SECTION 2:
Buildings & Spaces on Campus
(incl. hours & capacities)
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BUILDING HOURS
BUILDING HOURS FOR DEPARTMENTS/OFFICES

During the academic year, office hours for most offices are Monday–Friday, 8:30 a.m.–4:30 p.m. Please note that office hours will often change during holidays, breaks, and the summer months. During the summer months (3rd week of May through the 3rd week of August), office hours generally change to 8 a.m.–4 p.m.

For more information about a specific office, visit the offices Web page at www.smith.edu/offices.php.

EVENT CAPACITY

The number of people at an event is strictly limited to an established maximum occupancy. The number of people who can be in any campus location has been set by the college and adheres to the fire codes for the City of Northampton.

The maximum occupancy is based on the public space available for the event. If a space is made smaller by any means, such as by blocking off an adjoining room, maximum occupancy is reduced. All participants are included in this number.

To view the various spaces available for reservation on campus and their capacities, go to www.smith.edu/emo/spaces.php.
RESIDENTIAL SPACES
Smith College has over 35 different houses where students live. These houses are divided into six geographic areas of campus:

### West Quad
- Comstock House
- Gardiner House
- Morrow House
- Wilder House
- Wilson House

### Green Street
- Chapin House
- Hubbard House
- Lawrence House
- Morris House
- Tyler House
- Washburn House
- 44 Green St.
- 54 Green St.

### Center Campus
- Cutter House
- Friedman Apartments*
- Haven/Wesley
- Hopkins
- Park Complex
- Sessions Complex
- Tenney House
- Ziskind House

### East Quad
- Cushing House
- Emerson House
- Jordan House
- King House
- Scales House

### Upper Elm
- Capen House
- Lamont House
- Northrop House
- Talbot House
- Paradise Road Apartments (under construction)

### Lower Elm
- Albright House
- Baldwin House
- Chase House
- Conway House
- Duckett House
- Gillett House
- 150 Elm St

* SCHEDULED TO CLOSE MAY 2016
PLEASE NOTE: During holiday and academic breaks, operating hours of all facilities may change. Always refer to the respective Web sites for up-to-the-minute information.

**Campus Center Café, ext. 2333**  
www.smith.edu/diningservices/cafe.php

**School Year Hours of Operation**  
Monday–Friday: 7:30 a.m.–11:30 p.m.  
Saturday and Sunday: 9 a.m.–11:30 p.m.

**Summer Hours of Operation**  
Monday–Friday: 7:30 a.m.–2:30 p.m.  
Saturday and Sunday: CLOSED

For more info  
Café hours change periodically, especially during the summer. Consult the Café Website.  
Call 413-585-2233 (or ext. 2233)  
Visit www.smith.edu/diningservices/cafe.php

**Catering Operations**  
www.smith.edu/diningservices/catering.php

For catering for events at Smith College Conference Center, Alumnae House and other campus locations

Meghan Garrity, 413-585-2304 (or ext. 2304), mgarrity@smith.edu  
Patty Hentz, 413-585-2326 (or ext. 2326), phentz@smith.edu

Or visit www.smith.edu/diningservices/catering.php.
## Residential Dining Halls

**Breakfast & Brunch**

[www.smith.edu.diningservices](http://www.smith.edu.diningservices)

Info below is accurate, as of September 2015:

