University Housing has been providing hall accommodations and services for campus summer programs for more than 90 years. Accommodating groups of 10-1,000, our meeting and outdoor event spaces are sure to provide your group with all you need to have a successful and enjoyable event at UW-Madison! Catering is available through Housing and can be added to your reservation.

**COMMON ROOM SET-UPS**

- **CLASSROOM**
- **CONFERENCE**
- **THEATER**
- **ROUNDS**
- **DANCE SET-UP**: Interior of room cleared with chairs around perimeter

**For more information, contact:**

University Housing Conference Services  
Slichter Hall  
625 Babcock Drive  
Madison, WI 53706-1213  
Monday - Friday  
7:45 a.m. - 4:30 p.m. (Central Time)

reservespace.mailbox@housing.wisc.edu  
608.262.5576  
www.housing.wisc.edu/conferenceservices  

housing.ems.wisc.edu
Lakeshore Meeting Spaces

**Indoor Spaces**

**Carson Gulley Center**
- **Location**: Upper Gulley
- **Space**: Program Room
  - **Capacity**: 144

**Frank Holt Center**
- **Location**: Lake Mendota Room
  - **Room**: Classroom
    - **Capacity**: 117
  - **Room**: Conference
    - **Capacity**: 120
  - **Room**: Dance
    - **Capacity**: 400
  - **Room**: Rounds
    - **Capacity**: 240
    - *set with 8 seats, 210 set with 7 seats*

**Dejope Hall**
- **Location**: Upper Carson Gulley Center
  - **Room**: Classroom
    - **Capacity**: 100
  - **Room**: Conference
    - **Capacity**: 110
  - **Room**: Dance
    - **Capacity**: 250
  - **Room**: Rounds
    - **Capacity**: 200
  - **Room**: Theater
    - **Capacity**: 300
  - **Room**: U-Conference
    - **Capacity**: 90

**Southeast Meeting Spaces**

**Indoor Spaces**

**Gordon Dining & Event Center**
- **Location**: Symphony Room
  - **Space**: Classroom
    - **Capacity**: 100
  - **Space**: Conference
    - **Capacity**: 110
  - **Space**: Dance
    - **Capacity**: 300
  - **Space**: Theatre
    - **Capacity**: 350
  - **Space**: Rounds
    - **Capacity**: 300
  - **Space**: U-Conference
    - **Capacity**: 90
- **Location**: Overture Room
  - **Space**: Classroom
    - **Capacity**: 100
  - **Space**: Conference
    - **Capacity**: 110
  - **Space**: Dance
    - **Capacity**: 250
  - **Space**: Rounds
    - **Capacity**: 200
  - **Space**: Theater
    - **Capacity**: 300
  - **Space**: U-Conference
    - **Capacity**: 90
- **Location**: Concerto Room
  - **Space**: Classroom
    - **Capacity**: 100
  - **Space**: Conference
    - **Capacity**: 110
  - **Space**: Dance
    - **Capacity**: 250
  - **Space**: Rounds
    - **Capacity**: 200
  - **Space**: Theater
    - **Capacity**: 300
  - **Space**: U-Conference
    - **Capacity**: 90
- **Location**: Sonata Room
  - **Space**: Classroom
    - **Capacity**: 100
  - **Space**: Conference
    - **Capacity**: 110
  - **Space**: Dance
    - **Capacity**: 250
  - **Space**: Rounds
    - **Capacity**: 200
  - **Space**: Theater
    - **Capacity**: 300
  - **Space**: U-Conference
    - **Capacity**: 90
- **Location**: Combined
  - **Space**: The Overture, Concerto, & Sonata Rooms can be combined to create larger event spaces.

**Catering**
University Housing Catering offers full service catering for most occasions on campus: lunches, banquets, break service, and outdoor picnics. We can accommodate groups small to large and any occasion from casual to formal.

*No outside food or beverage may be brought into any University Housing Dining & Culinary Services building.*

**Audio-Visual (AV) Equipment Reservations**
Equipment requests are due at least one week prior to your program. The equipment reservation will include set-up and removal of AV equipment for your program.

*All large meeting spaces feature a built-in screen/projector and microphone. Additional AV equipment is available upon request. Visit our website for more information.*

**Deadlines**

<table>
<thead>
<tr>
<th>Type and AV Only</th>
<th>Reservation Due</th>
<th>Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room and AV Only</td>
<td>1 week prior to event</td>
<td>1 week prior to event</td>
</tr>
<tr>
<td>Events with Catering</td>
<td>2 weeks prior to event</td>
<td>Invoiced after event</td>
</tr>
</tbody>
</table>

**Information Tables**

**Includes one table and two chairs**
- Four Lakes Market/Dejope Hall
- Frank Holt Center

**Outdoor Spaces**
- Lakeshore Picnic Area (Adjacent to Tripp and Adams Halls)

*Contact us for outdoor set-ups, capacities, and availability*

**Pricing**
The standard room reservation fee is $200.00 per room. This applies to the Gordon Dining & Event Center, Lake Mendota Room, Upper Carson Gulley Center, and Upper Holt Program Room.