

<http://events.richmond.edu/events/locations/index.html>

### **Queally Center for Admission and Career Services**

The Queally Center welcomes over 24,000 visitors to the Office of Admission each year. Designed to serve as the University's front door for prospective students, families, and employers, the center integrates the offices of admission, financial aid, registrar, bursar, and employer development, creating a gateway both into and out of the university.

The Office of Admission offers over 500 information sessions each year for groups ranging from 30 to 400 in the Pavilions, as well as major admission programs for prospective and admitted students and other admission programs. The Pavilions in Queally were designed to host these events, replacing the presentation rooms in The Refectory and allowing one central location for admission programming. When not being used for admission programs, the Pavilions host career fairs and other employer events. Occasionally, other university events can be held in the pavilions provided they do not conflict with or displace the events for which this space was created – those Office of Admission and Career Services events for prospective student and employer outreach.

Please contact University Events and Support Services for information on reservation procedures and space availability.

### **Room Capacity**

The Pavilions have two Skyfold walls which can be used to create six different layouts for groups as large as 400. University of Richmond branded chairs can be used for lecture groups of up to 400. Round tables are available to host up to 240 guests in a banquet format.

Pavilion A	1,635 square feet Two wall-mounted monitors, one drop down screen Lecture: 125 Banquet: 64 (8 rounds of 8)
Pavilion B	1,825 square feet 180 square foot permanent elevated stage with podium One drop down screen Lecture: 145 Banquet: 80 (10 rounds of 8) <i>Special Note: There is no catering access to Pavilion B when Pavilions A &amp; C are in use.</i>
Pavilion C	1,635 square feet Two wall-mounted monitors, one drop down screen Lecture: 125

Banquet: 64 (8 rounds of 8)

Pavilion A+B      3,510 square feet + 180 square foot stage  
Two wall mounted monitors, two drop down screens  
Lecture: 270  
Banquet: 144 (18 rounds of 8)

Pavilion B+C      3,510 square feet + 180 square foot stage  
Two wall mounted monitors, two drop down screens  
Lecture: 270  
Banquet: 144 (18 rounds of 8)

Pavilion A+B+C    5,195 square feet + 180 square foot stage  
Four wall mounted monitors, three drop down screens  
Lecture: 400  
Banquet: 240 (30 rounds of 8)

### **Catering Kitchen**

Exclusively for use by University Catering / Food Services. The University Of Richmond Catering is the exclusive catering provider for the Queally Center. University Catering is a Licensed ABC provider and events scheduled with the required advance notice may arrange for wine, beer or alcohol service in conjunction with a meal or food based event. Specific building locations and hours of service will apply.

### **Other Guidelines**

This space is reserved for Admission and Career Services events and programming. At least one Pavilion is reserved for Admission Information Sessions each weekday from 8:30 a.m. until 3:30 p.m. and most Saturdays from 8:30 a.m. to 11:30 a.m. All events should follow the Queally reservation policy. The Pavilions may only be reserved for events sponsored by University departments.

There is limited storage for the Pavilions; programs which require the removal of furniture or which bring in external furniture may require the use of a pavilion as a storage location for unused furniture. If storage space is not available, temporary storage may be required at additional cost.