

# Meeting Services



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

## Tull Plaza

Tull Plaza is available for a limited number of university-wide events and may be used by special permission only. Make reservations **at least** two months in advance. Permission for use of the space may require up to ten days from the date of the initial request. The requestor/advisor must be at the event throughout its entirety, including setup and takedown. No vehicles are allowed on Tull Plaza under any circumstances. **There are no restroom facilities available in the Tull Plaza area or the surrounding classroom buildings.**

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

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

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

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

Estimated Attendance \_\_\_\_\_ Start Time of Event \_\_\_\_\_ End Time of Event \_\_\_\_\_

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

Nature of Event (be specific) \_\_\_\_\_

### SPECIAL ARRANGEMENTS:

For equipment and custodial services such as  
electrical equipment, chairs, tables, platforms/staging, special chair arrangements, etc.  
contact 404.727.7463

For parking arrangements for service providers and volunteers, etc. contact 404.727.PARK

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

(Signature indicates responsibility for event)

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)