courtyard	Receptions/F&B		\$3,000 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*				Jefferey Rpberts	314-935-6499	jroberts@wustl.edu
	Room 201	Hulverson Seminar Room		25	Jeametta 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		200-seated 300-cocktail			
	Room 305	Cullenbine Classroom		96			
	Room 306	Zorensky Classroom		63			
	Room 307	Bennet Judgeges Chamber		8			
	Room 308	Milstone Jury Room		8			
	Room 309	Trial Courtroom		48			
	Room 310	Bryan Cave Moot Courtroom/ Auditorium		207			
Room 311	University Seminar Room		18				

WashU Groups, including students, may request the use of our spaces. External groups may use our spaces on a case by case basis.

* Must be a member of the community to reserve space

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Law School (continued)	ANHEUSER-BUSCH ROOMS*				Jefferey Rpberts	314-935-6499	jroberts@wustl.edu
	Room 311, 312	Wright Jury Room, University Seminar Room	Custodial Charges will apply if food or beverages are consumed	18	Jeametta Nixon	314-935-6551	jnixon@wustl.edu
	Room 401	Peper, Martin, Jensen, Maichel, & Hetlage Classroom (tiered)	WashU Groups, including students, may request the use of our spaces. External groups may use our spaces on a case by case basis.	100			
	Room 403	Susman Classroom (tiered)	* Must be a member of the community to reserve space	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	Laura Foughty	Email for Space Request	lfoughty@wustl.edu
	Room 104	Classroom/ Meeting Room		20 w/ tables; 60 theater style			
Performing Arts	Please See Website For More Details http://www.reserveaspace.wustl.edu						

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
Residential Life			Please See Website For More Details http://www.reserveaspace.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	Lectures	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 @4pm: \$500	299	Patricia Schelinski	314-935-7215	pschelinski@wustl.edu
	Kemp Auditorium	Classes, Lectures	WU groups: no charge Outside groups: case by case	88			*Request to close Etta's before 4pm extra charges apply Other additional charges: 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

LOCATION	SPACES	PRIMARY USE	COSTS/POLICIES	CAPACITY	CONTACT	PHONE NO.	LINK/EMAIL
West Campus	Room A/B	Mtgs, Luncheons, Classes	ONLY v WU groups: \$25/day/ room Possible \$100 cleaning charge w/ food	Up to 160 based on set	Email for Space Request	314-935-6252	westcampus@wustl.edu
	Room C			50			
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			
Whittemore House		Dining, Social Gatherings	Please contact Whittemore House for more information		Peggy Wallis	314-935-3356	peggywallis@cateringstlouis.com
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	Bess Moynihan Jaime Perkins	314-935-2926 314-935-3913	bess.moynihan@wustl.edu jimperkins@wustl.edu
	Pillsbury Theater	Concerts, Special Events, WWRceptions	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			