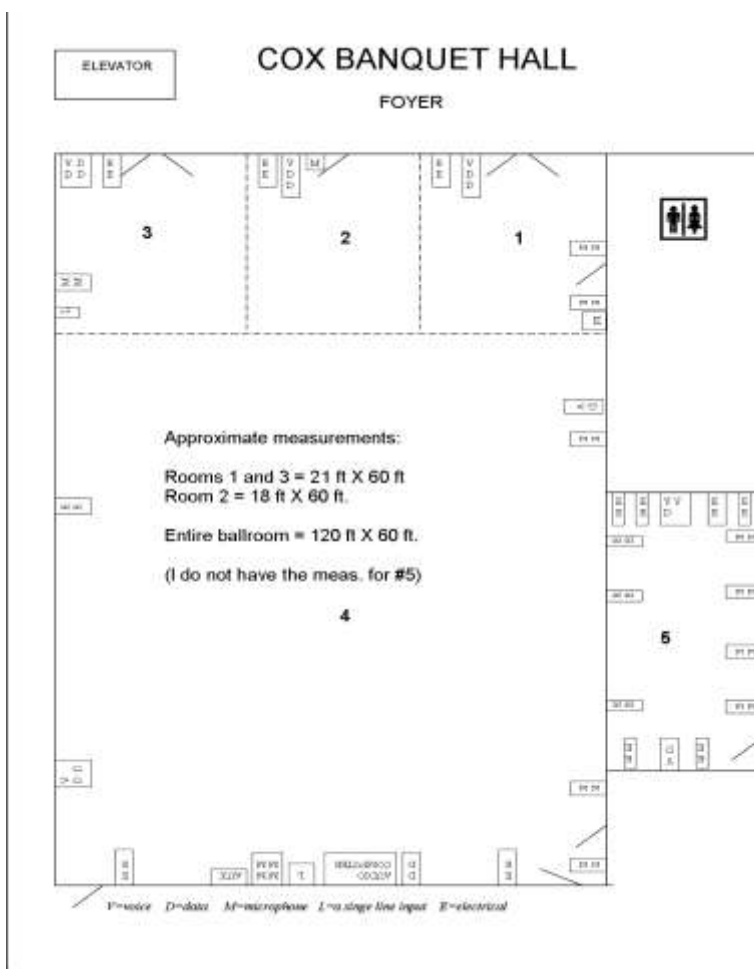




## Cox Hall Space Reservations

If you have questions about scheduling events in the DUC, contact Meeting Services at 727.5355.

Cox Ballroom is located on the 3<sup>rd</sup> floor of Cox Hall. The ballroom has moveable walls that divide the space as follows:



### Rooms:

Cox 1, 2 and 3 can seat 30 at rounds (8 per table), 40 theater style

Cox 1-3 can accommodate 100 at rounds, 120 theater style.

Cox 4 with 1, 2, or 3 as a walkway, can seat 200 at rounds or 250 theater style

The entire banquet hall, all 4 rooms, can set 400 at rounds, 550 theater style

Cox 5 is located on the hallway. It can seat 60 at rounds or in U shape, 70 theater style.

Cox holds an inventory of 425 chairs and 52 rounds.

Cox Bridge is a reservable space. Groups must keep the actual driveway clear and use only the narrow sidewalk area.

Cox Amphitheater is the area near the brick steps outside the clock tower. Because there is table seating in the area, this space is seldom reserved.

**Equipment:**

Cox is primarily a banquet facility and has a limited amount of equipment.

There is a ceiling mounted data projector in #4 that projects onto an electric screen. Cox also has a portable data projector and screen. They do not provide laptops. There are two microphones, one table top mic stand, and one floor mic stand. The sound system is built into the walls and projects throughout the ballroom. Cox 5 does not have a sound system.

**Food:**

ALL events in Cox must include food from Emory Catering or incur a rental fee.

**Publicity:**

The napkin holders in the dining area of Cox Hall can be reserved for inserts that advertise a campus event.

**Access:**

Deliveries to Cox can be made by use of the back loading dock. From Woodruff Circle, there is a driveway to the left that leads to the loading dock. The service elevator goes up to the ballroom.

Guests who need to be dropped off can be driven to the circle near the clock tower. Take Asbury Circle, vier left to the gate arm, push the button to indicate that you need to drop off a guest at Cox Hall. The elevator on the ground level of the clock tower leads up to the 3<sup>rd</sup> floor.

**Alcohol Requests:**

Alcohol request forms are available through Meeting Services. The form specifies limited per person quantities and other limitations.

**Reservations:**

Reservation requests are processed by Meeting Services and can be made in person or online via R25.