

**ATTACHMENT A
POLICY 04-01-01
JANUARY 2009**

OFFICE OF THE UNIVERSITY REGISTRAR ROOM SCHEDULING OFFICE		
FACILITY	CONTACT	CAPACITY/NOTES
Alumni Hall Auditorium and Connolly Ballroom	Office of Special Events 1200 Bruce Hall 624-7100	Auditorium: 807 Ballroom: 400 Sit Down 500 Theatre Style 900 reception (<i>open house</i>) Cathedral View Lobby 7th Floor: Dinner 50-60 (<i>depending on set-up</i>) Reception 80
Bellefield Hall Auditorium	A&S Department of Music 120 Music Building 624-4125	407 lower level 174 upper level
Cathedral of Learning Commons Room	Office of Special Events 1200 Bruce Hall 624-7100	850 standing, 300 seated, 1300 Open house (<i>i.e. coming and going</i>)
Cathedral of Learning 40 th Floor Babcock Room	Office of the Executive Vice Chancellor 124 Cathedral of Learning 624-4247	35
Stephen Foster Memorial Including Charity Randall Theatre and Heymann Theatre	A&S Department of Theatre Arts 1617 Cathedral of Learning 624-6568	Randall Theatre: 400 Heymann Theatre: 150
Classrooms and Auditoria Including Nationality Rooms	Room Scheduling Office 220 Thackeray Hall 624-7640 or 624-7641	All classrooms and auditoria not identified below
Frick Fine Arts Cloister	Room Scheduling Office 220 Thackeray Hall 624-7640 or 624-7641	Maximum 200
D. L. Lawrence Hall Lobby	Room Scheduling Office 220 Thackeray Hall 624-7640 or 624-7641	Lobby area outside of the auditorium (LAWRN 120-121)
Petersen Event Center and Lawn	SMG Management 2036 Petersen Event Center 648-3074 412-642-1931	
Posvar Hall Gallery and Public Hallways	Room Scheduling Office 220 Thackeray Hall 624-7640 or 624-7641	Open area near home plate
Posvar Hall Patio	Office of the Executive Vice Chancellor 124 Cathedral of Learning 624-4247	
Posvar Hall 2500 and 2501 Seminar Suites	Provost Office 801 Cathedral of Learning 624-4225	36 conference style 70 lecture style
Residence Halls	Residence Life 203 Bruce Hall 648-1200	
University Club	Sodexo Conferencing 123 University Place 648-8213	
University Grounds	Office of the Executive Vice Chancellor 124 Cathedral of Learning 624-4247	Open Areas
William Pitt Union All Facilities	Division of Student Affairs M-3 William Pitt Union 648-7817	Various sized rooms