



Meeting Services

... scheduling space at Emory University

Amber Herring 404.727.1706 DUC spaces, publicity
Janell Goodwin-Farley 404.727.5354 Classrooms after 6 pm and all day Sat/Sun
Andrea Lentz 404.727.5355 Glenn Church, Lullwater Preserve, Quad,
 McDonough Field, select banner locations,
 Traffic Circle, vendor space, Oxford Rd. Bldg.

Meeting Services website: www.emory.edu/DUC

DOBBS UNIVERSITY CENTER

605 Asbury Circle

<u>DUC Rooms</u>	<u>Capacity</u>	<u>DUC Rooms</u>	<u>Capacity</u>
259	20	Alumni	20
355	36	Trustee	24
362	20	Harland Cinema	198
363	24	Winship Ballroom	250 max, set ups vary
504	8	Commons	varies
506	12	Fly By*	60
507/501 adjoining	12/4	Eagles' Landing**	60
516	18	Faculty Dining Room	80
544	16		

Projector available in all meeting rooms. Fees may apply.
**Catering is not required, but permission is required by Food EU Committee*
***Reservations in summer only*

Publicity options:

Banners inside and outside the building.
 Chalking, balloons, table tents*
**Use template from Meeting Services for the correct size*

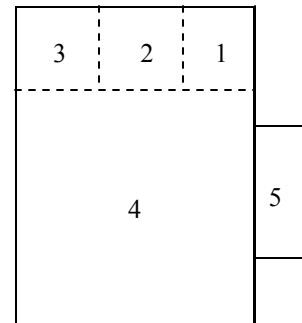
Vendor tables: student organizations and one-day vendors.

COX BALLROOM

569 Asbury Circle

This is a flexible banquet hall has moveable walls to section off space. Emory Catering, 404.712.8948. is required for all events in Cox. Theater style maximum is 500. Seating at round tables with 8 per table is 390 maximum. Projector is available for a fee.

<u>Cox Room</u>	<u>Capacity</u>
Cox 1, 2, or 3	30
Cox 4 in addition to one of the smaller front rooms	125-250
Cox 1-3	100
Cox Banquet Hall (rooms 1, 2, 3, and 4)	390-500
Cox 5, separate room on the side corridor	60



CLASSROOM BUILDINGS

Reserve classrooms after 6 pm weekdays or all day Sat/Sun through Meeting Services. For other times, contact the Registrar's Office a 404.727-9417.

For use of AV, you MUST contact Classroom Technologies at 404.727.6853 at least 10 days prior to your event.

Fees apply for certain types of events. See Classroom Policies and Fees at http://college.emory.edu/home/assets/documents/facilities/ECAS_Classroom_Policies.pdf

BUILDING HOURS VARY

1462 Clifton	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	100A 30	100C 48	101 34
	230 193		
Anthropology	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	105 42	107 30	303 184
Callaway	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	C101 45	C203 26	S101 25
	S102 27	S103 35	S104 16
	S105 36	S109 28	N109 20
	N116 22		
Candler Library	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	101 30	114 40	119 12
	120 20	121 20	122 20
	123 20	124 20	
Glenn Church School	<u>Room/Capacity</u>	<u>Room/Capacity</u>	
	208 60	420 12	Fellowship Hall 225
	408 20	422 25	Little Chapel 100
Math & Science	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	N302 36	N304 40	N306 40
	E208 176	W307C 20	
North Decatur	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	109 30	111 30	112 28
	155 47		
PAIS	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	220 20	225 20	230 45
	235 20	250 20	290 108
Rich	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	104 38	107 18	108 38
	211 32	Memorial 17	
White Hall	<u>Room/Capacity</u>	<u>Room/Capacity</u>	<u>Room/Capacity</u>
	101 118	102 65	Lobby A 50
	103 65	110 65	Lobby B 40
	111 65	112 90	Lower
	205 120	206 120	Lobby 30
	207 120	208 275	

See Meeting Services website for complete, space-specific policy details. emory.edu/DUC

OXFORD ROAD BUILDING

Oxford Presentation Auditorium	Seats 100	Available on a limited basis. No food allowed.
Oxford Living Room	Open lounge	Available on a limited basis. No food allowed.
Jones Plaza	Outdoor space	Available on a limited basis.

