

MOST POPULAR PROGRAMMING SPACES AVAILABLE FOR STUDENT EVENTS

51 Winthrop Street (reserved via Conference Bureau)

51 Winthrop is a renovated church at 51 Winthrop Street, typically booked for receptions and banquets. The space is an open floor plan with capacity for various events for up to 200. All setups, cleanups and additional furniture must be requested through the Facilities Department. Any dining services request for that location should go through the Catering Office. This space is not to be used as a rehearsal space. NOTE: This space is managed by the Conference Bureau. Please contact them with questions.

Alumnae Lounge (reserved via R25)

Alumnae Lounge is located in the Aidekman Arts Center, typically booked for receptions and banquets. The space is an open lounge with capacity for various events for up to 200. All setups, cleanups and additional furniture must be requested through the Facilities Department. Any dining services request for that location should go through the Catering Office. This space is not to be used as a rehearsal space. NOTE: These spaces are managed by the Conference Bureau. Please contact them with questions.

Athletic Fields (reserved via Athletics)

If an event is to take place on an athletic field (including Fletcher Field) the space must be reserved with the Athletics Office at 617-627-3232. Once approved, a permit must be picked up from the Athletics Office in Halligan Hall. See above section on Outdoor Events.

Cabot (ASEAN) Auditorium (reserved via R25)

The ASEAN Auditorium in the Cabot Intercultural Center (commonly called the Cabot Auditorium) is the second largest auditorium on campus after the Cohen Auditorium. This space holds approximately 350 in fixed seat auditorium-style for a lecture or program. The facility is set up in an amphitheater style with a small performance area in the front. There is video projection capacity in the facility.

Cohen Auditorium (reserved via R25)

Cohen Auditorium in the Aidekman Arts Center is the largest auditorium on campus. It is the primary venue for music department concerts, musical theater, and well-known performers and lecturers. Cohen seats 600 in fixed seat auditorium-style when both the floor and the balcony are utilized. The auditorium serves triple duty as a performance space, a rehearsal space and a classroom, thus limiting its availability. There are fees for the use of Cohen and A/V Services must be hired to operate the sound and lighting systems.

Dewick-MacPhie Dining Hall (reserved via R25)

Dewick-MacPhie Hall is available as a function room for student organization and University department programs when the facility is closed. Dewick-MacPhie is an ideal location for films, cultural shows, performances, banquets or other large-scale seated or reception events. Due to the structure of the building, Dewick-MacPhie is not available for dances or concerts. The facility capacity is 400 with all furniture removed, 300 lecture-style or 200 banquet-style. Admission may be charged and/or tickets sold. Due to closing and clean-up times, events Sunday through Thursday must start no earlier than 10 pm. Events on Friday and Saturday must start no earlier than 9 pm. All events must end by 2 am. Note: Reservations of the Dewick Mac-Phie Conference Room and tables in the lobby are to be requested directly through the Catering Office at X-73411

Farkas Commons (Reserved via R25)

The Commons in the Mayer Campus Center is available for student organizations or University departments to hold programs or events. The capacity of the Commons is 200. Set-up is limited to the use of existing furniture unless organizers wish to rent furniture. Existing furniture may be removed or rearranged. To remove furniture the Lower Conference Room must also be reserved for use as storage through R25. The Farkas Commons may be combined with Hotung Café (see above) for a larger event.

Goddard Chapel (reserved via R25)

Goddard Chapel is designed to be both a spiritual sanctuary and a community center and is open to the public at large. It is the policy of the chapel that there shall be free access to the chapel whenever it is open. Sponsors running events in the chapel may ask for a "suggested donation" by which attendees voluntarily contribute either at the door, or prior donation. Any questions can be directed to the University Chaplain's Office at 617-627-3427.

