# Space Administrators for public projects and events

If you can’t determine who is the space administrator, contact the EHS Safety Program x2-3477 safety@mit.edu

These areas are **off limits** in **all** buildings

* Stairways
* Roof (contact EHS about certain roofs that can be used for research projects)
* Elevators

These areas are **off limits**

* Art sculptures
* Outside wall of any building

The facilities that are commonly used for events and how to reserve these are at <http://web.mit.edu/eventguide/reserving/index.html> This includes the list of rooms that are scheduled through a DLC. Some of the frequently used spaces (including CAC and Athletics) are listed below.

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| **Location** **Building # and Floor**  | Space Administrator’s Contact information  |
| 1 & 2 corridors | cust-staff@mit.edu  |
| area between Buildings 2 and 14 | TBD |
| 3-2nd floor “Mahogany Row” is **Off limits** | No exceptions  |
| 3—3rd & 4th floor parallel to Infinite Corridor  | Jim Harrington lordjim@mit.edu |
| 4—corridors  | cust-staff@mit.edu  |
| 5-4th floor  | Jim Harrington lordjim@mit.edu |
| 6 —corridors | cust-staff@mit.edu  |
| Lobby 7 is **Off limits** This includes the balconies on all floors and the cornice  | To request an exception: The professor or sponsor should first send the proposal and safety plan to spacereq@mit.edu Approval is contingent upon addressing the safety, security, and liability issues.  |
| 7-2nd floor “Mahogany Row” is **Off limits** | No exceptions |
| 7—3rd floor 7--4th floor Dome area  | Jim Harrington lordjim@mit.edu |
| 8 & 9-1st, 2nd floors  | cust-staff@mit.edu |
| 9-1st floor lobby, 2nd, 3rd, 4th, 5th and 6th floors | Jim Harrington lordjim@mit.edu |
| Lobby 10 and “Dollar bill” lounge  | campus-activities@mit.edu Note: Nothing can be posted on the walls that are war memorialsAccount number is required  |
| 10—Infinite corridor 1st & 2nd floors | cust-staff@mit.edu  |
| corridor near 10-250  | campus-activities@mit.edu Account number is requiredCopy cust-staff@mit.edu  |
| 10--3rd & 4th floor parallel to Infinite Corridor | Jim Harrington lordjim@mit.edu |
| Killian Court Including Lowell Court and DuPont Court | Killian Court, Lowell Court and DuPont Court are available primarily for major Institute events as well as for informal use by the MIT community. Thus certain projects or activities may not be approved.To request an exception: The professor or sponsor should send the proposal to the Grounds Services Dept Grounds-staff@MIT.EDU and to spacereq@mit.edu Approval may be contingent upon addressing the safety and liability issues. Note that this may not be available between April and mid June. No part of the project may be stuck into the ground because this may damage the irrigation system.  |
| Courtyard between Buildings 10, 11 & 13: President’s Garden  | Grounds-staff@MIT.EDUNote that the project must be respectful of the quiet nature of the garden. No part of the project may be stuck into the ground because this may damage underground utilities. |
| 11 corridors  | cust-staff@mit.edu  |
| 12 MIT.Nano including fire lane | Tom Gearty tgearty@MIT.EDU |
| Lobby 13 | campus-activities@mit.edu Account number is required |
| North Corridor (Outfinite) from Mass Ave. at Bldg. 9, past 13 and 12 ending at 26 | Jess Smith smithjs@mit.edu  |
| 14 | Facilities Manager and the Manager of the nearest Library  |
| 14 inner courtyard  | Grounds-staff@MIT.EDU |
| Area between Bldgs 14 and 50 “Walker Lawn” | campus-activities@mit.edu Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is required |
| 16/ 56 lobbies & corridors | cust-staff@mit.edu  |
| 18 | Brian G Pretti <prettibg@mit.edu> |
| Eastman Court next to 18  | spacereq@mit.edu |
| 24, 26, 31—corridors  | cust-staff@mit.edu  |
| 32 Stata Student Street, lobbies, and other public areas inside, Amphitheatre and terrace  | campus-activities@mit.edu Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is requiredExhibits that are near the Technology Child Care Center must be safe for children.  |
| 33, 34, 35, 36, 37, 38 corridors  | cust-staff@mit.edu  |
| 39, 41, 42 are **off limits**  |  |
| 46 | Send to Gerry Hughes ghughes@mit.edu Rosa Liberman liberman@mit.edu  |
| 48—corridors | cust-staff@mit.edu  |
| 50 Walker Memorial Walker Lawn between 14 & 50McDermott Court  | campus-activities@mit.edu Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve.Account number is required |
| Saxon Lawn (next to 50/Walker) | Can’t be reserved for events spacereq@mit.edu  |
| 51 sailing pavilion  | <http://sailing.mit.edu/info/reserve.php>  |
| 54 general | Scott Wade swade@mit.edu  |
| 54 roof  | Prof. Sara Seager <seager@mit.edu> head of the Committee that approves requests 1. Safety. The radome is unsafe and DOF is studying how to replace it. At present, the structural soundness of the fiberglass panel connections is questionable. Note that there is no steel structure supporting the radome above the base, it is all fiberglass. 2. Radio interference. The main goal of the committee is to preserve the 54 roof as a radio-quiet research environment.  |
