RESERVABLE MEETING SPACES

STUDENT UNION

**Buechel** – Capacity 49. The furniture in this venue includes seven round tables each with seven chairs and one 6' table. Room is used as is. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**Johnson Dining Hall** – Capacity 597. Space is reserved on a limited basis throughout the semester, during breaks and over the summer months. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**William Walker Room** – Capacity 90. Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

**Commonwealth Room** – Capacity 35. Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

**MacDougal Lounge** – Capacity 75. Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

**Keystone Room** – Capacity 60. Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

**Committee Room** – Capacity 15 - 18. Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

**Spart’s Den** – Capacity 300. Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve. There is no installed audio system. There are six small fixed spotlights that can be gelled and a small stage that can comfortably hold 2-3 people.

NORTHSIDE COMMONS

**NSC Room 124** – Capacity 200. Set Classroom style to accommodate seating for 50. Tables and chairs may be moved to accommodate a variety of set up needs. Room is equipped with smart technology, including a lectern, drop down screen, and built-in ceiling projectors. The system can play prerecorded music, (CD or any number of computer audio formats). Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

**NSC Room 125** – Capacity 200. Set classroom style to accommodate 70. Tables and chairs may be moved to accommodate a variety of set up needs. Room is equipped with
smart technology, including a lectern, drop down screen, and built-in ceiling projectors. The system can play prerecorded music, (CD or any number of computer audio formats). Contact Lora Snyder in the Office of Student Activities & Orientation at lsnyde16@ycp.edu to reserve.

BROUGHER CHAPEL

**Chapel** – Capacity 100 comfortably on the first floor. Seating for an additional 30 is available in the balcony area. The view of the pulpit is obstructed from this area. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

WEST CAMPUS COMMUNITY CENTER

**Alumni Hall** – Alumni Hall is separated by a partition into two rooms. There are a variety of tables including. Rounds, 6’ rectangular tables and 4’ square tables, and 130 chairs that can be moved into a variety of configurations including, empty, classroom, lecture and round tables suitable for meals.

**Alumni Hall (Entire Room)** – Capacity 130 lecture style or 144 at round tables for a served dinner. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**Alumni Hall A (Smaller Section)** – Capacity 50 lecture style. Features: Built in lectern, ceiling projector, and drop-down screen supporting Smart Classroom technology with wireless mic capability. This room is lite-smart, meaning you must provide your own laptop. All exterior windows have a motorized system to cover them with window black-out to ensure a dark room for optimum video viewing. The system can play prerecorded music, (CD or any number of computer audio formats). The audio system can also easily handle voice announcing. If you are unfamiliar with using the technology in this room, please contact the IT Help Desk at x1559 at least ONE WEEK in advance of your event to arrange for a tutorial. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**Alumni Hall B (Larger Section)** – Capacity 100 lecture style. Features: Built in lectern, ceiling projector, and drop-down screen supporting Smart Classroom technology with wireless mic capability. All exterior windows have a motorized system to cover them with window black-out to ensure a dark room for optimum video viewing. The system can play prerecorded music, (CD or any number of computer audio formats). The audio system can also easily handle voice announcing. If you are
unfamiliar with using the technology in this room, please contact the IT Help Desk at x1559 at least ONE WEEK in advance of your event to arrange for a tutorial. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**Group Study Room** – Capacity 24. Fixed seating. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**William Penn Room** – Capacity 16. Fixed seating. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**Student Lounge** – Capacity is roughly 100. Contact DaVida Anderson, West Campus Community Center Building Manager, at dander22@ycp.edu to reserve.

**Patio** (Area outside the West Campus Computer Lounge.) – Capacity is roughly 100. Contact DaVida Anderson, West Campus Community Center Building Manager, at dander22@ycp.edu to reserve.

**Courtyard** (Area between Little Run Lodge and West Campus Community Center) – Capacity is roughly 200. Contact DaVida Anderson, West Campus Community Center Building Manager, at dander22@ycp.edu to reserve.

