

## Quick Reference Guide – Event Scheduling

### *Who to Contact : Spaces on Campus*

**University Event Scheduling (UES)** schedules the following event spaces on campus: The Mary Graydon Center, Butler Boardroom, Butler Conference Room, SIS Lounge, select Residence Hall spaces (McDowell Formal Lounge, Hughes Formal Lounge, Anderson Conference Room), and select Outdoor locations (Friedheim Quadrangle, Woods-Brown Amphitheatre, Leonard Picnic Area, McKinley Green, Letts-Anderson Quad).

UES schedules instructional spaces for event purposes only (instructional spaces needed for classes, exams, or course-related activities must be reserved through the Registrar's Office), but cannot process requests for instructional space until after three (3) weeks into the Fall & Spring semesters (one (1) week into the Summer semester) to allow for course schedule adjustment by the Registrar's Office.

University Event Scheduling - <http://www.american.edu/ocl/uc/ues>  
(202) 885-3939  
[ues@american.edu](mailto:ues@american.edu)

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#### **Other spaces on campus not scheduled by UES:**

##### **Athletic Spaces**

*Bender Arena, Bender Lobby, Greenberg Track, Kettler Palmer Lounge, Classroom 235, Reeves Aquatic Center, Outdoor Basketball Courts, Tennis Courts, Jacobs Field (Turf, Volleyball, Softball)*

##### Contact Information:

Jordan Tobin  
(202) 885-3074 | [jtobin@american.edu](mailto:jtobin@american.edu)

##### **Kay Spiritual Life Center - <http://www.american.edu/ocl/kay>**

*Kay Chapel, Kay Lounge*

##### Contact Information:

Christine Gettings  
(202) 885-3320 | [kslc@american.edu](mailto:kslc@american.edu)

##### **Katzen Arts Center - <http://www.american.edu/academic.depts/cas/katzen>**

*Abramson Family Recital Hall, Studio Theatre, Dance Studio, Ensemble Rehearsal Room, Lecture Hall, Reception Spaces: AU Museum, Sculpture Garden, Kreeger Hall Lobby Rotunda (1st Floor, 2nd Floor)*

##### **Tenley Campus**

##### Contact Information:

Karen Brockington  
(202) 885-4980 | [kbrock@american.edu](mailto:kbrock@american.edu)

##### **Washington College of Law (WCL)**

##### Contact Information:

Monica Phillips  
(202) 274-4357 | [msphillips@wcl.american.edu](mailto:msphillips@wcl.american.edu)