

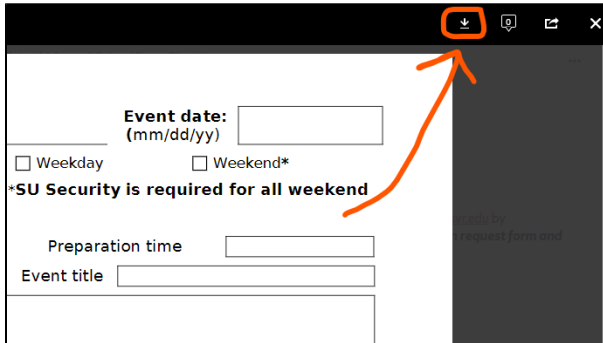
Reserving Space for an Event

Maxwell Captive Space

Maxwell Foyer, Maxwell Founders Room, Maxwell Patio, Strasser Legacy Room, Strasser Commons reserve with Julie Venditti, by emailing her your request to javendit@syr.edu.

NOTE: You you may download the [Maxwell Eggers Space Reservation Request Form](#) directly, but be sure to click the button (like in the screenshot below) to download the file to your local computer where you can complete it , save it and email it to javendit@syr.edu.

Please read through these [Guidelines for reserving Maxwell Space](#).



The screenshot shows a web browser window with a reservation form. The form includes fields for 'Event date: (mm/dd/yy)', 'Preparation time', and 'Event title'. There are checkboxes for 'Weekday' and 'Weekend*'. A note states '*SU Security is required for all weekend'. A dark sidebar on the right contains the text 'Click to download request form and'. In the browser's top toolbar, a download icon (a downward arrow) is circled in orange, with an orange arrow pointing to it from the text below.

060 Eggers Hall/Global Collaboratory reserve at maxwellav@syr.edu.

Maxwell Dean's Conference Room, 204B Maxwell - reserve with Bethany Walawender, bdwalawe@syr.edu.

Departmental Conference Rooms - Each department manages its own conference room. Please check with the Administrative Assistant in the department whose room you wish to reserve.

[Guidelines for Reserving Maxwell Captive Space](#)

Registrar Space

Check all SU Space on 25Live Pro (such as the Maxwell Auditorium) [25LivePro FAQs](#)

Other Auditoriums

Unless otherwise stated these rooms are scheduled via the Registrar's Office, <https://registrar.syr.edu/general/forms/academic-event-room-reservation/>

Maxwell Auditorium

IVMF- reserved thru IVMF

Setnor Auditorium: Seats 700

Grant Auditorium

Goldstein, Schine Student Center: Seats 1,500 <https://ese.syr.edu/studentcenters/reservations/forms/reservation-form/>

Schine Student Center rooms 304 ABC

Hendricks Chapel: Seats 1000, complete the event form, and email the events director at <https://chapel.syracuse.edu/reservations/>