| 62 & 64 East Campus Courtyard  | Joe Graham House Manager for 62 & 64 joeg@mit.edu  |
| 66—corridors | cust-staff@mit.edu  |
| 68 lobbies and bridge  | John Fucillo cust-staff@mit.edu  |
| 76 (Koch) 1st floor Lobby and Patio | Koch Institute administrative office |
| Hockfield Court (between 66, 68, 76, and Stata)  | The professor or sponsor should first send the proposal to Emma Malbon emmamalb@mit.eduApproval may be contingent upon addressing the safety and liability issues. Hockfield Court is available primarily for informal use by the MIT community as well as for major Institute events thus certain projects or activities may not be approved. No part of the project may be stuck into the ground because this may damage the irrigation system. |
| E14 Media Lab | e14e15scheduler@mit.edu  |
| Courtyard between E14, E15 and E23 | The upper and lower courtyard is an art sculpture.List Visual Arts Center listinfo@mit.eduNo part of the project may be stuck into the ground because this may damage underground utilities. |
| E15 Media Lab  | e14e15scheduler@mit.edu  |
| E17, E18, E19—corridors and lobbies  | cust-staff@mit.edu  |
| E23 is off limits for exhibits |  |
| E25 Atrium  | Hunter Lamere (rhlamere@mit.edu) Atrium is primarily for use by E23 & E25 occupants. Reservations requested well in advance. |
| Courtyard next to E25  | Grounds Grounds-staff@MIT.EDU To avoid a conflict with an event in the E25 Atrium, contact Hunter Lamere (rhlamere@mit.edu) No part of the project may be stuck into the ground because this may damage underground utilities. |
| E40, E51, E52, E53, E62—corridors and lobbiesE52, E53, E62--courtyards Faculty Club, Refresher Course | Sloan Facilities Manager (x3-8355) and cust-staff@mit.edu Sloan Educational ServicesCampus Dining |
| N9 | Scott Wade swade@mit.edu |
| N51 courtyard  | Jim Harrington lordjim@mit.edu |
| N52 1st and 2nd floor Museum is **off limits for exhibits.** Refer to link for event reservations | <http://web.mit.edu/eventguide/other/mitmuseum.html>  |
| **West Campus**  |  |
| **Athletic facilities and fields** W31 Dupont, W32, W33 Rockwell, W34 Johnson, W35 Z Center, W53 Tennis Bubble, Briggs Field, Astroturf, etc.  | Molly Dufour mdufour@mit.eduSend safety plan to Molly and safe-project@mit.edu <http://web.mit.edu/eventguide/other/athletic.html>  |
| **Campus Activities Complex** | campus-activities@mit.edu <http://web.mit.edu/campus-activities/www/> (W20-500, x3-3913) Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is required |
| W8 Boathouse | Tony Kilbridge, coachk@mit.edu  |
| W11  | campus-activities@mit.edu Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is required  |
| W15 Chapel is **off limits for exhibits.** Refer to link to reserve Chapel. | <http://web.mit.edu/eventguide/cacfacilities/mitchapel.html>  |
| W15 Chapel Mote and garden area | campus-activities@mit.edu and Grounds-staff@MIT.EDU |
| W16 Kresge Auditorium  | campus-activities@mit.edu Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is required  |
| W20 Student Center  | campus-activities@mit.edu Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is required  |
| Kresge Oval Plaza and Lawn The lawn near Mass Ave and around Kresge  | campus-activities@mit.edu and Grounds-staff@MIT.EDU Use [CAC-DAPER Scheduling System](http://cac-ems2.mit.edu/EmsWebApp).to reserve. Account number is required |
| Bexley Park  | **not** reservable/scheduled space |
| W59  | ROTC, Housing, cust-staff@mit.edu  |
| W91, W92 are **off limits**  |  |
| CLASSROOMS | The course instructor or administrative person for the class has to reserve the space for the student. The process is described on their website. schedules@mit.edu <http://web.mit.edu/registrar/www/schedules/>  |
| Corridor near Classrooms | cust-staff@mit.edu and schedules@mit.edu For 10-250 Refer to instructions above  |
| ATHENA CLUSTERS |  |
| HOUSING  | <http://housing.mit.edu/undergraduate/residences>  |
| Space **inside** the dormitory: Contact the House Manager whose contact info is listed on the housing site (link is above) | Area **outside** the dorm: Contact both the House Manager and Grounds Services Grounds-staff@MIT.EDU |

**Green spaces**

These are included in the above list except for the ones that are highlighted.

Astroturf – Jack Barry Astroturf field -ATHLETICS

Briggs Field-ATHLETICS

Compton Court (This is near the child care center)

DuPont Court- - INSTITUTE EVENTS

DuPont Squash Court-ATHLETICS

DuPont Tennis Court - ATHLETICS

Courtyard E15/E23/E25 – LIST VISUAL ARTS

Courtyard E52-SLOAN

Courtyard E53-SLOAN

Courtyard E62-SLOAN

East Campus Courtyard -- East Campus House Manager

Eastman Court INSTITUTE EVENTS

Fran O’Brien field-ATHLETICS

Killian Court- INSTITUTE EVENTS

Kresge BBQ Pits-CAC

Kresge Lawn-CAC

Kresge Oval-CAC

Lowell Court-- INSTITUTE EVENTS

McDermott Court-CAC

North Court - INSTITUTE EVENTS

Saxon Court –Can Not be reserved

Henry Steinbrenner stadium and track-ATHELTICS

Tennis Courts-ATHLETICS

Between Pacific and Vassar Streets next to W59