

# Meeting Services

## Oxford Road Building



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

Living Room     Jones Plaza     Presentation Auditorium

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

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

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

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

Estimated Attendance \_\_\_\_\_

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

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

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

Details \_\_\_\_\_

Requestor:

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

(Signature indicates agreement with policies of space use in Oxford Road Building)

Requests should be submitted no less than 10 business days prior to the event.

For AV please contact 404.727.9200

For equipment and custodial services such as table or 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.**

Some Oxford Road spaces require special permission.

This event has received permission.

Please return this form to Meeting Services  
Dobbs University Center room 222E  
Emory University  
PO Drawer AAA  
Atlanta, GA 30322  
404.727.5355 or 404.727.0277 (FAX)