

# Academic Space Procedures

If you have questions about scheduling events in the DUC, contact Meeting Services at 727.5354.



[www.emory.edu/DUC](http://www.emory.edu/DUC)

Rooms currently available for reservation in Academic Space:

Anthropology	Callaway	Candler	462 Clifton Rd	Church School	Math & Science	North Decatur	Rich	White Hall
105	C101	101	101	404	N302	109	104	101
107	C203	114	114	408	N304	111	107	102
303	S101	119	119	409	N306	112	108	103
	S102	120	120	420	E208	155	211	110
	S103	121	121	421	W307C		Memorial	111
	S104	122	122	422				112
	S105	123	123	Fellowship Hall				205
	S109	124	124	Little Chapel				206
	N109							207
	N116							208
								Lobby A
								Lobby B
								Lower Lobby

- Rooms in the all Academic Spaces reserved through Meeting Services are available to Emory University sanctioned student groups, faculty groups, academic and administrative staff departments, and are free of charge on a first-come, first-served basis. *An account number is **REQUIRED** for all room reservations.*
- Meeting Services reserves Academic Spaces after 6pm on weeknights, and all weekend hours.
- Be aware that scheduling may be limited during drop/add periods. All reservations received before the college class schedule is set are subject to delay or change based on availability of space released by the University Registrar. In most cases, reservations will be held until the drop/add period is completed.
- Reservations should be received **at least 7 days in advance**. Any request not received in advance will be subject to approval and may not have access to audio-visual services.
- **Always** carry a copy of your confirmation with you to your event. In the unlikely circumstance that your room should be locked or occupied you must have proof of reservation to gain access.
- If an event results in damage to the facility (to include rooms, corridors, and lavatories) or the need for excessive clean-up, additional fees will be charged to the sponsoring organization to cover the costs of repairs or cleaning. In addition, scheduling privileges may be suspended.
- Any group reserving space in the any Academic Space is expected to leave the reserved area in the same condition it was found, (excluding food items remaining from a catered event). This includes responsibility for removal of signs, advertisements, decorations, trash, etc. from the room scheduled and from hallways or other parts of the building which may be affected.
- Audio-visual services must be coordinated **at least 7 days** in advance with Classroom Technologies. They may be contacted at (404) 727.6853.
- For special room set ups, tables and chairs, or other facility related issues contact Facilities Management at (404) 727.7463.
- For space reservations during the day before 6pm contact the College Office at (404) 712.9523.
- Food and drinks are not allowed in academic classrooms.