



Space Reservation Request Form

Name:	Circle One: Emory Non-Emory Member Non-Member
Organization & Activity:	
Day of Event (1 st Choice):	Date of Event (1 st Choice):
Day of Event (2 nd Choice):	Date of Event (2 nd Choice):
Time Event Begins:	Time Event Ends:
Event Setup Begins:	Event Cleanup Ends:
Estimated Attendance:	
Telephone Number:	Email Address:
Serving Food and/or Drink: YES NO	Catered By:
Smart Key (10-digit code and 5-digit sub code required for Emory University campus groups): _____ - _____	

Area(s) Requested: Please place an "x" in the following spaces.

Outdoor Spaces	
Indoor	Outdoor
<input type="checkbox"/> Lobby	<input type="checkbox"/> Olympic Pool
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Recreation Field
<input type="checkbox"/> Clay Tennis Courts #1,2	<input type="checkbox"/> Hard Tennis Courts #3-8
<input type="checkbox"/> Outdoor Basketball Court	<input type="checkbox"/> Sand Volleyball Court
<input type="checkbox"/> Lower Terrace (includes grill and non-exclusive use of the entire facility including pool)	
<input type="checkbox"/> Upper Terrace (includes non-exclusive use of the entire facility including pool)	

Indoor Spaces	
<input type="checkbox"/> Room 211 (this room does not include tables and chairs; setup charges are separate; A/V accessible; max cap)	
<input type="checkbox"/> Seminar Room 301 (Non-A/V Accessible)	<input type="checkbox"/> Classroom 312 (A/V Accessible system)
<input type="checkbox"/> Seminar Room 315 (Non-A/V Accessible)	<input type="checkbox"/> Classroom 316 (A/V Accessible system)
<input type="checkbox"/> Seminar Room 317 (Non-A/V Accessible)	<input type="checkbox"/> Classroom 319 (A/V Accessible system)

- Setup(s) Requested:** Classroom (Room 211, 312, 316, 319) or Seminar Room (Room 301, 315, 317)
- LECTURE STYLE – rows of chairs facing tables at the front of the room (additional charge).
 - CLASSROOM STYLE – rows of tables and chairs facing the front of the room (additional charge).
 - HOLLOW SQUARE – tables forming a hollow square; chairs on perimeter (additional charge).
 - SOLID RECTANGLE STYLE – tables forming a large rectangle; chairs on perimeter (additional charge).
 - OTHER – please provide a specific diagram with this reservation (additional charge).

I certify I have read and agree to the Student Activity & Academic Center (SAAC) Facility Reservation Policies.
I certify and give permission to have the FAS Account Number charged from the above information.

Signature: _____ **Date:** ____/____/____

For Office Use Only	
Received By:	Date Received:
Approved/Initials: YES NO _____	Signature of Policies: YES NO
Entered R25: ____/____/____	Confirmation Email: ____/____/____
Rental Price: \$ _____ Deposit: \$ _____	Rental Fee Collected: ____/____/____
Setup Details:	