

## DESIGNATED SPACE ADMINISTRATION LIST

Your DSA can advise you of the room set-up (i.e. equipment included). Please note that the capacity may alter if the room set-up/configuration is altered. Inform your DSA about your desired set-up and inquire regarding the room. See list of classrooms below which can be requested for temporary use. Important: Instructional/Academic purposes have priority of availabilities.

LOYOLA CAMPUS							
BUILDING	ROOM NO.	ROOM TYPE / NAME	CAPACITY	SET-UP TYPE	DEPARTMENT	DESIGNATED SPACE ADMINISTRATOR	EMAIL
AD	0429-00	Conference room	10	Boardroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
AD	0431-00	Conference room	18	Boardroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
CC	0408-00	Guadagni Lounge	374	Banquet	Dean of Students Office	Daniel Amico	<a href="mailto:daniel.amico@concordia.ca">daniel.amico@concordia.ca</a>
CJ	001-114	Amphitheatre	85	Amphitheatre	Arts & Science / Communication Studies	Donna Stewart	<a href="mailto:donna.stewart@concordia.ca">donna.stewart@concordia.ca</a>
CJ	Atrium	Atrium	Varies	Varies	Arts & Science		<a href="mailto:fas.spacebookings@concordia.ca">fas.spacebookings@concordia.ca</a>
FC	00010-00	FC Smith Auditorium	288	Amphitheatre	Performance Production	John Davis/Jennifer Strahl	<a href="mailto:finearts.venue rentals@concordia.ca">finearts.venue rentals@concordia.ca</a>
FC	0004-00	FC Smith Lobby	133	Cocktail	Performance Production	John Davis/Jennifer Strahl	<a href="mailto:finearts.venue rentals@concordia.ca">finearts.venue rentals@concordia.ca</a>
FC	00012-00	Cazalet Black Box Theatre	58	Theatre	Performance Production	John Davis/Jennifer Strahl	<a href="mailto:finearts.venue rentals@concordia.ca">finearts.venue rentals@concordia.ca</a>
FC	0110-00	Chapel	350	Varies	Multi-faith and Spirituality Centre	Deborah Simon	<a href="mailto:chapel@concordia.ca">chapel@concordia.ca</a>
GE	110	Conference Room	50	Workshop	Genomics Centre	Peter Ulyczynj	<a href="mailto:peter.ulyczynj@concordia.ca">peter.ulyczynj@concordia.ca</a>
			50	Banquet			
			100	Theatre			
			Varies	Cocktail			
GE	110.01	Conference Room	14	Boardroom	Genomics Centre	Peter Ulyczynj	<a href="mailto:peter.ulyczynj@concordia.ca">peter.ulyczynj@concordia.ca</a>
PC	Multiple	Mixed	N/A	Varies	Perform Centre	James Seale	<a href="mailto:perform.administration@concordia.ca">perform.administration@concordia.ca</a>
PC	2.115	Conference Room	35	Workshop	Perform Centre	Alberto Moreira	<a href="mailto:alberto.moreira@concordia.ca">alberto.moreira@concordia.ca</a>
PC	2.135	Conference Room	15	Boardroom	Perform Centre	Alberto Moreira	<a href="mailto:alberto.moreira@concordia.ca">alberto.moreira@concordia.ca</a>
PT	110	Oscar Peterson Concert Hall	535	Amphitheatre	Performance Production	John Davis/Jennifer Strahl	<a href="mailto:finearts.venue rentals@concordia.ca">finearts.venue rentals@concordia.ca</a>
Q	Ground	Outdoor Space / Quadrangle	2619	Varies	Dean of Students Office	Daniel Amico	<a href="mailto:daniel.amico@concordia.ca">daniel.amico@concordia.ca</a>
RF	100.00	Lounge	40	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
RF	110.00	Salon Stanford Family	30	U-Shape	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			36	Boardroom			
			45	Workshop			
			64	Banquet			
			80	Theatre			
			90	Cocktail			
RF	120.00	Salon O'Brien Family	30	U-Shape	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			36	Boardroom			
			45	Workshop			
			64	Banquet			
			80	Theatre			
			90	Cocktail			
RF	130.00	Salon Loyola Alumni	30	U-Shape	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			36	Boardroom			
			45	Workshop			
			64	Banquet			
			80	Theatre			
			90	Cocktail			
RF	310.00	Lounge	40	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
RF	324.00	Conference Room B	8	Boardroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
RF	335.00	Rod Rousseau Family Seminar Room	18	Boardroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			20	U-Shape			
			40	Workshop			
			50	Theatre			
			55	Cocktail			
SC	200	Hive	339	Lounge	Hive Café	Calvin Clarke	<a href="mailto:events.hivecafecoop@gmail.com">events.hivecafecoop@gmail.com</a> <a href="mailto:cafe.hivecafecoop@gmail.com">cafe.hivecafecoop@gmail.com</a>
SP	457.03	Conference Room	36	Boardroom	Arts & Science / Biology	Sonia Ruiz	<a href="mailto:s.ruiz@concordia.ca">s.ruiz@concordia.ca</a>
SP	Atrium	Atrium	342	Varies	Arts & Science		<a href="mailto:fas.spacebookings@concordia.ca">fas.spacebookings@concordia.ca</a>
VL	1B	Table	2	Info table	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
	Grove	Outdoor Space	Varies	Varies	Arts & Science		<a href="mailto:fas.spacebookings@concordia.ca">fas.spacebookings@concordia.ca</a>

