



Booking Spaces

- All requests for space are to be submitted online by completing the Space Reservation Form on the CKS website.
- Recurring events are to be submitted annually.
- Special events are to be submitted as soon as possible, preferably with optional dates so there is a higher probability of booking.
- **Submissions must include:**
 - Estimated attendance
 - Preferred set-up
 - A/V needs (You will need to provide your own laptop. Connections and A/V capabilities are specified for each space)
- **Timeframe:** All events are to start at 8:30 AM or after, and end no later than 9:00 PM. All must exit the campus by 9:30 PM. Saturday events in Kenny Hall (all or a portion) must end by Noon in order to set up for Mass, or must use the Mass set up.
- **Cancellations:** Please remember to cancel your reservation if your event is cancelled so facilities does not set up the space, and other ministries have the opportunity to use the space.
- **Food & Drinks:** All food and drinks should be removed after event. Refrigerators and freezers should be left empty.
- **Spaces Available:**
 - **Entire Kenny Hall:** Max. capacity is 270 banquette style or 25 round tables with no long tables. Comfortable seating is 20 rounds and 6 – 8 long tables in the corners. Mass seating is set up with 400 chairs. Shades are operable by facilities. Requests must specify shades up, down, or halfway. A/V: HDMI connection to the projector.
 - **1/3 Kenny Hall:** Max capacity is 8 round tables or theater style with 60 chairs. Shades are operable by facilities. Requests must specify shades up, down, or halfway. A/V: HDMI connection to the projector.
 - **2/3 Kenny Hall:** Max capacity is 18 rounds with long tables in corner or theater style with 200 chairs. Requests must specify shades up, down, or halfway. A/V: HDMI connection to the projector.
 - **Gathering Space:** This is the exit hallway for Kenny Hall and the Cathedral. 2 long tables along the wall are allowed but additional tables and chairs are against fire code.
 - **Conference Room 1:** Includes a galley kitchen. Max capacity is 60 chairs set-up classroom style or 6 rounds with 6 chairs or 6 rectangle tables (in square, u-shape, etc). A/V: TV using HDMI connections with HDMI cable, apple lightning digital AV adapter; mini displayport to HDMI adapter, VGA to HDMI video audio adapter.
 - **Conference Room 2:** Max capacity is 20 chairs set-up classroom style or 4 rounds with 6 chairs or 6 rectangle tables (in square, u-shape, etc). A/V: TV using HDMI connections with HDMI cable, apple lightning digital AV adapter; mini displayport to HDMI adapter, VGA to HDMI video audio adapter.
 - **Conference Rooms 1 & 2:** Max capacity is 10 rounds or 6 rectangles with 76 chairs. Same A/V as above.
 - **Conference Room 3:** Max capacity is 16. Room has a piano.
 - **Conference Room 4:** Max capacity is 10 around single table, 8 is comfortable.
 - **Nurseries & 3 yr Old Room:** Note: All nurseries are NUT FREE. Nurseries are available for small groups.
 - **Front Desk Parlor:** Soft seating for 3 – 4 people.

- **CKS Cafeteria:** Max capacity is 152 people. Must use as is with up to 12 cafeteria tables (attached seats).
- **CKS Cafeteria 2:** Max capacity is 104 people. Rectangle tables with separate chairs. A/V: Projector and HDMI connection.
- **d'Youville Chapel:** Max capacity is 30 adults. Can only be used after school hours. *Note: chapel is on 2nd floor and the elevator may not accommodate large electric wheelchairs.*
- **Greenspace:** Limited use for events due to Neighborhood Association guidelines.
- **Ministry Offices – JPII:** Max capacity is 10 round tables with 60 chairs. 2 thin rectangle tables available. Galley kitchen. Room requires self set-up. Not for confidential meetings. Can not be booked until after 3:30 PM on Sundays. A/V: TV using HDMI connections with HDMI cable, apple lightning digital AV adapter; mini displayport to HDMI adapter, VGA to HDMI video audio adapter.
- **Ministry Offices – St. Mother Teresa:** Max capacity is 30 people. Not ADA accessible. 4 round tables and 30 gray chairs, 2 rectangle tables. Room requires self set-up.
- **Ministry Offices – Archbishop's Sitting Room:** Soft seating for 5.
- **Youth Room:** Outer room: soft seating for 10. Inner room: soft seating for 9, permanent table and chairs for 8. Galley kitchen.