



Quick Tips: Facilities Guide

Take the Lead!

The following is a chart that may be helpful to you in the planning stages of your programming. This compilation gives the specific name of the room, location of the room, capacities, and the most popular uses. Please use this chart as a guide and recognize that some rooms have different availability, uses, and special indications as far as reservation arrangements and limitations. Please also be aware that not all the locations are handicapped accessible. All rooms, with the exception of those in the Shapiro Campus Center and in Residence Quads, should be booked through Conference and Events Services.

Usdan Student Center

Room	Location	Capacity	Most Common Uses
Alumni Lounge	2nd Floor	100 (Aud. Style) 72 (Banquet Style)	Large Meetings, Rehearsals, Training Sessions
International Lounge	1st Floor	110 (Aud. Style) 80 (Banquet Style)	Large Meetings, Rehearsals, Training Sessions, Religious Services
Levin Ballroom	1st Floor	450 (Aud. Style) 380 (Banquet Style) 600 (Empty)	Concerts, Large Training Sessions, Movies, Speakers, Luncheons, Programs
North/South Mezzanines	2nd Floor	80 (Aud. Style) 50 (Banquet Style)	Overflow for Levin Ballroom, Dressing Rooms

***The Usdan Student Center is in the midst of a multi-year renovation project that have taken some conference rooms offline. Contact Conference and Events Services to see which rooms are “offline” at any given time.

Shapiro Campus Center

Room	Location	Capacity	Most Common Uses
Atrium	1st Floor	150 Auditorium 100 Banquet	Performances, Speakers, Forums, Banquets
Carl J. Shapiro Theater	1st Floor	249	Plays, Presentations, Movie Nights, Talent Shows
Multipurpose Room	Room 236, 2 nd Floor	80 Auditorium 80 Banquet	Presentations, Banquets, Meetings, Lectures
Conference Room	Room 315, 3 rd floor	16	Meetings
Conference Room	Room 314, 3 rd floor	16	Meetings
Conference Room	Room 313, 3 rd floor	24	Meetings

Art Gallery	Room 317, 3 rd floor	40 Auditorium 30 Banquet	Speakers, Meet and Greet, (primarily for student art)
Shapiro Patio/Lawn	Outside	Varies	Concerts, BBQ's

AVAILABLE EQUIPMENT IN SHAPIRO:

Atrium: Stage, Chairs, Small Tables (upon request), Internet

Carl J. Shapiro Theater: Seats, Stage, DVD, VCR, Projector, Screen, Podium, Mics (upon request)

Multi-Purpose Room: Projector, Podium, DVD, VCR, Computer Hookup, Internet

Function Rooms 1 & 2: Closed Square Conference Style for 16, Screen, Projector, VCR, Computer Hookup, Internet, Dry Erase White Board

Function Room 3: Closed Square Conference Style for 25, Screen, Projector, VCR, Computer Hookup, Internet, Dry Erase White Board

Art Gallery: Chairs and Small Tables (upon request), Some Couches and Chairs Permanent **

****You can request set-up of the above function rooms through the Operations Specialist. Please be aware you need to provide your own laptop and cord for the function rooms. Please also be aware that while student groups are allowed to bring in outside food, programs sponsored by departments need to go to Aramark for all food orders. All furniture/equipment not listed above must be reserved through Conference and Events Services or Media Services.*

Hassenfeld Conference Center

Room	Location	Capacity	Most Common Uses
Sherman Function Hall	Hassenfeld	350 Aud. Style 240 Banquet Style	Large Meetings, Speakers, Dances, Dinner Programs
Lurias (1, 2, & 3)	Hassenfeld	90 Aud Style 40 Conference Style	Meetings, Interviews
Levine Ross (1 & 2)	Hassenfeld	70 Aud Style 35 Conference Style	Meetings, Interviews
Geller Lecture Hall	Hassenfeld	28	Meetings, Speakers, Presentations
The Stein	Hassenfeld	100 (as is)	Stein Nights, Dinner, Small Performances
Feldberg Lounge	Hassenfeld	50-75 standing	Receptions, Informal Trainings