<table>
<thead>
<tr>
<th></th>
<th><strong>Breakfast (MON-FRI)</strong></th>
<th><strong>Brunch (SAT-SUN)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapin</strong></td>
<td>(Closed)</td>
<td><strong>Sundays only</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>1:30-4:30 p.m.</strong></td>
</tr>
<tr>
<td><strong>Chase/Duckett</strong></td>
<td><strong>Full Breakfast</strong></td>
<td><strong>Continental</strong></td>
</tr>
<tr>
<td>(Vegan options)</td>
<td>7-9:30</td>
<td>7:30-9</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Traditional</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9-12:30</td>
</tr>
<tr>
<td><strong>Comstock/Wilder</strong></td>
<td><strong>Continental</strong></td>
<td><strong>Traditional</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>11-1 p.m.</strong></td>
</tr>
<tr>
<td><strong>Cushing/Emerson</strong></td>
<td><strong>Full Breakfast</strong></td>
<td><strong>Traditional and Halal</strong></td>
</tr>
<tr>
<td></td>
<td>7:30-9:30</td>
<td><strong>11-1 p.m.</strong></td>
</tr>
<tr>
<td><strong>Cutter/Ziskind</strong></td>
<td><strong>Full Breakfast</strong></td>
<td><strong>Traditional</strong></td>
</tr>
<tr>
<td></td>
<td>7:30-9:30</td>
<td><strong>and Halal</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>11-1 p.m.</strong></td>
</tr>
<tr>
<td><strong>Gillett</strong></td>
<td><strong>Closed</strong></td>
<td><strong>Vegan/Vegetarian</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>11-1 p.m.</strong></td>
</tr>
<tr>
<td><strong>Northrop</strong></td>
<td><strong>Closed</strong></td>
<td><strong>(Closed)</strong></td>
</tr>
<tr>
<td><strong>Hubbard</strong></td>
<td><strong>Continental</strong></td>
<td><strong>Healthy Options</strong></td>
</tr>
<tr>
<td></td>
<td>7-11</td>
<td><strong>11-1 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Grab &amp; Go</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11-1 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>King/Scales</strong></td>
<td><strong>Traditional</strong></td>
<td><strong>Continental</strong></td>
</tr>
<tr>
<td></td>
<td>7:30-9:30</td>
<td>7:30-9</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Traditional</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9-12:30</td>
</tr>
<tr>
<td><strong>Lamont</strong></td>
<td><strong>Continental</strong></td>
<td><strong>Traditional</strong></td>
</tr>
<tr>
<td></td>
<td>7:30-9:30</td>
<td><strong>11-1 p.m.</strong></td>
</tr>
<tr>
<td><strong>Morrow/Wilson</strong></td>
<td><strong>Closed</strong></td>
<td><strong>(Closed)</strong></td>
</tr>
<tr>
<td><strong>Tyler</strong></td>
<td><strong>Full Breakfast</strong></td>
<td><strong>Continental</strong></td>
</tr>
<tr>
<td></td>
<td>7:30-9:30</td>
<td>9-11</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Traditional</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-1 p.m.</td>
</tr>
</tbody>
</table>
## Residential Dining Halls

**www.smith.edu.diningservices**

Info below is accurate, as of September 2015

<table>
<thead>
<tr>
<th>Dining Halls</th>
<th>Lunch (MON-FRI)</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapin</td>
<td>Grab &amp; Go 10-1 p.m.</td>
<td>Traditional 5:30-7 Mon-Thu</td>
</tr>
<tr>
<td>Chase/Duckett</td>
<td>Traditional 11:30-1:30 p.m.</td>
<td>Traditional 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td>Comstock</td>
<td>(Closed)</td>
<td>Asian/Fusion 5:30-6:30 Sun-Thur</td>
</tr>
<tr>
<td>Wilder</td>
<td>(Closed)</td>
<td>Asian/Fusion 5:30-6:30 Sun-Thur</td>
</tr>
<tr>
<td>Cushing</td>
<td>(Closed)</td>
<td>Traditional 5:30-6:30 (7 days/week)</td>
</tr>
<tr>
<td>Emerson</td>
<td>(Closed)</td>
<td>Traditional 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td>Cutter/Ziskind</td>
<td>Traditional and Halal 11:30-1:30 p.m.</td>
<td>Traditional and Halal 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td></td>
<td>Kosher 11:45-12:45</td>
<td>Kosher 5:45-6:45 Mon-Thurs Fri/weekend by reservation</td>
</tr>
<tr>
<td>Gillett</td>
<td>Vegan/Vegetarian 11:30-1:30 p.m.</td>
<td>Vegan/Vegetarian 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td>Northrop</td>
<td>Vegan/Vegetarian 11:30-1 p.m. Mon-Thur (Closed Friday)</td>
<td>Vegan/Vegetarian 5:30-6:30 Mon-Thur (Closed Fri, Sat, Sun)</td>
</tr>
<tr>
<td>Hubbard</td>
<td>Continental Grab 'n Go 11-1</td>
<td>Healthy Options 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td>King/Scales</td>
<td>Traditional 11:30-1:30 p.m.</td>
<td>Traditional 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td>Lamont</td>
<td>Traditional 11:30-1:30 p.m.</td>
<td>Traditional 5:30-7 (7 days/week)</td>
</tr>
<tr>
<td>Morrow/Wilson</td>
<td>(Closed)</td>
<td>Vegan/Pescetarian 5:30-7 Mon-Fri</td>
</tr>
<tr>
<td>Tyler</td>
<td>Soup/Salad/Sandwich 11:30-1:30 p.m.</td>
<td>Traditional/Pasta 5:30-8:30 Mon-Thur 5:30-7 Fri-Sun</td>
</tr>
</tbody>
</table>
NON-RESIDENTIAL SPACES & CAPACITIES
Alumnae House Spaces

