

DESIGNATED SPACE ADMINISTRATION LIST

IMPORTANT TO NOTE:

Submit your request for a space with the DSA at least 10-20 business days prior to your event.
 Contact the DSA to validate capacity based on setup, configuration and what equipment is included.
 For any questions or suggestions related to this list please contact hospitality.booking@concordia.ca

LOYOLA CAMPUS							
BUILDING	VENUE NO. / NAME	SPACE TYPE	SET-UP TYPE	CAPACITY	DESIGNATED SPACE ADMINISTRATOR (DSA)	CONTACT	HOW TO BOOK SPACE
AD	429	Conference room	Boardroom	10	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
AD	290.1	Table / kiosk	Info table	2	Dean of Students Office	Daniel Amico	daniel.amico@concordia.ca
AD	431	Conference room	Boardroom	18	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
CC	408 Guadagni Lounge	Lounge	Banquet	374	Dean of Students Office	Daniel Amico	daniel.amico@concordia.ca
CC	Multiple	Active learning classroom	Active learning classroom	48	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
		Amphitheatre	Amphitheatre	Varies			
		Classroom	Classroom	35-60			
CJ	Atrium table 2K	Table / kiosk	Info table	2	Faculty of Arts and Science	Rowan Somerville	asst.adpaf.fas@concordia.ca
CJ	Multiple					Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
		Classroom	Classroom	20-47	Hospitality Concordia		
DO	Stinger Dome	Sports dome	Varies	Varies	Recreation and Athletics	Alberto Moreira	recrental@concordia.ca
FC	110 Loyola Chapel	Chapel	Varies	350	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
GE	110	Conference room	Banquet	36	Centre for Structural and Functional Genomics	Peter Ulyczynj	peter.ulyczynj@concordia.ca
			Workshop	50			
			Theatre	100			
			Cocktail	Varies			
GE	110.01	Conference room	Boardroom	14	Centre for Structural and Functional Genomics	Peter Ulyczynj	peter.ulyczynj@concordia.ca
HB	130	Amphitheatre	Amphitheatre	119	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
HC	Multiple	Amphitheatre	Amphitheatre	100-102	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
HU	115	Conference room / combo room	Cocktail	60	Faculty of Arts and Science	Rowan Somerville	asst.adpaf.fas@concordia.ca
			Workshop	32			
HU	125	Amphitheatre	Amphitheatre	130	Faculty of Arts and Science	Erica Bussièeres	asst.adpaf.fas@concordia.ca
PC	2.115	Meeting room	Workshop	35	Perform Centre	Alberto Moreira	alberto.moreira@concordia.ca
PC	2.135	Meeting room	Boardroom	15	Perform Centre	Alberto Moreira	alberto.moreira@concordia.ca
PT	110 Oscar Peterson Concert Hall	Concert hall	Amphitheatre	535	Performance Production	John Davis Jennifer Strahl	finearts.venue rentals@concordia.ca
QA	Quad	Outdoor space	Varies	2619	Dean of Students Office	Daniel Amico	daniel.amico@concordia.ca
RA	Concordia Gymnasium	Gymnasium	Varies	900	Recreation and Athletics	Alberto Moreira	recrental@concordia.ca
RF	110, 120, 130	Conference rooms	Cocktail	90	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Theatre	80			
			U-Shape	30			
			Workshop	45			
RF	310	Lounge	Cocktail	40	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
RF	324	Conference room	Boardroom	8	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Boardroom	18		Aimee St-Hilaire	
			Hollow Square	28			