**Commissary Dining Rooms #1 and #2** – Capacity #1 - 148. Capacity #2 - 152. These spaces can only be reserved when classes are not in session. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**PERFORMANCE / LECTURE VENUES**

**WPAC Theatre** – Capacity 720. A technical support person will be required to support lights, sound and other technology in this venue. A technician will be scheduled when you reserve this space and your organization or department will be charged for technical support. The theatre is professionally equipped with a speaker system and audio console, including multiple audio jacks (XLR only). We do not allow outside vendors to bring lighting or audio equipment into this venue. It features a large projection screen and projector and professional stage lighting. Food and drinks are not permitted in this venue. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**WPAC Lobby, 1st Floor Lobby, 2nd Floor Lobby and Outdoor Patio** – 1st floor lobby capacity is roughly 150, 2nd floor is roughly 150, and the outside patio and surrounding area will easily hold several hundred people. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.
**DeMeester Recital Hall** – Capacity 206. A technical support person will be required to support lights, sound and other technology in this venue. A technician will be scheduled when you reserve this space and your organization or department will be charged for technical support. The Recital Hall is well equipped to handle most audio needs. There is a fixed stage lighting system with both side and top lights. The top lights are permanently gelled. Also, there is a large drop down screen, but a portable projector must be brought in. Food and drinks are not permitted in this venue. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**WILLMAN BUSINESS CENTER**

**Weinstock Lecture Hall** – Capacity 178 plus 5 handicap seating spaces. Total of 6 microphones including, 1 lectern with mic, 2 wireless handheld mics and 3 wireless lapel mics. Weinstock Lecture Hall is a full smart room, equipped with a multi-media lectern through which all technology, including microphones, are accessed. A key is required to open the lectern and access the equipment. This key is only available to YCP staff. A staff member must be present at all events requiring use of technology in this venue. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**Yorkview Hall** – Capacity – 168. Standard set up in Yorkview is 14 rounds with seating for 8 at each table. Several 6’ tables are available for registration and food service needs. Yorkview seats 168 for a served dinner and 112 for a buffet meal. There are also eight high-top tables used for reception purposes. Standing room only balcony on the north side. Available technology includes a total of 6 microphones. One lectern with mic, two wireless handheld mics and three wireless lapel mics. Yorkview Hall is a full smart room, equipped with a multi-media lectern through which all technology, including microphones, are accessed. A key is required to open the lectern and access the equipment. This key is only available to YCP staff. A staff member must be present at all events in this venue. Contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

**GRUMBACHER SPORT AND FITNESS CENTER**

Seating capacity of the Wolf Gymnasium is bleacher seating for 2,985. The M&T Fieldhouse can be divided into three sections. At full capacity, it will accommodate roughly 2,700 people standing. In addition to these large spaces, there are a variety of other smaller rooms available. Contact Libby Glock@ eglock@ycp.edu to reserve.
spaces in this building.

GSFC has specific guidelines as to what type of shoes may be worn while on athletic surfaces. This information is available upon request or will be provided upon reserving that venue.

**FILM VIEWING ROOM**

Film Viewing Room (HUM 218) – Capacity 117. Contact Deb Staley, Administrative Assistant in the English & Humanities Department, at dstaley@ycp.edu to reserve. Upon reservation, you will be provided with a copy of the room usage protocol and instructions for using the technology in the room. Assistance is available from the IT Department, but arrangements for this must be made in advance. This room has a drop down screen and projector with a basic audio system. Both wired and wireless mics are available, but due to the small size of the room, they are rarely used or required. Food and drinks are not permitted in this venue. A faculty advisor or other approved representative

**CLASSROOMS**

To reserve classrooms during traditional class hours, (Monday – Thursday from 8 AM – 9:15 PM and Fridays from 8 AM – 4:15 PM), contract the Registrar’s Office at 717-815-1336. For reservations outside traditional class hours, please contact Desiree Kile in the Office of Campus & Special Events at dkile1@ycp.edu to reserve.

HUMANITIES is the preferred building for scheduling meetings after class hours and on weekends.

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