

<h1>Indoor Spaces</h1>		
Space	Contact Office or Person	How to request or who to contact
<p>Class related reservations in classrooms (review sessions, extra time for tests, etc.), department, division or committee meetings in classrooms</p> <p>Additional classroom or lab spaces may be reserved by specific departments</p>	<p>Office of Student Records and Registration (academic year)</p> <p>Conference Services (summer)</p>	<p>Use form: http://bit.ly/WC_FS_Reservations</p> <p>For questions: registrar@washcoll.edu</p> <p>Classroom descriptions can be found here: https://www.washcoll.edu/live/classroom-information.pdf</p>
<p>College functions and events in classrooms and lecture halls.</p> <p>Conference rooms and other community spaces including:</p> <ul style="list-style-type: none"> • Hynson Lounge • Faculty Lounge • CAC Gallery (1st Floor) • CAC Commons • Gibson Center for the Arts Performance Spaces and Lobbies • Litrenta Hall and McLain Atrium • Kirby Stadium Skybox (for non-athletics use) 	<p>Campus Events Office (academic year)</p> <p>Conference Services (summer)</p>	<p>Use form: http://bit.ly/WC_FS_Reservations</p> <p>Or e-mail room_reservations@washcoll.edu</p> <p>For questions: Carol Landis or Gina Ralston Elaine Grant (summer)</p>
<p>Club Room Reservations in classrooms</p>	<p>Campus Events or Office of Student Records and Registration</p>	<p>Direct students to use CampusGroups (https://clubs.washcoll.edu).</p> <p>For group study reservations or other non-club related activities, students may use this form: http://bit.ly/wc_student_meeting_form</p>
<p>On Campus Accommodation (Brown Cottage & The Adams House)</p>	<p>Campus Events Office</p>	<p>Use form: http://bit.ly/WC_GuestCottage</p> <p>For questions, e-mail guest_housing@washcoll.edu</p>
<p>Alumni House</p>	<p>Alumni House</p>	<p>Alumni_Office@washcoll.edu</p>
<p>Casey Academic Center</p> <ul style="list-style-type: none"> • Visitors Center • Interview Rooms 	<p>Admissions</p>	<p>Coleen Beddick and Jennifer Pass</p>
<p>Casey Academic Center</p> <ul style="list-style-type: none"> • Student Affairs Conference Room 	<p>Student Affairs</p>	<p>Lisa Jones</p>

Indoor Spaces (continued)

Space	Contact Office or Person	How to request or who to contact
Custom House <ul style="list-style-type: none"> • Hubbard Room • Library 	Starr Center	
Gibson Center for the Arts <ul style="list-style-type: none"> • Kohl Gallery 	Kohl Gallery	Tara Gladden
Gibson Center for the Arts <ul style="list-style-type: none"> • Underwood Lobby • AV Davis Commons • Hotchkiss • Decker Theatre • Tawes Theatre • Arts Hallway (outside of Kohl Gallery) 	Campus Events Conference Services (summer)	Use form: http://bit.ly/WC_FS_Reservations For questions contact Gina Ralston or Elaine Grant (summer)
Gibson Center for the Arts Music Department Spaces <ul style="list-style-type: none"> • Practice Rooms • GCA 206 	Department of Music	
Gibson Center for the Arts: Theatre and Dance Department Spaces <ul style="list-style-type: none"> • GCA 216 • GCA 232 • Rehearsal Room • Green Room 	Gibson Center Staff and Department of Theatre and Dance	Dale Daigle, Patrick Salerno and Cory Palmer
Hodson Hall Commons <ul style="list-style-type: none"> • The Egg • The Goose Nest 	Campus Events (F/S) or Student Engagement (students)	For department or academic purposes, use form: http://bit.ly/WC_FS_Reservations For student clubs and meetings, use CampusGroups.
Lit House <ul style="list-style-type: none"> • Enclosed porch • Mary Wood Readers' Room • Library 	Lit House	Lit_House@washcoll.edu
Miller Library <ul style="list-style-type: none"> • Beck Lab • Newlin Room • Sophie Kerr Room 	Miller Library	Beck Lab Newlin and Sophie Kerr Rooms Nancy Cross Jennifer Nesbit
Rebecca Corbin Loree Center Career Center <ul style="list-style-type: none"> • Interview Rooms • Classroom • Lobby 	Career Center	Janet Fahrman career_center@washcoll.edu or x7890

Indoor Spaces (continued)

Space	Contact Office or Person	How to request or who to contact
Residence Hall Spaces (Sassafras Lounge, etc.)	Residence Life	Amy Sine
Semans-Griswold Environmental Hall	Center for Environment and Society	Jamie Frees Miller

Outdoor Spaces

Space	Contact Office or Person	How to request or who to contact
Campus Green	<p>Campus Events</p> <p>Conference Services (Summer)</p>	<p>Use form: http://bit.ly/WC_FS_Reservations</p> <p>For questions: Carol Landis or Gina Ralston e-mail room_reservations@washcoll.edu</p> <p>Elaine Grant (summer)</p>
Fire Pit	Student Engagement	<p>Antoine Jordan</p> <p>Students should use CampusGroups to register.</p> <p>Faculty and Staff may use form http://bit.ly/WC_FS_Reservations.</p>
Fire Place outside of Cromwell	Jennifer K.	<p>Jennifer Kaczmarczyk</p> <p><u>Not for student use. Public Safety must be notified.</u></p>
Hodson Green and Kent Lawn	Campus Events	<p>Use form: http://bit.ly/WC_FS_Reservations</p> <p>(This space is normally reserved by Student Engagement. For Fall of 2021, it will be reserved by Campus Events.)</p>
Martha Washington Square	<p>Campus Events</p> <p>Conference Services (Summer)</p>	<p>Use form: http://bit.ly/WC_FS_Reservations</p> <p>For questions: Carol Landis or Gina Ralston Elaine Grant (summer)</p> <p>This includes events where community members use chalk, set up displays or have vehicles parked in the square, other than maintenance vehicles.</p>
Questions about Parking Lots	Public Safety and Campus Events (or in summer Conference Services)	Public Safety and Campus Events or Conference Services (summer)

Athletic Spaces

Space	Contact Office or Person	How to request or who to contact
Boathouse / Pavilion / Wilmer Park	Athletics	Ben Armiger and Elaine Grant
Penny J. Fall Gymnasium	Athletics	Thad Moore
Cain Hall of Fame Room	Athletics	Thad Moore
Cain Yoga Studio	Athletics	Thad Moore
Casey Swim Center	Athletics	Kim Lessard
JFC Dance Studio	Athletics	Thad Moore
JFC Fieldhouse	Athletics	Thad Moore
Kirby Stadium and Athletic Fields	Athletics	Thad Moore
Kirby Stadium Skybox	Athletics or Campus Events Conference Services (summer)	For Athletic Purposes Only: Thad Moore For All Other Purposes during the Academic Year: Use form: http://bit.ly/WC_FS_Reservations Carol Landis or Gina Ralston For All Other Purposes during the Summer: Elaine Grant
Schottland Tennis Center	Athletics	Oliver Reynolds