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RF	Rod Rousseau Family Seminar Room	Conference room booking includes RF 310 Lounge	U-Shape	20	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Workshop	40			
			Theatre	50			
			Cocktail	55			
SC	200 Hive Cafe - Loyola location	Cafe	As is	400	Hive Cafe	Events Coordinator	events.hivecafecoop@gmail.com
SC	Buzz Dining Hall	Dining hall	As is	130	Hospitality Concordia	Oliver De Volpi	oliver.devolpi@concordia.ca
SP	Atrium 1AB	Atrium / combo room	Varies	342	Faculty of Arts and Science	Rowan Somerville	asst.adpaf.fas@concordia.ca
SP	Kiosk 1K	Table / kiosk	Info table	2	Faculty of Arts and Science	Rowan Somerville	asst.adpaf.fas@concordia.ca
SP	S110	Amphitheatre	Amphitheatre	170	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
SP	457.03 Biology Department Conference Room	Conference room	Boardroom	46	Faculty of Arts and Science / Department of Biology	Sonia Ruiz	s.ruiz@concordia.ca
VL	1 VL Atrium	Atrium	Cocktail	50	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
VL	1B VL Atrium table	Table / kiosk	Info table	2	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
VL	122	Classroom	Classroom	26	Vanier Library	Victoria Raposo	Library Room Booking Request Form
VL	126	Study hall	Study hall	60	Vanier Library	Victoria Raposo	Library Room Booking Request Form
VL	203	Meeting room	Meeting room	25	Vanier Library	Victoria Raposo	Library Room Booking Request Form
	The Grove	Outdoor space	Varies	Varies	Faculty of Arts and Science	Rowan Somerville	asst.adpaf.fas@concordia.ca

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SIR GEORGE WILLIAMS CAMPUS							
BUILDING	VENUE NO. / NAME	SPACE TYPE	SET-UP TYPE	CAPACITY	DESIGNATED SPACE ADMINISTRATOR (DSA)	CONTACT	HOW TO BOOK SPACE
CL	Multiple	Active learning classroom	Active learning classroom	40-136	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca info@farf@concordia.ca
EV	EV 53-845/855 Black Box	Blank space	varies	varies	Faculty of Fine Arts / Black Box	Black Box Coordinator	fa.blackbox@concordia.ca
EV	S2.200	Table / kiosk	Info table	Up to 6 tables	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
EV	1 EV Atrium	Atrium	Banquet	100	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Exhibit / Fair	131 (35 tables)			
			Cocktail	197			
EV	1.116 1.400	Table / kiosk	Info table	2	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
EV	FOFA Gallery adjacent space - Sculpture Garden outdoor courtyard	Outdoor open space	Open space	60	Faculty of Fine Arts / FOFA Gallery	Nicole Burisch	finearts.bookings@concordia.ca
EV	1.490 FOFA Gallery adjacent space - Marble table	Open space	Open space	65	Faculty of Fine Arts / FOFA Gallery	Nicole Burisch	finearts.bookings@concordia.ca
EV	1.605 York Amphitheatre	Amphitheatre	Amphitheatre	97	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
EV	1.615 York Amphitheatre	Amphitheatre	Amphitheatre	92	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
EV	1.715 FOFA Gallery	Open space	Open space	Varies	Faculty of Fine Arts / FOFA Gallery	Nicole Burish	finearts.bookings@concordia.ca
EV	2.260 Norman D. Hébert (2.204+ 2.260+ 2.184)	Conference room	Boardroom	45	Gina Cody School of Engineering and Computer Science (ENCS)	Greg Hannah Riccardo Gioia Luisa Frazzetto	bookings@encs.concordia.ca
			Classroom	100			
			Banquet	120			
EV	2.789 EV Junction	Open space	Banquet	40	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
			Workshop	40			
			Fair	40			
			Cocktail	60			
			Coffee Break	60			
			Open space	100			
EV	4th floor terrace	Terrace	Open space	100	Gina Cody School of Engineering and Computer Science (ENCS)	Greg Hannah Riccardo Gioia Luisa Frazzetto	bookings@encs.concordia.ca
EV	5.775	Open space	Cocktail	48	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
			Exhibit	Varies			
EV	EV 11.705 EV 11.715 EV 11.725	Lounge, terrace, conference room	Cocktail	EV 11.705: 52	Milieux Institute for Arts, Culture and Technology	Harry Smoak	harry.smoak@concordia.ca
			Boardroom	EV 11.705: 20			
			Theatre	EV 11.705: 35			
FB	Multiple	Classroom	Classroom	22-66	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
FG	Multiple	Amphitheatre	Amphitheatre	150	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
		Classroom	Classroom	50-100			
GM	450	Auditorium	Auditorium	50	Institute for Co-operative Education	Angela Torino	info.coop@concordia.ca
GN	1210 GN Garden	Garden	Varies	Varies	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
GN	E-104	Hall	Cocktail	150	Residence Life & Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Banquet	180			
			Workshop	200			
			Theatre	200			
GN	M-100	Classroom	Classroom	100	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
H	0052 Concordia Theatre and lobby	Theatre	Amphitheatre	387	Performance Production	Tristynn Duheme Jennifer Strahl	finearts.venue rentals@concordia.ca
H	110 Sir George Williams University Alumni Auditorium	Auditorium	Amphitheatre	692	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
H	200 CSU Mezzanine information tables	Table / kiosk	Info table	4 tables, 2 seats each	CSU	CSU	contactus@csu.qc.ca

