



www.emory.edu/DUC

Traffic Circle Policy

The Traffic Circle at the intersection of Asbury Circle and Dickey Drive can be reserved by sanctioned Emory student organizations or Emory departments for special event with the following guidelines:

1. Reservations should be made through Meeting Services at least two weeks prior to the event. A rain location plan should be made at the time of the reservation.
2. Cancellations should be made at least 24 hours in advance to avoid a cancellation fee of \$40. In the event of rain, no charge will be assessed. In the event of rain no charge will be assessed.
3. The coordinator must supply Meeting Services with written details of the event at least 48 hours prior to the event. Failure to provide this information may result in cancellation.
4. The person submitting the reservation **MUST** be present for the duration of the event.
5. The Traffic Circle is a public space and no exclusions can be made to individuals wishing to participate in the event.
6. Any damages or excessive clean up incurred as a result of the event will be billed to the FAS account number on the reservation form.
7. No glass containers, animals, or fire of any kind may be a part of the event.
8. No tables, inflatables or other large structures may be placed in the street. **EMERGENCY VEHICLE MUST HAVE ACCESS AT ALL TIMES.**
9. **Due to construction, handicapped persons who park near Anthropology and Tarbuton MUST be allowed to come and go through the Traffic Circle as this is their only route.**
10. No alcohol, gambling or raffles allowed.
11. Any streamers, balloons, or other decorations must be removed as the close of the event.
12. No loud music after 10pm.
13. Any food must receive prior approval through Foodservice Administration at 404.727.7463.
14. Any tables, chairs, trash cans, or electrical needs must be arranged ten days in advance through Customer Service at 404.727.7463.
15. Notify Emory Police two weeks prior to your event, and again 28 hours in advance of your event at 404.727.8005. Inform them of the details of your event and discuss any gate access or other safety issues.

Dobbs University Center room 220E
Emory University
PO Drawer AAA
Atlanta, GA 30322
404.727.5355
404.727.0277 (FAX)