ASBURY CIRCLE TRAFFIC CIRCLE

Large department or student organization-sponsored events such as Wonderful Wednesday can be scheduled at the Traffic Circle. Emergency and delivery vehicles must have access at all times. Do not block road access. Contact Campus Services at 404.727.7463 for tables, chairs, or trash cans. Fees may apply.

QUAD (*special permission is needed*)

Programming on the Quad is limited to events that fall within specific guidelines. Please plan a month in advance in order for the Quad Committee to have time to review your request.

MCDONOUGH FIELD

This large field can be reserved by student organizations and departments. The stage at the Southeast corner of the field can be used for performance groups. Details about the stage, late-night noise restrictions, and safety considerations are available through Meeting Services. An alternative rain location should be reserved in addition to the field. Contact Campus Services at 404.727.7463 for tables, chairs, or trash cans. Fees may apply.

LULLWATER PRESERVE (*special permission is needed*)

The grounds surrounding the President's home serve as a recreational area for walkers, bicyclists and joggers. The roads within the preserve can be reserved by student organizations and departments for 5K's and fun runs for no more than 200 participants. In order to ensure the peaceful, natural setting, roads may not be marked with chalk, cars cannot enter the property, and all trash must be removed.

BANNERS AT ASBURY PEDESTRIAN BRIDGE and HAYGOOD-HOPKINS GATE

Only banners that announce University-wide programming are allowed at these high profile locations. Examples are Homecoming, Dooley's Week, and Orientation. In addition to submitting a reservation through Meeting Services, a work order must be submitted to Campus Services. Further details can be located on the Meeting Services website.

GLENN CHURCH

Glenn Church seats 1200 people. Some events are not suitable for a church space, so please consider other venues if necessary. AV support is done through Steve Callaway at 404 727-9200 (fees apply).

ROCK CIRCLE

The circle of rocks and bricks between the DUC and Alabama Hall is a great location to reach the many students who pass that space. In addition to reserving the space, you can reserve a portable sound system and tables through Meeting Services.

MEETING SERVICES, 605 ASBURY CIRCLE, DRAWER AAA, SUITE 222E, ATLANTA, GA 30322
FAX 404.727.0277 www.emory.edu/DUC

COMMON QUESTIONS

Policies for use of the **DUC, McDonough Field, Lullwater Preserve, certain Banners, Glenn Church, Asbury Traffic Circle, Oxford Road Building,** and the **Quad** may be found at <http://www.emory.edu/DUC/>

Policies for use of **classrooms** may be found at http://college.emory.edu/home/assets/documents/facilities/ECAS_Classroom_Policies.pdf

ACCESS

If special accommodations are needed owing to a disability or chronic medical condition, contact the Access, Disability Services, and Resources office @ 404.727.9877voice or 404.712.2049 TDD.

FOOD

- No food or drinks in classrooms. Food is allowed in DUC meeting rooms, but you must notify Meeting Services.
- Emory Catering must be used for all events in Cox Banquet Hall.
- If you are using a caterer in Cox, Winship Ballroom or Faculty Dining Room, you must use Emory Catering.
- No home cooked foods may be served. You must purchase foods prepared in a commercial kitchen.
- No alcohol may be served in classrooms. In addition to complying with campus policies regarding alcohol. You must submit a request form to serve alcoholic beverages in Cox or the DUC.
- In order to use a non-Emory caterer for special menus, you should plan weeks in advance and follow the requirements listed at <http://www.emory.edu/dining/StudetOrganizations.php>

DECORATIONS

- No candles or flames of any kind in the DUC and classrooms. Contact Emory Catering for candles in Cox Ballroom.
- Nothing may be taped to the walls or hung from the ceiling or light fixtures in any campus space.