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H	231 Reggie's	Restaurant / bar	As is	336	Reggie's	Eduardo Malorni	events@reggies.ca
H	239 Hive Cafe - SGW location	Cafe	As is	120	Hive Cafe	Events Coordinator	events.hivecafecoop@gmail.com
H	Hall Building Terrace	Outdoor space	Varies	528	Dean of Students Office	Daniel Amico	daniel.amico@concordia.ca
H	655	Conference room / combo room	Boardroom	655.2: 36 655.3: 20	Dean of Students Office	Daniel Amico	daniel.amico@concordia.ca
			Banquet	56			
			Banquet	655.2 only: 36			
			Banquet	655.3 only: 24			
			Classroom	64			
			Classroom	655.2 only: 32			
			U-shape	655.2 only: 20			
			Hollow rectangle	40			
			Theatre	655.2 only: 36			
			Kitchen	655.01: as is			
H	701 CSU Lounge	Lounge	As is	Varies	CSU	Yu-Hui Yu	office@csu.qc.ca
			Fair	70			
			Speaker event	120			
H	718 CSU Cafeteria	Cafeteria	Speaker event	70	CSU	Yu-Hui Yu	office@csu.qc.ca
H	Multiple	Active learning classroom	Active learning classroom	24-72	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
		Amphitheatre	Amphitheatre	123-250			
		Classroom	Classroom	34-100			
LB	123	Foyer	Cocktail	40	IITS Cinemas and Events	Mandi Morgan	deseve@concordia.ca
LB	125	Amphitheatre	Amphitheatre	160	IITS Cinemas and Events	Mandi Morgan	deseve@concordia.ca

