

Dobbs University Center Reservation Procedures



If you have questions about scheduling events in the DUC, contact Meeting Services at 727.1706.

www.emory.edu/DUC

Rooms currently available for reservation in the DUC and their capacities are:

ROOM	SERVED MEAL	BUFFET	RECEPTION	MEETING
Trustee	18	16	23	20
Alumni	18	16	23	20
Faculty Dining Room	83	65	80	Subject to setup
Winship Ballroom	210	180	300	Subject to setup
Coca Cola Commons	N/A	N/A	N/A	N/A
Outside Terraces	N/A	N/A	N/A	N/A
Harland Cinema	N/A	N/A	N/A	198*
**250 E	N/A	N/A	N/A	22
251E	N/A	N/A	N/A	12
355E	N/A	N/A	N/A	45
362E	N/A	N/A	N/A	25
363E	N/A	N/A	N/A	35
544E	N/A	N/A	N/A	16

* Cinema seating has 198 fixed chairs and 2 wheelchair spaces.

** Room 251 may be used as serving area for room 250, and must be reserved.

A CHECKLIST TO HELP YOU PLAN YOUR EVENT:

In order to make a reservation you will need all of the following information:

- Event date
- Beginning and end times
- Expected attendance
- Nature of event
- Name of person requesting room
- Account number of sponsoring group or department
- AV needs
- Catering needs

Once you have all of the above information there are two ways to make a reservation.

1. **Paper Form**- pick up a form in our office (DUC 220E) or print a form from our website, www.emory.edu/DUC under printable forms in the Meeting Services section.

2. **Online Reservation**-

To reserve online go to www.emory.edu/DUC and click on "Daily Events" in the Meeting Services section

1. Select a space and double click
2. Login

Faculty/Staff: use your R25 login

Students: username and password will both be the word "student"

3. Enter your event details
4. You will receive an email confirmation.

Your request is NOT confirmed until you receive an email from Meeting Services with your written confirmation.
Requests should be made at least 7 days prior to your event.

All reservation requests are processed as quickly as possible. Turning your request in as soon as possible allows for the best accommodation for your needs.

TENTATIVE RESERVATIONS, CHANGES, AND CANCELLATIONS

Changes of confirmed reservations should be made no less than 48 hours before the event to avoid possible charges. Cancellations must be reported immediately. A "no show" can result in setup charges being assessed.

CATERED EVENTS

All catered events scheduled in the Winship Ballroom and the Faculty Dining Room must be catered by Emory Catering. Menu arrangements should be made at least 14 days in advance. Contact Emory Catering at (404) 712-8948.

ALCOHOLIC BEVERAGES

An approved alcohol permit is required for any event where alcoholic beverages are involved. Applications for a permit to serve alcohol are obtained from the Meeting Services Office. This form must be turned in at least 14 days prior to your event. A copy of the University Alcohol Policy and application for a permit to serve alcohol will be given upon request.

AUDIO-VISUAL EQUIPMENT

Podiums, microphones, and other A/V equipment can be supplied for your use in the DUC if requested in advance. Some A/V equipment carries a fee. An AV Tech may be required for groups using anything more than a microphone. Techs must be scheduled at least 14 days before your event.

ADVERTISING EVENTS

Chalking, table tents, and balloons are useful ways to advertise your organization's events. These services are scheduled through the Meeting Services Office.

RESERVING PUBLIC AREAS OF THE DUC

COCA COLA COMMONS: Events scheduled in the Commons which include a band, DJ, or loud music will only be permitted during business hours. Sound should be kept at an appropriate level to permit operation of services in the building. Performances and/or rehearsals taking place in the Mary Gray Munroe Theater may restrict scheduling of events in the Commons.

TABLING: Table space is used primarily for SGA chartered organizations and outside vendors. No fee is assessed to university groups. One table and 2 chairs are allotted to each group reserving space. Reservations should be made at least one week in advance, and will generally not be possible if not made by noon the day before you wish to use the space.

HARLAND CINEMA: The cinema can accommodate film screenings, lectures, recitals, panel discussions, and small scale theater or dance productions. To show commercial films, you must obtain the distribution rights (See Movie Policy). A two week advance notice is needed for scheduling; equipment and staffing fees may apply.

LATE CLOSING PROCEDURES FOR EVENTS SCHEDULED AFTER DUC OPERATING HOURS

To accommodate officially recognized campus groups' needs for social and recreational programs, an After Hours Use Policy was developed. Please see this policy for details.