Space

Priority will be given to official functions of Smith College, the Alumnae Association and all of its programs, associated offices/departments of the Five Colleges and Five College, Inc., and private functions held by Smith College Employees or alumnae. Requests for space will be approved on a first-come/first-serve basis.

Student organizations of Smith College have restricted access to the Alumnae House for their events, and a college faculty member or staff sponsor must be present for the duration of the event.

Hours and Receptionist

A receptionist will be assigned whenever events are scheduled before/after the Alumnae House business hours (8:30 a.m.-4:30 p.m. in the fall, winter and spring; 8 a.m.-4 p.m. in the summer), and at all times during the weekends. Events ending in 4:30 p.m. will require an after-hour receptionist for the last hour of the event. The cost of the receptionist is borne by the client or host department.

Fees and Room Capacity

All external clients (private, alumnae, Five Colleges, Five College, Inc. and non-Smith College events) will be charged as follows. The fees listed below are charged on a per-function, per-day basis. Multiple-day functions will be charged for each day the event is held.

A signed contract and deposit of 50% is required for all external bookings, at which point the event is confirmed.

<table>
<thead>
<tr>
<th>Space Description</th>
<th>Fee</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire first floor</td>
<td>$500</td>
<td>(max. number depends on the rooms being used)</td>
</tr>
<tr>
<td>Conference Hall</td>
<td>$400</td>
<td>160 seated or 300 standing</td>
</tr>
<tr>
<td>Conference Hall &amp; Gallery</td>
<td>$350</td>
<td>50 seated or 100 standing</td>
</tr>
<tr>
<td>Living Room</td>
<td>$300</td>
<td>70 seated or 100 standing</td>
</tr>
<tr>
<td>Living Room &amp; Terrace</td>
<td>$300</td>
<td>50 standing</td>
</tr>
<tr>
<td>Dining Room</td>
<td>$100</td>
<td>30 seated</td>
</tr>
<tr>
<td>Terrace &amp; Garden</td>
<td>$100</td>
<td>50 standing</td>
</tr>
</tbody>
</table>
Campus Center Spaces

The Campus Center has many spaces available for student campus groups and student organizations to reserve via 25Live. Note: Reservation requests must be made at least 10 business days prior to your event and are granted on a first-come, first-served basis. All events in the Campus Center require 1 hour setup time and 1 hour take-down time — except for the Carroll Room, which requires 2 hours before and after. This required time does NOT appear on 25Live, so please take it into account when making your space reservation request. Please take note: the Campus Center only accepts reservations one semester in advance.

Lounge/Meeting Room 003  (Capacity: 20)
This room has a meeting table, sofa with coffee tables and soft seating; perfect for holding a small meeting. Various room setups available.

Meeting Room/Study Lounge 102  (Capacity: 25)
The meeting room has a combination of soft furniture, tables and chairs to allow for small meetings, intimate receptions, or relaxation. Various room setups available.