Residence Areas

Room	Location	Capacity	Most Common Uses
Polaris Lounge	North Quad	Varies	Meetings, Socials, Small Programs
Shapiro Lounge	Massell Quad (Shapiro Hall)	Varies	Meetings, Socials, Small Programs

Swig Lounge	East Quad/ Intercultural Center	Varies	Meetings, Socials, Small Programs
Airplane Lounge	East Quad	30	Meetings, Socials, Small Programs
Dance Studio	Rosenthal Quad	Varies	Practice studio, dance rehearsals
Music Practice Room	Rosenthal Quad	Varies	Music Practice, Play rehearsals
Ziv Commons	Ziv/Ridgewood Quad	Varies	Meetings, Socials, Small Programs
Castle Commons	Castle Quad	Varies	Meetings, Socials, Small Programs
Village Seminar Room	Village Quad	Varies	Meetings, study sessions, dialogue groups
Village Multipurpose Room	Village Quad	Varies	Meetings, Socials, Small Programs, Dance Rehearsals
TV Lounge	Village Quad	40	Movie Nights, Socials, Small Programs
Charles River (Grad) Commons	Charles River Quad	Varies	Meetings, Socials, Small Programs

Residence Hall Lounge space is booked by the Quad Director of the respective area through their website at www.brandeis.edu/studentlife/reslife. Swig Lounge is booked by the Intercultural Center.

Gosman Sports and Convocation Center

Room	Location	Capacity	Most Common Uses
Multipurpose Room	3rd Floor	120 Banquet 150 Auditorium	Meetings, Trainings, Rehearsals
Napoli Trophy Room	3rd Floor	100 Banquet 120 Auditorium	Meetings, Trainings, Rehearsals
Auerbach Arena	2nd Floor	6800	Concerts, Commencement, Games
Shapiro Gym	3rd Floor	2000	Concerts, Games, Practices

Aerobics Room	1st Floor	25	Dance Rehearsals, Martial Arts Practice
Club Sports Room	2nd floor	15	Dance Rehearsals, Martial Arts Practice
Lindsey Pool Mat Floor Room	Lindsey Building	25	Club Practices
Lindsey Pool Cork Floor Room	Lindsey Building	20	Club Practices

Other Areas

Room	Location	Capacity	Most Common Uses
Multi-Purpose Room <small>*booked directly with the ICC, 781-736-8580</small>	ICC	40	Meetings, Small Events
Swig Lounge <small>*booked directly with the ICC, 781-736-8580</small>	ICC	80	Meetings, Small Events
Conference Room <small>*booked directly with the ICC, 781-736-8580</small>	ICC	20	Meetings
Main Dining Room	Faculty Center	130-160 (Banquet style)	Luncheons & Dinners
Social Lounge	Faculty Center	44 Banquet 100 Reception	Receptions Only
Silver Auditorium	Sachar	240	Speakers, Movies
Mainstage Theater	Spingold	747	Speakers, Performances
Laurie Theater	Spingold	160	Speakers, Performances
Merrick Theater	Spingold	120	Performances
Chapels	Chapels	65 - 120	Religious Services
Chapels Field	Chapels	Varies (50-120)	Athletic Practices, Events
Golding Auditorium	Golding (Rabb Quad)	160	Speakers, Meetings
Lown Auditorium	Lown (Rabb Quad)	78	Speakers, Movies
Olin-Sang Auditorium	Olin-Sang (Rabb Quad)	206	Speakers, Meetings

Pearlman Lounge	Pearlman Building	52	Meetings, Religious Services
Schwartz Auditorium	Schwartz	198 (Fixed Seating), 60 Additional in the "pit"	Meetings, Trainings
Pollack Auditorium	Pollack	120	Speakers, Movies
Slosberg Auditorium	Slosberg Music Center	240	Meetings, Performances
Classrooms*	Lown, Golding, Olin-Sang, Shiffman, Schwartz, & Pearlman	Varies	Meetings, Interviews
Cholmondeley's	Castle Quad	80	Coffeeshouses, Performing Arts, Dances

* Classroom space may only be used after 6pm.