

Meeting and Event Space booked by University Event Scheduling

Room Set-up Styles/Capacities - MGC Meeting Rooms

	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
MGC 200	60	24 (+13)	24 (+20)	20 (+20)	36	24	60	40	Built-in LCD, In-room screen	yes
MGC 203	N/A	N/A	12 (+4)	10 (+4)	N/A	N/A	N/A	16	Dry erase board	yes
MGC 205	N/A	N/A	12 (+4)	10 (+4)	N/A	N/A	N/A	16	Dry erase board	yes
MGC 203/205	50	24	24 (+8)	20 (+8)	36	24	50	40	Two dry erase boards	yes
MGC 244	N/A	N/A	8	N/A	N/A	N/A	N/A	N/A	Dry erase board	yes
MGC 245	36	18 (+6)	24 (+6)	18 (+6)	30	24	40	40	Built-in LCD, In-room screen	yes
MGC 247	36	18 (+6)	24 (+6)	18 (+6)	30	24	40	40	Dry erase board	yes
MGC Tavern	150	N/A	N/A	N/A	194	N/A	700 -no tables	N/A	square and round tables, chairs, booth seating	yes
MGC TDR Santa Fe	N/A	N/A	20	16	20	N/A	N/A	N/A	Available for all TDR service hours	yes
MGC TDR Georgia	N/A	N/A	N/A	N/A	30	N/A	N/A	N/A	Can only be booked for breakfast	yes
MGC TDR T-19	N/A	N/A	20	16	20	N/A	N/A	N/A	Can only be booked for breakfast	yes

* Mary Graydon Center's Terrace Dining Room are for quiet, semi-private events. Event attendees must purchase a meal to enter TDR, and will be required to check in at the TDR register and purchase a meal. (Accepted forms of payment are purchase orders, credit cards, cash, eaglebucks.)

Room Set-up Styles/Capacities - University Club Rooms

	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception w/ Seating	Clear Floor	Amenities	ADA Access
MGC 1	35	18	24	18	32	32	50	50	Contact: AU Catering x3180, aucatering@american.edu	yes
MGC 2	40	24	24	20	40	32	50	50	for room set-up and catering needs	yes
MGC 2, 3	100	N/A	N/A	N/A	80	48	70	100	Priority is for all AU catered events	yes
MGC 2, 3, 4	150	N/A	N/A	N/A	160	120	100	300	Setup fee is charged for use of each room	yes
MGC 2, 3, 4, 5	250	N/A	N/A	N/A	216	96	200	500	MGC 1, 2, & 3 not reservable Monday-Friday.	yes
MGC 2, 3, 4, 5, 6	300	N/A	N/A	N/A	240	200	450	600		yes
MGC 3	80	30	30	35	48	40	50	80		yes
MGC 3, 4	140	100	40	32	112	96	100	200		yes
MGC 3, 4, 5	220	140	60	48	160	140	200	400		yes
MGC 3, 4, 5, 6	280	120	60	48	208	176	250	450		yes
MGC 4	80	30	30	30	48	40	50	75		yes
MGC 4, 5	140	100	46	32	112	96	200	300		yes
MGC 4, 5, 6	160	N/A	46	32	128	102	250	400		yes
MGC 5	80	30	30	35	56	48	70	120		yes
MGC 5, 6	120	74	N/A	N/A	72	72	120	160		yes
MGC 6	30	12	16	15	24	24	30	40		yes

Room Set-up Styles/Capacities - Butler Pavillion Rooms

	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
Conference Rm.	N/A	N/A	24 (+6)	20 (+6)	N/A	N/A	N/A	N/A	Dry erase board	yes
Board Room	150	32 (+16)	32 (+30)	24 (+30)	96	72	200	100	Projection Screen	yes

Room Set-up Styles/Capacities - Other Event Spaces

	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
SIS Lounge	90	20 (+20)	24 (+20)	20	40	40	150	75	Rectangular Tables only, chairs, LCD, podium	no
Anderson 2U	30	20	20	12	N/A	N/A	50	30	Primary use for all Greek organizations	yes
Anderson Conf.	40	N/A	24	N/A	N/A	N/A	40	40		yes
Hughes Formal	50	12	20	18	N/A	N/A	75	50		yes
McDowell Formal	175	30	36	30	120	120	200	75		yes
Brandywine 101	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A		yes