## DESIGNATED SPACE ADMINISTRATION LIST

### SIR GEORGE WILLIAMS CAMPUS

BUILDING	ROOM NO.	ROOM TYPE / NAME	CAPACITY	SET-UP TYPE	DEPARTMENT	DESIGNATED SPACE ADMINISTRATOR	EMAIL
EV	S2.200	Table	2	Info table	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
EV	1	Atrium	100	Banquet	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			131	Fair			
			197	Cocktail			
EV	001-116	Atrium Table	2	Info table	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
EV	001-400	FOFA Sculpture Garden (Terrace)	40	Fair	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			40	Film Screening			
			40	Exhibit			
			100	Cocktail			
EV	001-490	FOFA Atrium	65	Cocktail	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
EV	001-605	Amphitheatre	65	Coffee Break	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
EV	001-605	Amphitheatre	97	Amphitheatre	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
EV	001-615	Amphitheatre	92	Amphitheatre	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			40	Banquet			
			40	Workshop			
			40	Fair			
			60	Cocktail			
			60	Coffee Break			
EV	002-789	Open Space	Varies	Exhibit	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			48	Cocktail			
EV	008-775	Open Space	Varies	Exhibit	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
EV	11.725	Lounge and Terrace	120	Cocktail	Milieux Institute for Arts, Culture and Technology	Harry Smoak	<a href="mailto:harry.smoak@concordia.ca">harry.smoak@concordia.ca</a>
GN	E-103	Kitchen	N/A	N/A	Residence Life	Lilas Querrien	<a href="mailto:eventsqn@concordia.ca">eventsqn@concordia.ca</a>
GN	E-104	Hall	180	Banquet	Residence Life	Lilas Querrien	<a href="mailto:eventsqn@concordia.ca">eventsqn@concordia.ca</a>
			250	Workshop			
			275	Theatre			
			350	Cocktail			
GN	1210	Grey Nuns Garden	Varies	N/A	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
H	200	CSU Mezzanine information tables	4 tables, 2 seats each	Info table	CSU	CSU	<a href="mailto:contactus@csu.qc.ca">contactus@csu.qc.ca</a>
H	200	CSU Kiosk	4	Info table	CSU	Yu-Hui Yu	<a href="mailto:office@csu.qc.ca">office@csu.qc.ca</a>
H	231	Reggie's	336	Restaurant / bar	Reggie's	Nickolas Kisil	<a href="mailto:general.manager@reggies.ca">general.manager@reggies.ca</a>
H	239	Hive	120	Café	Hive Café	Calvin Clarke	<a href="mailto:events.hivecafecoop@gmail.com">events.hivecafecoop@gmail.com</a> <a href="mailto:cafe.hivecafecoop@gmail.com">cafe.hivecafecoop@gmail.com</a>
H		Outdoor Terrace	528	Varies	Dean of Students Office	Daniel Amico	<a href="mailto:Daniel.amico@concordia.ca">Daniel.amico@concordia.ca</a>
H	0050-1	DB Clarke Lobby	Outer: 54	Cocktail	Performance Production		<a href="mailto:finearts.venue rentals@concordia.ca">finearts.venue rentals@concordia.ca</a>
			Inner: 119	Banquet			
			Inner: 165	Cocktail			
H	0052-00	DB Clarke Theatre	387	Amphitheatre	Performance Production		<a href="mailto:finearts.venue rentals@concordia.ca">finearts.venue rentals@concordia.ca</a>
H	0521-00	Classroom	59	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
H	0701-00	Large Lounge	120	Theatre	CSU	Yu-Hui Yu	<a href="mailto:office@csu.qc.ca">office@csu.qc.ca</a>
H	0718-00	Cafeteria	60	Theatre	CSU	Yu-Hui Yu	<a href="mailto:office@csu.qc.ca">office@csu.qc.ca</a>
H	0809-00	Open Space	100	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>

