

Meeting Services



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

If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at 404.727-9877 (voice) or 404.712.2049 (TDD).

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)