BUILDING HOURS

- Please confirm building hours when you make your reservation since the schedules vary.
- You must received special permission for events that start before or end after building hours.
- Meeting Services will contact the Lock Shop for after-hours events.
- You must be ready to leave the building when your reservation states your event is over. Lingering afterwards may result in fees.
- Failure to leave the building when directed by management to do so may result in conduct sanctions.
- Policies for late-night events in Cox Ballroom can be found at http://www.emory.edu/dining/Cox_late_night.php

EQUIPMENT

- If you will need equipment, please request it when making your reservation.
- Equipment use in classrooms must be arranged no less than 10 days from your event. 404.727.6853.

RESERVATION REQUESTS

- DUC requests must be submitted at least 48 business hours prior to your event.
- COX requests should be submitted at least 2 weeks prior to your event in order for Emory Catering to process your order.
- CLASSROOM requests without equipment, should be submitted at least 48 hours prior to your event.
- CLASSROOM requests with equipment, should be submitted at least 10 days prior to your event.

CLEAN UP OR DAMAGE

- Excess clean up after your event will be charged to your Smartkey.
- Damage resulting from your event will be charged to your Smartkey.

NON-EMORY GUESTS

- If your event will include non-Emory guests, you must let your scheduler know in advance. If the majority of attendees are non-Emory guests, special permission may be required.

CANCELLATIONS

- Cancellations should be emailed to Meeting Services at least 24 hours in advance to avoid a cancellation fee. Not showing up for a reservation may result in a no-show fee.

FREQUENTLY USED NUMBERS

Campus Services—404.727.7463
Emory Catering—404.712-8948

Parking Services—404.727.7275
Classroom Tech—404.727.6853

REQUESTING SPACE

You will need

- Event date
- Event beginning and end times
- Expected attendance
- Nature of event
- Name of requestor (sponsor)
- Smartkey for any expenses

Reservations requests for the DUC must be submitted at least two business days before your event. Reservations in academic space when AV will be needed must be made 10 days in advance.

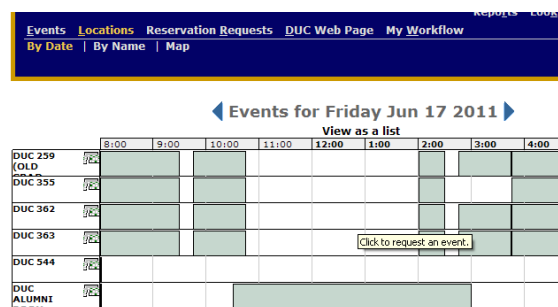
Large events that require coordination of various service providers and/or deliveries should be made at least 3 weeks in advance.

PAPERLESS RESERVATIONS

Go to www.emory.edu/DUC and click on the **Meeting Services** tab.

To view availability, go to the **Daily Events** calendar.

To open the online request form, you can either double click inside an available space (not shaded) or click on **Reservation Requests** in the bar across the top.



	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
DUC 299 (OLD)	Shaded	Shaded	Shaded						
DUC 355	Shaded	Shaded	Shaded						
DUC 362	Shaded	Shaded	Shaded						
DUC 363	Shaded	Shaded	Shaded						
DUC 344									
DUC ALUMNI									

To login,

Faculty/Staff: use an R25 password (request one using the information on the screen).

Students: Type "student" as your user name AND password.

Enter your event details and type in messages using the Comment Box, then click submit.

You will receive an email from R25 telling you that you have submitted your request successfully. THIS IS NOT A CONFIRMATION.

Once your request has been processed, you will receive a confirmation from Meeting Services.

Campus-wide annual events can be requested a year in advance.

Weekly, repeated meetings should be requested by semester.

Standard meetings can be requested at Fall Break for Spring and at Spring Break for Fall.

Requests are processed on a first-come basis.

If you have a publication deadline or need to confirm a speaker, contact Meeting Services, and we will try to assist you.