

# Meeting Services

## Glenn Auditorium/Sanctuary and Church School Building



www.emory.edu/DUC

The auditorium/sanctuary and the Church School Building, which together make up Glenn, are two separate buildings. Even though these facilities are available for use for a wide variety of events, **it might be wise to keep in mind that Glenn is a church, and consider whether or not this is an appropriate venue for the event that you are planning.** Please let any speakers know this in advance, to avoid any embarrassment to anyone involved. There is no eating, drinking or smoking allowed. See **PLANNING YOUR EVENT AT GLENN** contact information and checklist on the attached form.

Today's Date \_\_\_\_\_

Organization \_\_\_\_\_ Account Number \_\_\_\_\_

Individual in Charge \_\_\_\_\_ Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Advisor \_\_\_\_\_ Department \_\_\_\_\_

Space Requested \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Day(s) of the week \_\_\_\_\_ Date(s) \_\_\_\_\_

Entry time \_\_\_\_\_ Exit time \_\_\_\_\_ Event start \_\_\_\_\_ Event end \_\_\_\_\_

Description of Event \_\_\_\_\_

Event Title \_\_\_\_\_

Requestor:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

(Signature indicates agreement with Policies Governing Events at Glenn)

**SPECIAL ARRANGEMENTS MUST BE MADE AT LEAST 10 BUSINESS DAYS PRIOR TO THE EVENT:**

**For AV please contact 404.727.9200**

**For equipment and custodial services such as table or equipment rental and clean up after your event contact 404.727.7463**

**If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at 404.727.9777 (voice) or 404.712.2049 (TDD).**

**THIS SPACE SHOULD BE COMPLETELY CLEANED UP AND RETURNED TO ITS ORIGINAL STATE WHEN YOUR EVENT IS OVER.**

**Funerals and memorial services may take precedence over a previously scheduled function in Glenn Sanctuary/Auditorium.**

For Meeting Services: Has this event received Glenn approval? Yes \_\_\_\_\_ No \_\_\_\_\_

Please return this form to Meeting Services  
Dobbs University Center room 220E  
Emory University  
PO Drawer AAA  
Atlanta, GA 30322  
404.727.5355 or 404.727.0277 (FAX)