

Room Reservation Information

12th Floor Lounge

Capacity of 200 Lecture Style or Banquet Style (less than 200 if Food Service is requested due to space constraints in rear of room)

Contact: Ann Chillemi

Email: achillemi@fordham.edu

Phone: 212-636-6265

Reservation forms with pre-approval signature are required

Download Request Form:

http://www.fordham.edu/images/campus_resources/campus_facilities/2008roomrequest.pdf

Reservation forms with pre-approval signature are required. Please note only Sodexo catering is permitted at this location.

President's Dining Room

Capacity of 22 at Conference Table with 10 additional chairs around the perimeter of the room

Contact: Ann Chillemi

Email: achillemi@fordham.edu

Phone: 212-636-6265

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Plaza View Room

Capacity of 16 at Conference Table

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Pope Auditorium

Full capacity of 400, though other configurations are possible depending upon event requirements and numbers of participants

The Auditorium is booked around the Theater Departments production schedule and is in heavy use during the Academic year

Contact: Richard Miranda

Email: rimiranda@fordham.edu

Phone: 212-636-6020

Download Request Form:

http://www.fordham.edu/images/campus_resources/campus_facilities/popeaudresrequest.pdf

Requests must be submitted with the reservation form two weeks prior to the date requested. Reservation requests are not accepted via phone.

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Cafeteria Atrium

Capacity of around 110 with cafeteria seating, though special arrangements can be made for various configurations if required

This space is glass enclosed and is very bright during the day, making it more ideal for luncheon purposes rather than presentation events

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South Lounge

Capacity of 50 with lecture style seating and less than 50 if tables are required

The space is carpeted and contains equipment for running media presentations

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Email: rimiranda@fordham.edu

Phone: 212-636-6020

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McMahon Hall Lounge 109/205/206

Capacity of 60 with lecture style seating and less than 60 if tables are required

The space is carpeted and is located within the McMahon Hall dormitory building (alcohol is strictly prohibited at this location)

Day time reservations

Contact: Richard Miranda

Email: rimiranda@fordham.edu

Phone: 212-636-6020

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Requests must be submitted with the reservation form two weeks prior to the date requested. Outside catering is allowed at that location.

Reserved by Conference Services until 5PM, evening reservations for this location, Monday – Thursday, are handled by the Office of Residential Life by contacting Olga Ramirez at 212-636-7100 or by email at olramirez@fordham.edu

Plaza Level

Located in the Lowenstein Building just before you enter the student cafeteria

Tables can be requested for this space accommodating displays, student club info tabling, bake sales, vendor purposes, etc.

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Outside Plaza Located outside the Plaza Level, this location is usually reserved during the spring and summer months for barbecue's and fair's

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Lowenstein Classrooms

Classrooms in the Lowenstein building are reserved around the University's academic scheduling

Capacities vary and most rooms are equipped with media/presentation capabilities

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For internal users, technical assistance will be provided during normal operating hours in support of our smart classrooms and conference spaces. There is a hotline in all of our classrooms at Lowenstein for immediate technical assistance, or you may call extension 6313. There is no charge for this service.

Student Advisory Council

2011/6/10