Hotung Café (Reserved via R25)

Hotung Café may be used as a forum for student organization and University department programs. Set-up in Hotung is limited to café-style, with the tables and chairs left as they are. The space may also be cleared by Event Staff for open events. The capacity of Hotung Café is 150, which includes 40 on the balcony. The facility is outfitted with basic stage lighting and a PA system that includes 6 microphone inputs, a CD player and a cassette deck. Event Staff must be hired to operate the PA system. The Office for Campus Life should be contacted regarding use of audio visual equipment. The Hotung Café may be combined with the Farkas Commons for a larger event. Evening social events cannot begin in Hotung until 8pm at the earliest. If set-up is required events should begin no earlier than 9 pm. Events must be over by 2 am.

Mayer Campus Center (Reserved via R25)

The Mayer Campus Center is a multi-purpose facility housing meeting rooms and function space for modest-sized programs and events. The upper floor has seven rooms for organization meetings or small programs, including the Upper Conference Room (capacity 30). The Zamparelli Room (capacity 20), is located on the main floor along with the lobby for tabling opportunities, the Hotung Game Lounge and Rez Café. The lower floor includes the Farkas Commons, Hotung Café and the Lower Conference Room (capacity 20).

Mayer Campus Center Patios (Professors Row & Talbot Ave.) (Reserved via R25)

The upper and lower patios of the Campus Center can be utilized for outdoor events. An event held in this space is not exclusive to its participants. Access to the building by way of the patios must be provided at all times. Patio furniture may not be moved or rearranged. Contact the Facilities Department for any setup, cleanup or furniture requests including additional tables and chairs. Due to its proximity to classrooms, no amplified sound is permitted except during the open block on Mondays and Wednesdays, 11:50 am to 1:05 pm. Questions about the use of the patios should be directed to the OCL.

Miller Hall Multipurpose Room (Reserved via R25)

Miller Hall Multipurpose room, located in the basement of Miller Hall, is available for between the hours of 9am and 11pm. It is available to students and departments from 9am to 3pm (M-F) and from 3pm until quiet hours for student organizations only. The space is designed to be multi functional meeting and rehearsal space. It is not an event or programming space. There are 39 stackable chairs and 8 5ft tables. The space can be used as an open floor space or with tables set up, conference room style. Outside food is permitted in the space. The space will be reserved through R25 (MEMLR020) and approved through the Event Registration process. Meetings and rehearsals will be approved on first come, first serve basis, pending confirmation by the Event Registration Committee.

Paige Hall (Crane Room and Terrace Room) (Reserved via R25)

Multipurpose space primarily used for academic classes Monday-Friday. Available for co-curricular events in the evenings and on weekends. Maximum capacity seated or open is 75. Room comes with 75 tablet desk chairs. Alternative set-ups can be requisitioned through Facilities. Organizations must return chairs to classroom set-up following event.

Remis Sculpture Court (Reserved via R25) (Additional approval from Gallery Manager)

Large open space within the Aidekman Arts Building. Capacity is 90 standing or seated. Chairs and tables must be rented through Facilities for this space. Performances and rehearsals in adjacent theaters are given preference over this space. Events that may disrupt performances will not be approved.

Residence Hall Space (Reserved via ORLL)

Student organizations may reserve space in residence hall lounges on a space-available basis. Students should contact the Office of Residential Life and Learning for permission to use the space.

Sophia Gordon Multi-Purpose Room (Reserved via R25) (Additional approval from Event Registration Committee)

Multipurpose space primarily used for academic classes Monday-Friday. Available for co-curricular events in the evenings and on weekends. Sophia-Gordon Hall is primarily a residence hall and events in the multi-purpose room must be scheduled around quiet hours. The space has 65 stackable chairs, 60 tablet chairs, 2 boardroom tables and 9 6 ft conference tables. Maximum capacity with chairs is 80 and 120 standing open space. AV equipped.

Outdoor Events

As with any space requests organizations requesting outdoor space must attend the Friday Event Registration Meeting. Outdoor requests are reviewed individually and may require additional services and planning. Sound and noise issues are always a factor with outdoor events and therefore must also be approved by the Office of Community Relations.

For other spaces please refer to the R25 Reservation System or contact OCL for suggestions.