

# LIST OF SPECIAL EVENT ROOMS

Name/Type of Room	Capacity/Design	Scheduler (use online form)
Admin Picnic Area	picnic tables	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Atrium, Library	300, banquet style seating	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Auditorium, Library	150, auditorium seating	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Bridge near Constitution Hall	for film/photo shoots	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Chapel Lobby/Narthex	200 standing	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Chapel Meeting Room, 2nd floor	14 at tables	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Chapel Prayer Garden	50 for standing reception	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Chapel Sanctuary	970 total, including balcony	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Classrooms, University	various, ranging from capacity of 20 to 95	<a href="mailto:registrarrooms@regent.edu">registrarrooms@regent.edu</a>
Community Room, Constitution Hall	15-20; tables available	<a href="mailto:abigbal@regent.edu">abigbal@regent.edu</a>
Community Room, Foundation Hall	15-20; tables available	<a href="mailto:abigbal@regent.edu">abigbal@regent.edu</a>
Divinity Welcome Center Board Room 151	12 at table and 20 total chairs in room	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Divinity Regent Room 152	20 seminar style seats	<a href="mailto:wc_visit_rooms@regent.edu">wc_visit_rooms@regent.edu</a>
Executive Conference Room, Admin Bldg	10-15, conference table	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Grilling/Picnic Area, Student Housing	100, for stand-up	<a href="mailto:abigbal@regent.edu">abigbal@regent.edu</a>
IT Computer Lab, COM 154	16 computer stations	<a href="#">MyRegent portal</a>
IT Computer Lab, CRB 239	21 computer stations	<a href="#">MyRegent portal</a>
Library Balcony, 2nd floor	70, sit-down luncheons or more for stand-up receptions	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Library Balcony, 3rd floor	35, sit-down luncheons or more for stand-up receptions	<a href="mailto:willmag@regent.edu">willmag@regent.edu</a>
Library Conference Room 118	12-14 around table	<a href="mailto:steplow@regent.edu">steplow@regent.edu</a>
Library (Law) Conference Room 319A	12-15 around table	<a href="mailto:willmag@regent.edu">willmag@regent.edu</a>
Library Gallery Area, 1st floor	75-100, for stand-up or 50, for sit-down	<a href="mailto:steplow@regent.edu">steplow@regent.edu</a>
Library Plaza	for outdoor special events	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Lobby, Administration Bldg	for registration or refreshment tables	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Lobby, Chapel	300 standing	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Lobby, Constitution Hall	for one or two tables	<a href="mailto:abigbal@regent.edu">abigbal@regent.edu</a>
Lobby, Foundation Hall	for one or two tables	<a href="mailto:abigbal@regent.edu">abigbal@regent.edu</a>
Lobby, Library	for registration or refreshment tables	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Lobby, Robertson Hall	300, for registration or refreshment tables	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Lobby, Student Center	for registration or refreshment tables	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Main Theatre, Comm Bldg	684 reg seats + 28 box seats	<a href="mailto:techscheduling@regent.edu">techscheduling@regent.edu</a>
Moot Courtroom, Robertson Hall	348, auditorium seating	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Ordinary, Dining Hall, Student Center	seating for 96	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Ordinary, Fountain View Room, Student Center	40, multiple tables and chairs	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Ordinary, Loft, Student Center	32, multiple tables and chairs	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Ordinary, Patio & Wooded Picnic Area	patio tables and picnic benches	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
President's Board Room, Admin Bldg	18 at conference table and 22 total chairs in the room	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Robertson Field I & II	for soccer, flag football, and other intramural sports	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Sand Volleyball Court, Student Housing	12 (two teams of 6)	<a href="mailto:abigbal@regent.edu">abigbal@regent.edu</a>
Screening Room A, Comm Bldg	93 seats, auditorium seating	<a href="mailto:techscheduling@regent.edu">techscheduling@regent.edu</a>
Screening Room B, Comm Bldg	38 seats, auditorium seating	<a href="mailto:techscheduling@regent.edu">techscheduling@regent.edu</a>
Student Center 118	10, rectangle conference table	<a href="mailto:scheduling@regent.edu">scheduling@regent.edu</a>
Student Center 252	12 with extra seating, rectangle conference table	<a href="mailto:stusrv@regent.edu">stusrv@regent.edu</a>
Studio Theatre, Comm Bldg	125-190 depending on stage set-up	<a href="mailto:techscheduling@regent.edu">techscheduling@regent.edu</a>