

CCS Campus Room Reservation Contacts
Quick Guide
Revised 12/14/17

Please contact the individual listed below to reserve the following locations prior to entering an event in 25Live.

A Alfred Taubman Center for Design Education

- **Outside/third party non CCS events** or any event in the Benson & Edith Ford Conference Center;
JP Hayes [313-664-1185](tel:313-664-1185), jphayes@collegeforcreativestudies.edu
 - More detailed information about Facility use policies and renting the 11th floor Conference Center can be found in the Facility Use and Special Events Manual.
 - In general, we currently do not offer an employee discount to rent CCS facilities as and outside/third party event.

- **Valade Family Gallery at the A. Alfred Taubman Center for Design Education;**
Jonathan Rajewski, [313-664-1167](tel:313-664-1167), jrajewski@collegeforcreativestudies.edu

- **Heinz Prechter Boardroom;**
Sandra Wilson, [313-664-7471](tel:313-664-7471), sandra@collegeforcreativestudies.edu

Walter and Josephine Ford Campus

- **Wendell W. Andersen, Jr. Auditorium**, Walter B. Ford Atrium & Seminar Room W217;
Aletha Jordan, [313-664-7475](tel:313-664-7475), ajordan2@collegeforcreativestudies.edu

- **Classrooms** (for internal use only);
Janine Surma, [313-664-7674](tel:313-664-7674), jurma@collegeforcreativestudies.edu