

Meeting Services



White Hall Lobbies

www.emory.edu/DUC

Reservations should be made in writing at least 7 days in advance. Facilities are to be left clean and furniture returned to its original setup. Failure to comply with this policy may result in a charge to your department/organization account and limitations of facility use for future events. Please remember that White Hall is a classroom building. No events are allowed which would cause excessive noise or interrupt other scheduled classes or events.

Today's Date _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____ Email _____

Advisor _____ Department _____

Space Requested _____ Estimated Attendance _____ Start Time of Event _____ End Time of Event _____

Day(s) of the week _____ Date(s) _____

Nature of Event (reception, blood drive, registration, etc.) _____

Event Title _____

Will refreshments be served? _____ If so, what? _____

Will Emory Catering cater all food and beverages? _____ Please check one of the following: _____ Self-served/buffet _____ Served

Will alcohol be present? Yes _____ No _____ (If alcohol will be present, please turn in an alcohol permit application with this form)

Please briefly describe set up desired _____

Signature _____ Title _____

(Signature indicates responsibility for event)

SPECIAL ARRANGEMENTS MUST BE MADE AT LEAST 7 BUSINESS DAYS PRIOR TO THE EVENT:

For AV please contact Classroom Technologies at 404.727.6853

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

For special parking contact 404.727.PARK

**If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at
404.727.9777 (voice) or 404.712.2049 (TDD).**

Please return this form to Meeting Services
Dobbs University Center room 220E
Emory University
PO Drawer AAA
Atlanta, GA 30322
404.727.5354 or 404.727.0277 (FAX)