

JULY 2015

Building	Room/Space	Capacity		Food	Technology	Contact	General Information
		@Tables	In Rows				
Abbot Hall	School Room	60	125	Yes	Projector/Screen	Flavia Vidal Ext. 2436	
	Brace Center			Yes		Tasha Hawthorn Ext. 4185	
Addison Gallery	Knafel Learning Center	35		Yes	Projector/Screen	Chris Abreu. Event Coordinator Ext. 4143	KLC is available for private events or meetings on Mondays or before 10:00 AM and after 5:00 PM. Security costs and catering needs should be discussed with Chris Abreu x 4143. One week notice appreciated.
	Galleries			Limited			
Andover Inn	Abbot Dining Rm			Yes	Small TV	Debbie Mirault dmirault@andoverinn.com 978-775-4908	
	Phillips Room			Yes	Small TV		
	Stevens Room			Yes	Small TV		
	Board Room			Yes	Small TV		
Borden & Memorial Gym					Lisa Buckley Ext. 4092		
Bullfinch	Tirana Room	0	30	No	Projector & Screen	JoAnne Fallon Ext. 4185	
Case Memorial Shuman						Lisa Buckley Ext. 4092	
Cochran Chapel	Sanctuary		1,258	No	PA System/Side Screens	Gail Ralston Ext.4130	
	Kemper Chapel	50	100	Yes		Gail Ralston Ext.4130	Not available on Sunday Evenings (all chairs must be in rows for Sunday night Catholic Service)
	Baldwin Cloister	N/A	35	No		Gail Ralston Ext.4130	Living Room Style
	Choir Room	N/A	86	Yes		Gail Ralston Ext.4130	Stadium Seating/piano
	Classroom	N/A	20	Yes		Gail Ralston Ext.4130	Evenings only
	Meditation Room	N/A	30	No		Gail Ralston Ext.4130	
Cooley House		N/A	12	No		Gale Catanzaro Ext. 4412	
Draper Hall	McKeen Room I		18	Yes	TV	Nancy Eulie	
	McKeen Room II		10	Yes	TV	Nancy Eulie	
Elson Art	Room 230					AV Ext. 4560	
	Room 231				Projector & screen	AV Ext. 4560	

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Center	Underwood	80	150	Yes	PA System	Vimala Mohammed Ext. 4178	
	Kemper Auditorium	150	234	Yes	PA System/Projector & Screen	AV Ext. 4560	
	Elson Courtyard	60	100+standing	Yes	Sound system can be installed	Vimala Mohammed Ext 4178	
GW Hall	Tang Theater	N/A	355		PA System	Rachel Anderson Ext. 4429	
	Steinbach Lobby					Rachel Anderson Ext. 4429	
	Steinbach Theater	N/A	90		PA System	Rachel Anderson Ext. 4429	
	Trustee Room	25	N/A	Yes	Projector & screen	Belinda Traub Ext. 4005	
	2 nd Flr Conf Room					Christine Costa	
	DOS Conf Room	12	N/A	Yes		Karen Morrissey Ext 4145	
	CCO Library				TV	Kim Adams	
Log Cabin		36	124	Yes		Nancy Eulie (OPP) Ext. 4345	
McKeen Hall	Davis Hall	140	250	Yes	PA System	Laurie Ortstein Ext 4266	
	Sweeney Conf Rm		18	Yes		Laurie Ortstein Ext 4266	
Morse Hall	CAMD Office	30		Yes	TV	Mary Jane Lewis Ext 4250	
OWH Library	China Room	12		Limited			Adults only
	Kansas City Room	12		Limited			Adults only
Paresky Commons	Dining Rooms					Aramark - Ext. 4399	
	Mural Room				TV	Outlook Calendar	
	Ada's Room				TV	Outlook Calendar	
	Paul's Room				TV	Outlook Calendar	
	Susie's					Outlook Calendar	
Peabody Museum	Library			No		Lesley Shabazian Ext. 4499	
SamPhil	Unobsky Room		50	No	TV	Yosune Schleicher Ext. 4200	
Shuman	Conference Room	30	N/A	Yes	TV	Eva Cirelli Ext. 4057	
Smith Center		500	1,000	Yes	Screen	Lisa Buckley Ext. 4092	