

# CONFERENCE ROOMS

| RESERVED BY DEAN'S OFFICE (Donna Luebbe - x5133)           |             |          |                                  |   |
|--|-------------|----------|----------------------------------|---|
| Name of Room   | Room Number | Location | Room Capacity                    | Sanctioned Activities / Contacts  |
| Manuel Gomez Colloq.<br>Gateway Conference<br>Room (Small) | 1002        | HG       | 30<br>7 tables                   | <b>ONLY AVAILABLE 8:00AM – 5:00PM</b><br>No outside access<br>No smart podium (projector enabled) |
| Gateway Conference<br>Room (Large)                         | 1010        | HG       | 50 / 8 tables<br>Lecture-style   | Smart Podium  |
| Rollestone Colloquium                                      | 1030        | HG       | 117 / 15 tables<br>Lecture-style | Smart Podium  |
| Gateway Kitchen  | 1047        | HG       |                                  | Serves HG 1002, 1010, 1030, 1070, 1800  |
| Gateway Dean's Office<br>Conference Room                   | 4301        | HG       | 23                               | No Smart Podium (projector enabled)   |
| 2 <sup>nd</sup> Floor                                      | 2121        | HG       | 29                               | Classroom layout  |
| Humanities Hall  | 303         | HH       | 34                               | No Smart Podium (projector enabled)   |
| Humanities Conference<br>Room                              | 137         | HIB      | 26 seated<br>Table 3'10" x 14'   | No Smart Podium (projector enabled)<br>Do not move the table                                      |

Disclaimer: You are responsible for the setup of the room before the event and restoring the room to its original setup after the event. Any department, organization or individual reserving a room will be responsible for the condition of the room and will be financially responsible for any damage that may be caused by meeting attendees during the time the room is reserved.

## RESERVED BY OTHER UNITS

| Name of Room                   | Room Number | Location | Room Capacity        | Sanctioned Activities / Contacts  |
|--------------------------------|-------------|----------|----------------------|---|
| McCormick Film Screening Room  | 1070        | HG       | 90<br>Fixed seating  | No Food<br>Smart Podium<br>Matt McCabe (x4.6450)  |
| Alborz Auditorium              | 1800        | HG       | 130<br>Fixed seating | No Food<br>Smart Podium<br>Scheduling & Conference Services (x4.5252) or Registrar                                  |
| Humanities Lecture Hall        | 100         | HIB      | 350<br>Fixed seating | Smart Podium<br>Scheduling & Conference Services (x4.5252) or Registrar<br>Lost Property x4.6962; Tech help x4.8833 |
| Technically Enhanced Classroom | 110         | HIB      | 71<br>Fixed seating  | Smart Podium<br>Scheduling & Conference Services (x4.5252) or Registrar   |
| Humanities Colloquia Room      | 135         | HIB      | 75<br>Lecture-style  | Smart Podium<br>HRI Arielle Read (x4.8900)  |

Disclaimer: You are responsible for the setup of the room before the event and restoring the room to its original setup after the event. Any department, organization or individual reserving a room will be responsible for the condition of the room and will be financially responsible for any damage that may be caused by meeting attendees during the time the room is reserved.

## MISCELLANEOUS CONFERENCE ROOMS

| Unit                 | Room Number | Location | Room Capacity                       |                         |
|----------------------|-------------|----------|-------------------------------------|-------------------------|
| Centers              | 1341        | HG       | 30                                  | Angelica Enriquez x1662 |
| Art History/FMS      | 2341        | HG       | 25                                  | Eva Yonas x3532         |
| Art History/FMS      | 2200        | HG       | 22                                  | Eva Yonas x3532         |
| IDPs                 | 3200        | HG       | 23                                  | Jasmine Robledo x4523   |
|                      | 3301        |          | 23                                  |                         |
|                      | 3341        |          | 34                                  |                         |
|                      |             |          |                                     |                         |
| English              | 341         | HIB      | 30                                  | Liz Nguyen x0452        |
| Classics             | 400D        | MKH      | 15 around table<br>40 theatre style | Tim Adams x6735         |
| Spanish & Portuguese | 342         | HH       | 20                                  | Evelyn Flores x8793     |
| History              | 126         | MKH      | 20 at table<br>40 theatre style     | Marc Kanda x6522        |
|                      | 300E        | MKH      | 30<br>15 at table<br>15 around room |                         |
| Comp Lit             | 246         | HIB      | 20                                  | Liz Sanchez x2291       |
| Russian              | 208         |          | 20                                  |                         |
| French/Italian       | 200         |          | 18                                  |                         |
| German               | 220         |          | 18                                  |                         |

Disclaimer: You are responsible for the setup of the room before the event and restoring the room to its original setup after the event. Any department, organization or individual reserving a room will be responsible for the condition of the room and will be financially responsible for any damage that may be caused by meeting attendees during the time the room is reserved.