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	Erica Bussières	fas.spacebookings@concordia.ca
CJ	Multiple	Classroom	Classroom	20-47	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
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 Ulycznyj	peter.ulycznyj@concordia.ca
			Workshop	50			
			Theatre	100			
			Cocktail	Varies			
GE	110.01	Conference room	Boardroom	14	Centre for Structural and Functional Genomics	Peter Ulycznyj	peter.ulycznyj@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	Erica Bussières	fas.spacebookings@concordia.ca
			Workshop	32			
HU	125	Amphitheatre	Amphitheatre	130	Faculty of Arts and Science	Erica Bussières	fas.spacebookings@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.venuerentals@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

DESIGNATED SPACE ADMINISTRATION LIST

RF	335 Rod Rousseau Family Seminar Room	Conference room booking includes RF 310 Lounge	Boardroom	18	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
			Hollow Square	28			
			U-Shape	20			
			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	Erica Bussières	fas.spacebookings@concordia.ca
SP	Kiosk 1K	Table / kiosk	Info table	2	Faculty of Arts and Science	Erica Bussières	fas.spacebookings@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
	The Grove	Outdoor space	Varies	Varies	Faculty of Arts and Science	Erica Bussières	fas.spacebookings@concordia.ca

DESIGNATED SPACE ADMINISTRATION LIST

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
EV	EV S3-845/855 Black Box	Blank space	varies	varies	Faculty of Fine Arts / Black Box	Black Box Coordinator	info@farf@concordia.ca 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 Exhibit / Fair Cocktail	100 131 (35 tables) 197	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
EV	1.116	Table / kiosk	Info table	2	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
EV	1.400 FOFA Gallery adjacent space - Sculpture Garden - outdoor courtyard	Outdoor open space	Open space	60	Faculty of Fine Arts / FOFA Gallery	Elyse Murphy	finearts.bookings@concordia.ca
EV	1.490 FOFA Gallery adjacent space - Marble table	Open space	Open space	65	Faculty of Fine Arts / FOFA Gallery	Elyse Murphy	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 Classroom Banquet	45 100 120	Gina Cody School of Engineering and Computer Science (ENCS)	Greg Hannah Riccardo Gioia Luisa Frazzetto	bookings@encs.concordia.ca
EV	2.789 EV Junction	Open space	Banquet Workshop Fair Cocktail Coffee Break	40 40 40 60 60	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
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 Exhibit	48 Varies	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
EV	EV 11.705 EV 11.715 EV 11.725	Lounge, terrace, conference room	Cocktail Boardroom Theatre	EV 11.705: 52 EV 11.705: 20 EV 11.705: 35	Milieux Institute for Arts, Culture and Technology	Harry Smoak	harry.smoak@concordia.ca
FB	Multiple	Classroom	Classroom	22-66	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
FG	Multiple	Amphitheatre Classroom	Amphitheatre Classroom	150 50-100	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
GM	450	Auditorium	Auditorium	50	Co-op, Experiental Learning and Career Centre	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 Banquet Workshop Theatre	150 180 200 200	Residence Life & Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
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.venuerentals@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	231 Reggie's	Restaurant / bar	As is	336	Reggie's	Eduardo Malorni	events@reggies.ca

DESIGNATED SPACE ADMINISTRATION LIST

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

DESIGNATED SPACE ADMINISTRATION LIST

LB	1 LB Atrium (ABCD)	Atrium (ABCD) Table / kiosk (1A only)	Banquet Fair Fair Cocktail Cocktail Info table	ABCD: 168 ABCD: 170 (25 tables) A / B / C / D (separated): 41 ABCD: 255 A / B / C / D (separated): 64 2	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
LS	Multiple	Classroom	Classroom	79-80	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	1.109 MB Upper Atrium / section A	Atrium	Fair Cocktail	70 100	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	1.245 MB Lower Atrium / section B	Atrium	Fair Cocktail	107 161	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	2.130 Floating Box	Conference room	U-shape Boardroom Theatre Cocktail	15 20 45 59	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
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	Sandi Chase-Caron	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 Conference room Conference room Conference room Conference room Conference room Confernece Centre	Varies Varies Varies Varies Varies Varies Varies	50-140 38-140 130-180 24-60 30-120 54-180 290	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca
MB	10.101 EMBA Small Dining Room	Dining / cocktail room	Dining Workshop	20 36	EMBA (John Molson Executive MBA)	Sharon Nelson Debra Sztulman	sharon.nelson@concordia.ca debra.sztulman@concordia.ca
MB	10.121 Goodman Institute	Conference room	Workshop /dining hall Cocktail	90 100	Goodman Institute of Investment Management	Sarah Carey	s.hamer@concordia.ca
MB	11.101 / 11.103	Meeting room	Boardroom	14 / 16	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	11.202	Meeting room	Boardroom	12	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	12.101	Meeting room	Boardroom	14	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	12.137	Meeting room	Boardroom	12	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	12.202	Meeting room	Boardroom	12	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	13.101	Meeting room	Boardroom	14	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	13.202	Meeting room	Boardroom	12	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	13.28	Meeting room	Boardroom	10	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	14.101	Meeting room	Boardroom	14	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	14.202	Meeting room	Boardroom	12	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	14.25	Meeting room	Boardroom	34	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	14.27	Meeting room	Boardroom	10	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	15.202	Meeting room	Boardroom	12	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	15.254	Meeting room	Boardroom	28	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	15.264	Meeting room	Boardroom	10	John Molson School of Business	Sabrina Catalogna	sabrina.catalogna@concordia.ca
MB	Multiple	Amphitheatre Classroom	Amphitheatre Classroom	118-300 30-60	Hospitality Concordia	Aimee St-Hilaire Christina Souliere	hospitality.booking@concordia.ca

DESIGNATED SPACE ADMINISTRATION LIST

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
			Cocktail	60	Faculty of Fine Arts	Elyse Murphy	
			Coffee Break	60			
VA	217	Common area	Fair / exhibit	Varies			finearts.bookings@concordia.ca
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
			Workshop	25			
VA	243	Meeting room	Theatre	25	Faculty of Fine Arts	Elyse Murphy	finearts.bookings@concordia.ca
			Workshop	50			
VA	245	Meeting room	Theatre	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
			Cocktail	787	Faculty of Fine Arts	Elyse Murphy	
			BBQ	787			
			Fair	787			
VA	VA Courtyard	Courtyard	Exhibit	Varies			finearts.bookings@concordia.ca