Room Set-up Styles/Capacities - Outdoor Spaces

	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
Friedheim Quad									Six different reservable areas of the Quad	yes
Leonard Picnic							50		Located near the tennis and basketball courts	yes
Letts-Anderson Quad									Outdoor space in south side of campus	yes
McKinley Green									Open field by McKinley	yes
Woods-Brown Amphitheater			theater: 400						Outdoor tiered seating, stage area	yes

** If you have questions about accessibility for any space, please contact Disability Support Services at x 3315.

Instructional Space

(can be booked for meetings or events approximately 3-4 weeks after start of classes)

Room Set-up Styles/Capacities - Classroom Space										
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Asbury 218	N/A	22	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, overhead, screen	no	
Asbury 222	N/A	26	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, overhead, screen	no	
Asbury 226	N/A	20	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, corkboard, overhead, screen	no	
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Battelle T48	N/A	N/A	20	N/A	N/A	N/A	N/A	Hollow Circle, projector, screen, blackboard	yes	
Battelle 148	N/A	N/A	20	N/A	N/A	N/A	N/A	Hollow Circle, projector, screen, blackboard	yes	
Battelle 248	N/A	N/A	20	N/A	N/A	N/A	N/A	Hollow Circle, projector, screen, blackboard, OH	yes	
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Hurst B01	N/A	35	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, projector, bboard, lectern, DVD/VCR	no	
Hurst B02	N/A	60	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, projector, screen	no	
Hurst B10A	N/A	20	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, TV/VCR, Overhead	no	
Hurst 101B	N/A	N/A	14	N/A	N/A	N/A	N/A	contact: Wanda Mable-Young x2178	no	
Hurst 104	N/A	32	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, OH, DVD/VCR, lectern	no	
Hurst 205	N/A	40	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, blackboard, dry erase, TV, lectern	no	
Hurst 208	N/A	40	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, blackboard, projector, A/V unit	no	
Hurst 209	N/A	40	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, 3 bboards, projector, podium, A/V unit	no	
Hurst 211	N/A	40	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, 2 white boards, projector, computer lectern	no	
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
** contact: Katherine Chavis x1901 / fax x1992 for use of Kogod space										
Kogod T39	N/A	40	N/A	N/A	N/A	N/A	N/A	Tier tables/chairs, dry erase, VCR/DVD, lectern, LCD	yes	
Kogod 118	N/A	75	N/A	N/A	N/A	N/A	N/A	Tier tables/chairs, dry erase, lectern, LCD, OH, screen	yes	
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
McKinley 101	N/A	40	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, TV/VCR, screen, OH	yes	
McKinley 108	N/A	63	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, podium, in-room LCD projector	yes	
McKinley 202	N/A	20	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard	no	
McKinley 204A	N/A	26	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, TV/VCR/DVD, screen	no	
McKinley 204B	N/A	20	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, TV, blackboard	no	
McKinley 205	N/A	20	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, TV, screen	no	
McKinley 207	N/A	20	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, OH, in-room LCD, screen, podium	no	

