

Dobbs University Center After Hours Use Policy



www.emory.edu/DUC

To accommodate officially recognized campus groups' needs for social and recreational programs, the Dobbs University Center staff will observe late closing procedures provided the following conditions prevail:

1. The space requested in the Dobbs University Center is the most appropriate, available space on the campus.
2. Current overtime charges for University Center staff scheduled to work late will be charged.
3. The late closing privilege is extended on a limited basis, due to late-hour staffing considerations.
4. Approval of any late closing request will be subject to other scheduling conditions in the Dobbs University Center (for example, an early breakfast set-up in the Ballroom may preclude an event in the Ballroom in the preceding evening.)
5. Reservation requests for late use must be made a minimum of two weeks prior to the date of the event (so that appropriate staff schedules may be reasonably arranged in advance.)
6. All other standing policies of DUC usage will prevail (i.e., alcohol use, catering, etc.)
7. The policy applies to Publications late night use to the extent that the Meeting Services Office must be notified in writing 7 days prior to their late night use of the DUC. The names of those authorized to be in the building must be included in the request. Meeting Services will take a semester-long late night privilege request from Emory student publications.

Any questions regarding this policy may be directed to Meeting Services at 7-5355.