Meeting Room 103 /104  (Capacity: 60)
Coffee tables, lounge chairs and stackable chairs make this room ideal for meetings or receptions. Various room setups available.

Conference Room 204  (Capacity: 25)
A large, formal conference table surrounded with chairs dominates this room making it perfect for formal meetings.

Lounge 205  (Capacity: 60)
Whether it is a lecture or a large meeting, this room includes a sofa, coffee tables, lounge chairs and stackable seating that can be arranged to the ideal setup for your event. Various room setups available.

Carroll Room 208  (Capacity: 300)
This large maple-paneled room can seat 130 people comfortably around round tables for a banquet or can be cleared out for a dance party. This room has a podium, blackout shade for the large windows and acoustic curtains lining one wall to make your event look and sound just as you wish. Various room set-ups available.

Chapel Spaces

Bodman Lounge  (Capacity: 40 seated, 75 standing)
Sanctuary  (Capacity: 420 main area, 92 balcony)
College Hall Spaces
   Emma Proctor 35  (Capacity: 22)

Conference Center Spaces
   Paradise Room  main dining room  (Capacity: 115 seated / 200 standing)
   Directors Room  formerly the Red Room  (Capacity: 18 seated)
   Oak Room  larger downstairs carpeted area  (Capacity: 64 seated, 80 standing)
   Lounge  smaller downstairs carpeted area  (Capacity: 40)
   Terrace  outdoor deck overlooking Mill River  (Capacity: 75 standing)
   Meeting Room B  Little House, 1st floor  (Capacity: 6 seated)
   Meeting Room C  Little House, 1st floor  (Capacity: 12 seated)

CPA — Mendenhall Center for the Performing Arts Spaces
   Berenson 3  (Capacity: 30)
   Hallie Flanagan Theater  (Capacity: 230)
   Mendenhall Theater 14  (Capacity: 450)
   Lower Gamut  (Capacity: 135)

Davis Center Spaces
   Ballroom  (Capacity: 350 standing, 185 seated round tables, 205 seated six-foot tables)
   Mwangi Center  (Capacity: 128 (various chairs, tables) plus 5 sitting booths)
   Mwangi Round Room  (Capacity: 75 seated plus 2 six-foot tables and 2 other tables)

Dewey Hall Spaces
   Dewey Common Room  (Capacity 35)

Ford Hall Spaces
   Ford Atrium  (Capacity: 50 reception style)
   Pearsall Seasons Room  (Capacity: 40)
   Room 146  (Capacity: 12)
   Room 246  (Capacity: 12)
   Room 346  (Capacity: 12)

Hillyer Hall Spaces
   Graham Hall  (Capacity: 109)
   Jannotta Gallery  (Capacity: Reception-style standing room)
John M. Greene (JMG) Hall (See specific guidelines in Section 3)
  JMG Main Hall (Capacity: 2946 including stage)

Pierce Hall Spaces
  Mary Maples Dunn Conference Room (Capacity: 24-26 at conference table, additional 50 around room)

Museum of Art Spaces
  Atrium (Capacity: 250 standing, 150 seated)

Neilson Library Spaces
  Browsing Room (Capacity: 100, lecture-style seating 90-100)
  Kahn Institute (Capacity: 25)
  Mortimer Room (Capacity: 16)

Sage Hall Spaces
  Earle Recital Hall (Capacity: 100)
  Green Room (Capacity: 30 seated, 125 standing)
  Sweeney Concert Hall (Capacity: 600-630)

Schacht Wellness Center Spaces
  Atrium (Capacity: 50)
  Lounge (Capacity: 59)

Seelye Hall Spaces
  Room 106 (Capacity: 105)
  Room 201 (Capacity: 105)
  Faculty Lounge Room 207 (Capacity: 50-60)

Stoddard Hall Spaces
  G2-Auditorium (Capacity: 202)

Unity House Spaces
  Downstairs (Capacity: 60)

Wright Hall Spaces
  Poetry Center (Capacity: 75)
  Weinstein Auditorium (Capacity: 365)