

# University Events at Glenn Memorial United Methodist Church



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

## THE LOCATION

**Glenn Sanctuary** - Fixed seating for 1200. Some events are not suitable for a church space, so please consider other venues if necessary. Call 404 727-5355 for more information.

**Glenn Church School Building** - Call 404 727-5354 for more information.

Room	Capacity	Room	Capacity
208	60	421	20
404	40	422	45
408	20	Fellowship Hall	250
409	40	Little Chapel	100
420	30		

## CLOSEST PARKING

Fishburne Parking Deck. Call Parking and Community Services (404) 727-PARK for further assistance.

## FACILITIES SET UP

Call 404 727-7463 at least two weeks prior to your event to request tables, special chairs, etc.

## SOUND

Call 404 727-9200 at least two weeks prior to your event to arrange for microphones.

## CLEAN-UP

Call 404 727-7463 to arrange for post-event clean up.

You are responsible for having the space cleaned and returned to normal after your event. *Groups that fail to comply with this responsibility may not be allowed to use Glenn in the future.*

## EATING, DRINKING, AND SMOKING

No food or beverages, and no smoking, drug use, or use of alcoholic beverages are allowed in either building.

By special permission, food and beverages may be served at events being held in the Church School Building. Please contact the Church's Office Manager (404) 634-3936 for information and approval.

## TICKETING AND REVENUE

Revenue from events must benefit either Emory University or Glenn Memorial United Methodist Church and its programs or services, or further the educational mission of the University or the religious mission of Glenn Church. The sponsor for your event is accountable for properly reporting all revenue and sales taxes generated by your event to the Controller's Office at Emory University. Each sponsor assumes full liability for these reports. Contact the Controller's office (404) 727- 6080 for additional instructions.

## SPONSORSHIP

In order for any off-campus group to utilize these buildings, a sponsor must be secured from within Emory University. Only those off-campus groups that are sufficiently affiliated with an Emory University Department/Division/Organization and appropriately sponsored thereby, as finally determined by Meeting Services in its sole discretion, are eligible to utilize Glenn Church facilities. The sponsor acts as the official host/hostess to the incoming organization and serves as the liaison between the event, Glenn Memorial United Methodist Church, and Emory University as a whole. *The sponsor is responsible to see that all charges incurred by the group have been paid to Emory University, and must provide a valid account number to which charges for the event can be billed.*

## VIP LOUNGE

The lounge adjacent the sanctuary may only be used by VIP guests. Please contact Tricia Stultz, 404 727-6022 for more information.

***If special accommodations are needed due to a disability or chronic medical condition, contact the Disability Services Office @404 727-9877 voice or 404 712-2049 TDD.***