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LB	1 LB Atrium (ABCD)	Atrium (ABCD) Table / kiosk (1A only)	Banquet	ABCD: 168	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Fair	ABCD: 170 (25 tables)			
			Fair	A / B / C / D (separated): 41			
			Cocktail	ABCD: 255			
			Cocktail	A / B / C / D (separated): 64			
			Info table	2			
LB	205	Classroom	Classroom	30	Office of the University Librarian	Kate Ripley or Vanessa Afonso	Library Room Booking Request Form
LB	207	Classroom	Classroom	24	Office of the University Librarian	Kate Ripley or Vanessa Afonso	Library Room Booking Request Form
LB	322 Multifunctional room	Multifunctional room	Classroom	56 (up to 60)	Office of the University Librarian	Kate Ripley or Vanessa Afonso	Library Room Booking Request Form
LB	362 Seminar room	Conference room	Boardroom	46	Office of the University Librarian	Kate Ripley or Vanessa Afonso	Library Room Booking Request Form
LS	Multiple	Classroom	Classroom	79-80	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	1.155	Table / kiosk	Info table	2	Hospitality Concordia	Aimee St-Hilaire	hospitality.booking@concordia.ca
MB	1.156	Table / kiosk	Info table	2	CASA	Ayden Mayenga	info@casajmsb.ca
MB	1.235	Table / kiosk	Info table	2	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	2.130 Floating Box	Conference room	U-shape	15	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Boardroom	20			
			Theatre	45			
			Cocktail	59			
MB	3.130 Cloud Deck	Lounge	Cocktail	75	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	4.101 + 4.135 MB 4th floor lounge	Lounge	Cocktail	35-59	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	5.101 MB 5th floor lounge	Lounge	Cocktail	60	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	6.101 + 6.135 MB 6th floor lounge	Lounge	Cocktail	60-75	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	MB 7th floor studios	Studios	Theatre studio	40	Faculty of Fine Arts / Music Department	Maud David Lerebours	Event space request form
MB	MB 9 AB MB 9 CD MB 9 ABCD MB 9 EG MB 9 F MB 9 EFG MB 9 Entire Centre	Conference room	Varies	50-140	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Varies	38-140			
			Varies	130-180			
			Varies	24-60			
			Varies	30-120			
			Varies	54-180			
20	Dining	20	EMBA (John Molson Executive MBA)	Sharon Nelson Debra Sztulman	sharon_nelson@concordia.ca debra.sztulman@concordia.ca		
10.101 EMBA Small Dining Room	Dining / cocktail room	Workshop				36	
MB	10.121 Goodman Institute	Conference room	Workshop / dining hall	90	Goodman Institute of Investment Management	Samantha Hamer	s.hamer@concordia.ca
MB	11.101 / 11.103	Meeting room	Boardroom	14 / 16			
MB	11.202	Meeting room	Boardroom	12	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	12.101	Meeting room	Boardroom	14	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	12.137	Meeting room	Boardroom	12	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	12.202	Meeting room	Boardroom	12	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	13.101	Meeting room	Boardroom	14	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	13.202	Meeting room	Boardroom	12	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	13.28	Meeting room	Boardroom	10	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	14.101	Meeting room	Boardroom	14	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca

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MB	14.202	Meeting room	Boardroom	12	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	14.25	Meeting room	Boardroom	34	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	14.27	Meeting room	Boardroom	10	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	15.202	Meeting room	Boardroom	12	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	15.254	Meeting room	Boardroom	28	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	15.264	Meeting room	Boardroom	10	John Molson School of Business	Kelly Hall	kelly.hall@concordia.ca
MB	Multiple	Amphitheatre	Amphitheatre	118-300	Hospitality Concordia	Aimee St-Hilaire	hospitality.booking@concordia.ca
		Classroom	Classroom	30-60		Christina Souliere	
VA	114	Amphitheatre	Amphitheatre	94	IITS Cinemas and Events	Mandi Morgan	deseve@concordia.ca
VA	199.20	Table / kiosk	Info table	2	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
VA	217	Common area	Cocktail	60	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
			Coffee Break	60			
			Fair / exhibit	Varies			
VA	229	Lounge	As is	60	Dean of Students Office	Daniel Amico	daniel.amico@concordia.ca
VA	234	Classroom	Classroom	20	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
VA	243	Meeting room	Workshop	25	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
			Theatre	25			
VA	245	Meeting room	Workshop	50	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
VA	323	Amphitheatre	Amphitheatre	48	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
VA	VA Courtyard	Courtyard	Cocktail	787	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
			BBQ	787			
			Fair	787			
			Exhibit	Varies			
Z Annex	05 MFSC meditation room	Meeting room	As is	15	Multi-faith and Spirituality Centre	Jennifer Bourque	mfsc@concordia.ca
Z Annex	105/106 MFSC lounge and kitchen	Lounge and kitchen	As is	45	Multi-faith and Spirituality Centre	Jennifer Bourque	mfsc@concordia.ca
Z Annex	05 MFSC meditation room	Meeting room	As is	15	Multi-faith and Spirituality Centre	Jennifer Bourque	mfsc@concordia.ca
Z Annex	105/106 MFSC lounge and kitchen	Lounge and kitchen	As is	45	Multi-faith and Spirituality Centre	Jennifer Bourque	mfsc@concordia.ca