

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	PHONE 514-848-2424 EXT.	ONLINE BOOKING REQUEST
AD	0429-00	Conference room	10	Boardroom	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
AD	0431-00	Conference room	18	Boardroom	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
CC	0408-00	Guadagni Lounge	374	Banquet	Dean of Students Office	Mary Burns	mary_burns@concordia.ca	4239	https://www.concordia.ca/students/clubs/event-planning.html
CJ	001-114	Amphitheatre	85	Amphitheatre	Arts & Science / Communication Studies	Donna Stewart	donna.stewart@concordia.ca	2554	
CJ	Atrium	Atrium	Varies	Varies	Arts & Science	Donna Craven	fas.spacebookings@concordia.ca	4462	
FC	00010-00	FC Smith Auditorium	288	Amphitheatre	Performance Production	Norberts Muncs / John Davis	finearts.venue rentals@concordia.ca	4718	
FC	0004-00	FC Smith Lobby	133	Cocktail	Performance Production	Norberts Muncs / John Davis	finearts.venue rentals@concordia.ca	4718	
FC	00012-00	Cazalet Black Box Theatre	58	Theatre	Performance Production	Norberts Muncs / John Davis	finearts.venue rentals@concordia.ca	4718	
FC	0110-00	Chapel	350	Varies	Multi-faith and Spirituality Centre	Deborah Simon	chapel@concordia.ca	3588	http://www.concordia.ca/students/spirituality/spaces/loyola-chapel.html
GE	110	Conference Room	50	Workshop	Genomics Centre	Peter Ulyczynj	peter.ulyczynj@concordia.ca	3422	
			50	Banquet					
			100	Theatre					
			Varies	Cocktail					
GE	110.01	Conference Room	14	Boardroom	Genomics Centre	Peter Ulyczynj	peter.ulyczynj@concordia.ca	3422	
PC	Multiple	Mixed	N/A	Varies	Perform Centre	James Seale	james.seale@concordia.ca	4403	http://perform.concordia.ca/CoreBooking/
PC	2,115	Conference Room	35	Workshop	Perform Centre	Alberto Moreira	alberto.moreira@concordia.ca	8860	
PC	2,135	Conference Room	15	Boardroom	Perform Centre	Alberto Moreira	alberto.moreira@concordia.ca	8860	
PT	110	Oscar Peterson Concert Hall	535	Amphitheatre	Performance Production	Norberts Muncs / John Davis	finearts.venue rentals@concordia.ca	4718	
Q	Ground	Outdoor Space / Quadrangle	2619	Varies	Dean of Students Office	Mary Burns	mary_burns@concordia.ca	4239	https://www.concordia.ca/students/clubs/event-planning.html
RF	100.00	Lounge	40	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
RF	110.00	Salon Stanford Family	30	U-Shape	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			36	Boardroom					
			45	Workshop					
			64	Banquet					
			80	Theatre					
			90	Cocktail					
RF	120.00	Salon O'Brien Family	30	U-Shape	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			36	Boardroom					
			45	Workshop					
			64	Banquet					
			80	Theatre					
			90	Cocktail					
RF	130.00	Salon Loyola Alumni	30	U-Shape	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			36	Boardroom					
			45	Workshop					
			64	Banquet					
			80	Theatre					
			90	Cocktail					
RF	310.00	Lounge	40	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
RF	324.00	Conference Room B	8	Boardroom	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
RF	335.00	Rod Rousseau Family Seminar Room	20	U-Shape	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			40	Workshop					
			50	Theatre					
			55	Cocktail					
SC	200	Hive	339	Lounge	Hive Café	Calvin Clarke	events.hivecafecoop@gmail.com cafe.hivecafecoop@gmail.com	514-664-4483	http://hivecafe.ca
SP	457.03	Conference Room	36	Boardroom	Arts & Science / Biology	Sonia Ruiz	s.ruiz@concordia.ca	3427	
SP	Atrium	Atrium	342	Varies	Arts & Science	Donna Craven	fas.spacebookings@concordia.ca	4462	
VL	1B	Table	2	Info table	Hospitality Concordia	Hospitality Concordia	hospitality_booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
	Grove	Outdoor Space	Varies	Varies	Arts & Science	Donna Craven	fas.spacebookings@concordia.ca	4462	