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	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
SIS B11	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, lectern, VCR/DVD, projector, OH	no
SIS B14	N/A	N/A	22	N/A	N/A	N/A	N/A	N/A	Tables/chairs, projector, A/V unit	no
SIS B15	N/A	40	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, projector, OH	no
SIS B17	N/A	40	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, OH	no
SIS 200	N/A	N/A	18 (+12)	N/A	N/A	N/A	N/A	N/A	Tables/chairs, bboard, podium, OH, DVD/VCR,	no
SIS 203	N/A	60	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, VHS/DVD, lectern, OH	no
SIS 205	N/A	30	20 (+10)	N/A	N/A	N/A	N/A	N/A	Available M-F after 5 pm and weekends	no
	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
Ward 1	388	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Lecture Hall, podium, screen, overhead, LCD	yes
Ward 2	200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Lecture Hall, podium, screen, overhead, LCD	yes
Ward 3	N/A	50	N/A	N/A	N/A	N/A	N/A	N/A	Rolling Chairs/Tables, bboard, OH, screen	yes
Ward 4	N/A	50	N/A	N/A	N/A	N/A	N/A	N/A	Rolling Chairs/Tables, bboard, OH, screen, LCD	yes
Ward 5	N/A	50	N/A	N/A	N/A	N/A	N/A	N/A	Tiered set-up, bboard, LCD, screen, OH, lectern	yes
Ward 6	N/A	50	N/A	N/A	N/A	N/A	N/A	N/A	Tiered set-up, LCD, screen, bboard, OH, lectern	yes
Ward 101	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Tables/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 102	N/A	40	N/A	N/A	N/A	N/A	N/A	N/A	Tables/Chairs, bboard, VCR, OH, lectern	yes
Ward 103	N/A	35	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 104	N/A	35	N/A	N/A	N/A	N/A	N/A	N/A	Tables/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 105	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 106	N/A	42	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 107	N/A	32	N/A	N/A	N/A	N/A	N/A	N/A	Tables/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 113	N/A	40	N/A	N/A	N/A	N/A	N/A	N/A	Tables/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 114	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 201	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, VCR/DVD, OH, lectern	yes
Ward 202	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, LCD, bboard, easel, OH	yes
Ward 203	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, OH, lectern	yes
Ward 204	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, LCD, bboard, OH	yes
Ward 205	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Tables, Folding Chairs, LCD, bboard, OH, lectern	yes
Ward 301	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, LCD, bboard, OH, VCR/DVD, full lectern	yes
Ward 302	N/A	25	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, LCD, bboard, VCR/DVD, lectern	yes
Ward 303	N/A	25	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, LCD, bboard, VCR/DVD, lectern	yes
Ward 304	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, OH, lectern	yes
Ward 305	N/A	30	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, bboard, LCD, VCR/DVD	yes
Ward 306	N/A	35	N/A	N/A	N/A	N/A	N/A	N/A	Desk/Chairs, LCD, bboard, OH, VCR/DVD	yes
Ward Lobby	N/A	N/A	N/A	N/A	N/A	N/A	100	N/A	Located on 1st Floor of Ward	yes
	Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access
**All Watkins rooms are only available Monday - Thursday										
Watkins G02	N/A	36	N/A	N/A	N/A	N/A	N/A	N/A	Blackboard, screen	yes
Watkins G06	N/A	20	N/A	N/A	N/A	N/A	N/A	N/A	Blackboard, OH	yes
Watkins G08	N/A	20	N/A	N/A	N/A	N/A	N/A	N/A	Conference style ,blackboard, OH	yes

Meeting and Event Spaces booked by non-UES schedulers

Room Set-up Styles/Capacities										
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Battelle Atrium	N/A	N/A	N/A	N/A	N/A	40	N/A	contact: Matt Wickens x2446 / fax: x2429	yes	
Bentley Lounge								contact: Linda Greene x3137 / fax: x3155	yes	
Computer Labs								contact: Kelvin Wilson x6033	yes	
Dunblane House								contact: Karen Brockington (202) 895-4980	1st floor: y	
Washington College of Law								contact: Monica Phillips x4357	yes	
Wechsler Theater	107							contact: Laura Murray (SOC) x2063	yes	
Room Set-up Styles/Capacities - Kay Spiritual Life Center										
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Kay Chapel	300							contact: Christine Gettings x3321 for all Kay Spaces	yes	
Kay Lounge	60	20	30	24	N/A	N/A	100	30		yes
Room Set-up Styles/Capacities - Bender Arena										
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Bender Arena	(Tennis Courts, Greenberg Track, All Fields)								contact: Jordan Tobin x3074 for all Bender spaces	
Bender 235	100	50	30	25	N/A	N/A	70	N/A		yes
Kettler-Palmer	100	50	30	25	N/A	N/A	120	N/A	Ketter-Palmer Lounge is located above the arena floor	yes
Room Set-up Styles/Capacities - Residence Hall Spaces										
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Anderson Honors	N/A	N/A	16	N/A	N/A	N/A	N/A	N/A	Contact AU Honors Program x 6194	yes
Hughes 116	N/A	N/A	12	N/A	N/A	N/A	N/A	N/A	Reserved by RD of Hughes Hall x2917	yes
Leonard Chancery	N/A	N/A	12	N/A	N/A	N/A	N/A	N/A	Reserved by RD of Leonard Hall x2737	yes
Letts Sky Lounge	N/A	N/A	12	N/A	N/A	N/A	N/A	N/A	Reserved by RD of Letts Hall x2737	yes
Nebraska Conf.	N/A	N/A	12	N/A	N/A	N/A	N/A	N/A	Reserved by RD of Nebraska Hall x2737	yes
Room Set-up Styles/Capacities - Performing Arts Spaces										
Theater	Classroom	Hollow Square	U-Shape	Banquet	Banquet w/ Buffet	Reception	Circle	Amenities	ADA Access	
Capital Hall Aud	100								contact: Karen Brockington (202) 895-4980	yes
Capital Hall Chapel (for dance events only)									contact: Karen Brockington (202) 895-4980	no
Greenberg Thtr	300								contact Alisa Allison x3490	yes
Katzen Arts Center									contact: Lisa Ager x3668	yes

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