

# Meeting Services



www.emory.edu/DUC

## Lullwater

Prior to confirming your request, you will be required to submit your form and meet with the manager of Meeting Services to go over the details of your event and to review the "Policies Governing the Use of Lullwater Estate. **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).**

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

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

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

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

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set up time \_\_\_\_\_ Clean up time \_\_\_\_\_

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

Nature of Event \_\_\_\_\_

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

Signature \_\_\_\_\_ Title \_\_\_\_\_

Please initial:

\_\_\_\_\_ I have reviewed the "Policies Governing the Use of Lullwater Estate" and understand that the account listed will be charged for any repairs or other work resulting from my event. I further understand that I must be present for the duration of my event.

**PLEASE REPORT ANY CHANGES OR CANCELLATIONS TO THIS OFFICE IMMEDIATELY. PLEASE SHARE POLICIES GOVERNING THE USE OF LULLWATER ESTATE WITH YOUR GROUP.**

For parking assistance call 404.727.PARK

For tables, chairs, trash receptacles, etc. call Customer Service at 404.727.7463

For traffic control and gate assistance call Emory Police at 404.727.8005

Above information will be copied to:

President's Office, Lullwater residence, Emory Police, Customer Service, Grounds Specialist Bob Simon and event advisor/supervisor

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)