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LB	0123-00	J.A. De Sève Foyer	40	Cocktail	IITS Cinemas	Mandi Morgan	<a href="mailto:deseve@concordia.ca">deseve@concordia.ca</a>
LB	0125-00	J.A. De Sève Amphitheatre	160	Amphitheatre	IITS Cinemas	Mandi Morgan	<a href="mailto:deseve@concordia.ca">deseve@concordia.ca</a>
LB	0199-00	Atrium (Sections A-B-C-D)	168	Banquet	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			170	Fair			
			255	Cocktail			
LB	103	4th space	40	varies	Office of Research and the Office of the Provost	Douglas Moffat	<a href="mailto:info.4@concordia.ca">info.4@concordia.ca</a>
MB	001-109	Atrium	70	Fair	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			100	Cocktail			
MB	001-155	Atrium - table	2	Info table	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	001-245	Atrium	107	Fair	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			161	Cocktail			
MB	002-130	Conference Room	20	Boardroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
			45	Theatre			
			59	Cocktail			
MB	003-130	Open Lounge	75	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	004-101	Open Lounge	35	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	004-135	Open Lounge	59	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	004-206	Classroom	32	Workshop	John Molson School of Business	Murielle Salari	<a href="mailto:murielle.salari@concordia.ca">murielle.salari@concordia.ca</a>
MB	005-101	Open Space	60	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	006-101	Open Space	60	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	006-135	Open Space	75	Cocktail	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	9 ABCDEFG	Conference Centre	290	Varies	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	014-250	Meeting Room	34	Boardroom	John Molson School of Business	Kelly Hall	<a href="mailto:Kelly.Hall@concordia.ca">Kelly.Hall@concordia.ca</a>
MB	014-270	Meeting Room	10	Boardroom	John Molson School of Business	Kelly Hall	<a href="mailto:Kelly.Hall@concordia.ca">Kelly.Hall@concordia.ca</a>
MB	015-202	Meeting Room	12	Boardroom	John Molson School of Business	Kelly Hall	<a href="mailto:Kelly.Hall@concordia.ca">Kelly.Hall@concordia.ca</a>
MB	015-254	Meeting Room	28	Boardroom	John Molson School of Business	Kelly Hall	<a href="mailto:Kelly.Hall@concordia.ca">Kelly.Hall@concordia.ca</a>
MB	015-264	Meeting Room	10	Boardroom	John Molson School of Business	Kelly Hall	<a href="mailto:Kelly.Hall@concordia.ca">Kelly.Hall@concordia.ca</a>
SB	0130-00	Atrium	90	Theatre	Karl Polanyi Institute of Political Economy	Ana Gomez	<a href="mailto:polanyi.institute@concordia.ca">polanyi.institute@concordia.ca</a>
			120	Cocktail			
VA	0114-00	Amphitheatre	94	Amphitheatre	IITS Cinemas	Mandi Morgan	<a href="mailto:deseve@concordia.ca">deseve@concordia.ca</a>
VA	0199-20	Lobby (table)	2	Info table	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
VA	0217-00	Common Area	60	Cocktail	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			Varies	Exhibit			
VA	0229-00	Open Lounge	60	As is	Dean of Students Office	Daniel Amico	<a href="mailto:Daniel.amico@concordia.ca">Daniel.amico@concordia.ca</a>
VA	0243-00	Meeting Room	25	Workshop	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			25	Theatre			
VA	0245-00	Meeting Room	50	Workshop	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			50	Theatre			
VA	0323-00	Amphitheatre	48	Amphitheatre	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>
			787	Cocktail			
			787	BBQ			
			787	Fair			
			Varies	Exhibit			
Z Annex	5	Meeting Room	20	Varies	Multi-faith and Spirituality Centre	Belinda Maher	<a href="mailto:mfsc@concordia.ca">mfsc@concordia.ca</a>
Z Annex	105/106	Lounge and Kitchen	45	Varies	Multi-faith and Spirituality Centre	Belinda Maher	<a href="mailto:mfsc@concordia.ca">mfsc@concordia.ca</a>

### CLASSROOMS - Non Instructional/Academic activities

**Important: All course related activities should be directed to the Office of the Registrar.**

BUILDING	ROOM NO.	ROOM TYPE / NAME	CAPACITY	SET-UP TYPE	DEPARTMENT	DESIGNATED SPACE ADMINISTRATOR	EMAIL
CC	multiple	Classroom	varied capacities	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
CJI	multiple	Classroom	varied capacities	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
FB	620	Active Learning Classroom	35	Classroom	Centre for Teaching and Learning	Joanne Rankin	<a href="mailto:joanne.rankin@concordia.ca">joanne.rankin@concordia.ca</a>
FG	multiple	Amphitheatre	varied capacities	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
H	110	SGWU Alumni Auditorium	692	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
H	multiple	Classroom	varied capacities	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
HB	0130-00	Classroom	140	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
HC	multiple	Classroom	varied capacities	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
MB	multiple	Amphitheatre	varied capacities	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>

## DESIGNATED SPACE ADMINISTRATION LIST

SP	S110-00	Amphitheatre	170	Classroom	Hospitality Concordia	Hospitality Concordia	<a href="mailto:hospitality.booking@concordia.ca">hospitality.booking@concordia.ca</a>
VA	234	Classroom	20	Classroom	Fine Arts	Elyse Murphy	<a href="mailto:finearts.bookings@concordia.ca">finearts.bookings@concordia.ca</a>