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SIR GEORGE WILLIAMS CAMPUS									
BUILDING	ROOM NO.	ROOM TYPE / NAME	CAPACITY	SET-UP TYPE	DEPARTMENT	DESIGNATED SPACE ADMINISTRATOR	EMAIL	PHONE 514-848-2424 EXT.	ONLINE BOOKING REQUEST
EV	S2.200	Table	2	Info table	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
EV	1	Atrium	100	Banquet	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			131	Fair					
			197	Cocktail					
EV	001-116	Atrium Table	2	Info table	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
EV	001-400	FOFA Sculpture Garden (Terrace)	40	Fair	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			40	Film Screening					
			40	Exhibit					
			100	Cocktail					
EV	001-490	FOFA Atrium	65	Cocktail	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			65	Coffee Break					
EV	001-605	Amphitheatre	97	Amphitheatre	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
EV	001-615	Amphitheatre	92	Amphitheatre	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
EV	002-260	Conference Room	120	Varies	Engineering	Luisa Frazzetto	bookings@encs.concordia.ca	3292	
EV	002-789	Open Space	40	Banquet	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			40	Workshop					
			40	Fair					
			60	Cocktail					
			60	Coffee Break					
EV	008-775	Open Space	Varies	Exhibit	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			48	Cocktail					
EV	11.725	Lounge and Terrace	120	Exhibit	Milieux Institute for Arts, Culture and Technology	Harry Smoak	harry.smoak@concordia.ca	5994	
GN	E-103	Kitchen	N/A	N/A	Residence Life	Lilas Querrien	eventsn@concordia.ca	2828	
GN	E-104	Hall	180	Banquet	Residence Life	Lilas Querrien	eventsn@concordia.ca	2828	
			250	Workshop					
			275	Theatre					
			350	Cocktail					
GN	1210	Grey Nuns Garden	Varies	N/A	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
H	200	CSU Mezzanine information tables	4 tables, 2 seats each	Info table	CSU	CSU	contactus@csu.qc.ca	8914	https://www.csu.qc.ca/resources/bookings/
H	200	CSU Kiosk	4	Info table	CSU	Yu-Hui Yu	office@csu.qc.ca	8908	
H	231	Reggie's	336	Restaurant / bar	Reggie's	Nickolas Kasil	general.manager@reggies.ca	514-625-1504	
H	239	Hive	120	Café	Hive Café	Calvin Clarke	events.hivecafecoop@gmail.com cafe.hivecafecoop@gmail.com	514-664-4483	http://hivecafe.ca
H		Outdoor Terrace	528	Varies	Dean of Students Office	Mary Burns	mary.burns@concordia.ca	4239	https://www.concordia.ca/students/clubs/event-planning.html
H	0050-1	DB Clarke Lobby	Outer: 54 Inner: 119 Inner: 165	Cocktail Banquet Cocktail	Performance Production	Norberts Muncs / Ted Stafford	finearts.venue rentals@concordia.ca	4718	
H	0052-00	DB Clarke Theatre	387	Amphitheatre	Performance Production	Norberts Muncs / Ted Stafford	finearts.venue rentals@concordia.ca	4718	
H	0521-00	Classroom	59	Classroom	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
H	0701-00	Large Lounge	120	Theatre	CSU	Yu-Hui Yu	office@csu.qc.ca	8908	https://www.csu.qc.ca/resources/bookings/
H	0718-00	Cafeteria	60	Theatre	CSU	Yu-Hui Yu	office@csu.qc.ca	8908	https://www.csu.qc.ca/resources/bookings/
H	0809-00	Open Space	100	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents

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LB	0123-00	J.A. De Séve Foyer	40	Cocktail	IITS Cinemas	Mandi Morgan	deseve@concordia.ca	3440	http://www.concordia.ca/it/services/cinemas.html
LB	0125-00	J.A. De Séve Amphitheatre	160	Amphitheatre	IITS Cinemas	Mandi Morgan	deseve@concordia.ca	3440	http://www.concordia.ca/it/services/cinemas.html
LB	0199-00	Atrium (Sections A-B-C-D)	168	Banquet	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			170	Fair					
			255	Cocktail					
LB	103	4th space	40	Theatre	Office of Research and the Office of the Provost	Anna Waclawek	anna.waclawek@concordia.ca	5445	https://www.concordia.ca/next-gen/4th-space/about/faqs.html NO ONLINE BOOKING
			100	Cocktail					
			70	Fair					
MB	001-109	Atrium	100	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	001-155	Atrium - table	2	Info table	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	001-245	Atrium	107	Fair	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			161	Cocktail					
			20	Boardroom					
MB	002-130	Conference Room	45	Theatre	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
			59	Cocktail					
			75	Cocktail					
MB	003-130	Open Lounge	35	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	004-101	Open Lounge	59	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	004-135	Open Lounge	59	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	004-206	Classroom	32	Workshop	John Molson School of Business	Murielle Salari	murielle.salari@concordia.ca	2755	
MB	005-101	Open Space	60	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	006-101	Open Space	60	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	006-135	Open Space	75	Cocktail	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	9 ABCDEFG	Conference Centre	290	Varies	Hospitality Concordia	Hospitality Concordia	hospitality.booking@concordia.ca	5981	https://www.myconcordia.ca/ : MyEvents
MB	014-250	Meeting Room	34	Boardroom	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca	2335	
MB	014-270	Meeting Room	10	Boardroom	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca	2335	
MB	015-202	Meeting Room	12	Boardroom	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca	2335	
MB	015-254	Meeting Room	28	Boardroom	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca	2335	
MB	015-264	Meeting Room	10	Boardroom	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca	2335	
SB	0130-00	Atrium	90	Theatre	Karl Polanyi Institute of Political Economy	Ana Gomez	polanyi.institute@concordia.ca	8707	
			120	Cocktail					
VA	0114-00	Amphitheatre	94	Amphitheatre	IITS Cinemas	Mandi Morgan	deseve@concordia.ca	3440	http://www.concordia.ca/it/services/cinemas.html
VA	0199-20	Lobby (table)	2	Info table	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			60	Cocktail					
			60	Coffee Break					
VA	0217-00	Common Area	Varies	Exhibit	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			60	As is					
VA	0229-00	Open Lounge	60	As is	Fine Arts	Tricia Middleton	tricia.middleton@concordia.ca	4701	
			25	Workshop					
VA	0243-00	Meeting Room	25	Theatre	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			50	Workshop					
VA	0245-00	Meeting Room	50	Theatre	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			50	Theatre					
VA	0323-00	Amphitheatre	48	Amphitheatre	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
VA		Courtyard	787	Cocktail	Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca	4660	http://www.concordia.ca/finearts/facilities/room-bookings/event-space-request-form.html
			787	BBQ					
			787	Fair					
			Varies	Exhibit					
Z Annex	5	Meeting Room	20	Varies	Multi-faith and Spirituality Centre	Belinda Maher	mfsc@concordia.ca	3593	
Z Annex	105/106	Lounge and Kitchen	45	Varies	Multi-faith and Spirituality Centre	Belinda Maher	mfsc@concordia.ca	3593	

