

Residence Life and Housing Central Campus Room Reservation Policies

Updated 9/10/2009

While the Office of Residence Life and Housing welcomes all members of the Emory University community, it has developed policies and procedures governing the use of its residential space to reflect its focus on residential living and the needs of the students residing in each residence hall.

Eligibility and Space Available

The Office of Residence Life and Housing permits Emory University academic departments, administrative departments and SGA-chartered student organizations to reserve the following residential spaces during the academic year:

Space	Hours Available	Capacity	A/V?	Fee**	Set-up
Alabama Lawn	until quiet hours	50	No	varies	N/A
Dobbs Lawn	until quiet hours	50	No	varies	N/A
Dobbs Parlor	until 5pm	50	No	\$40	parlor furniture
Few Classroom 129	until quiet hours	30	Yes*	\$40	U-shape
Few Classroom 131	until quiet hours	30	Yes*	\$40	U-shape
Few Demonstration Kitchen	special request only	-	-	\$225	N/A
Few Multipurpose Room G27	until quiet hours	90	Yes*	\$40	by request
Few Project Room G20	until quiet hours	12	No	\$40	solid rectangle
Few Seminar Room G22	until quiet hours	12	Yes*	\$40	solid rectangle
Few/Evans Bricks	until quiet hours	50	No	varies	N/A
Harris Parlor	until quiet hours	70	No	\$40	parlor furniture
N. Turman Promenade	until quiet hours	50	No	varies	N/A

*If requesting to use the A/V in Few, an additional charge applies. The charge is determined based on the length of the program and we try to provide an estimate in the confirmation. Please see the “Few A/V charge” paragraph for more details.

**Fees collected for the use of these residential spaces are allocated toward maintaining and cleaning these spaces.

As part of the Office of Residence Life and Housing’s commitment to providing common space to its residents, the following regulations apply for these residential spaces.

Limitations

Each department or organization is allowed to reserve a residential space for a maximum of three times a semester, excepting events sponsored by Residence Hall Association or Residence Life and Housing.

Reservation Request

The sponsoring department or organization must submit a completed reservation request form in order to request a space. Reservation requests must be made at least 14 days in advance, but no more than 30 days in advance. Any changes or cancellations must be received in writing no less than 72 hours before the event begins.

Reservation request forms can be delivered by fax, mail or e-mail to the following address:

Michelle Wu
Office of University Conferences
DUC/Drawer B
Atlanta, GA 30322
Fax: 404.727.4774
E-mail: residentialrequests@learnlink.emory.edu

In-person requests can be delivered to the Alabama Hall front receptionist desk during business hours.

Confirmation/Denial Documentation

The Office of Residence Life and Housing reserves the right to require additional information before processing a request, and maintains the authority to deny requests in accordance with residential and University policies. Once a reservation request has been approved, the sponsoring department or organization will receive an e-mail confirmation.

Payment

A 10-digit Smart Key number (generally 00000XXXXX) is required for every reservation. If available, we also request a 5-digit account number (previously called a subcode). The department or organization's account will be charged immediately following the event. Cancellations made less than 72 hours in advance will still incur the reservation fee. Events planned or co-planned by Residence Hall Association (RHA) or Residence Life and Housing do not incur a reservation charge.

Registrar's Office

The Registrar's Office has scheduling priorities for Few Classrooms 129 and 131 during the academic year from 8.00am until 6.00pm Monday through Friday.

Keys

The sponsoring department or organization must pick up the keys for the space by 4.30pm the day of the event (if for a weekend/holiday event, by 4.30pm on the preceding business day). Any keys checked out must be returned by 4.30pm on the following business day. If the keys are not returned by 4.30pm the following business day, a \$50 fee will be charged for replacing the keys. All key pick-ups and returns will be conducted with the receptionist in the Office of Residence Life and Housing (located on the ground level of Alabama Hall).

Setup Fee for Few MPR

Tables and chairs requests are fulfilled on a case-by-case basis and incur an additional fee (we try to provide an estimate in the confirmation). The Office of Residence Life and Housing reserves the right to require an outside company or other Emory department to supply tables and chairs at the expense of the sponsoring department or organization. The sponsoring department or organization will be responsible for organizing any required outside delivery and set-up. Set-ups can only be requested for the Few Multipurpose Room. For the Harris and

Dobbs Parlors, departments or organizations may arrange with Campus Services to have tables and chairs delivered. The Office of Residence Life and Housing is not responsible for any arrangements with other departments and companies for delivery of materials. Any damage caused by delivery will be charged to the sponsoring department or organization.

Parking

Parking is not included with a residential space reservation. The Office of Residence Life and Housing is not responsible for any parking citations issued, nor does it have the ability to retract or modify citations.

Catering

Events can be catered by any third party organization or company. It is the sole responsibility of the sponsoring department or organization to provide these arrangements and ensure appropriate clean up by the catering service after the event.

Few A/V Charge

The A/V fee will be charged to any sponsoring organization or department requesting the use of the audio visual equipment in Few Hall (Multipurpose Room, Seminar Room, Classroom129 and Classroom 131). After requesting A/V, the sponsoring organization will receive the code to access the A/V equipment. The code should not be shared with other parties, and will change frequently. At the event, a trained staff member will be present to help trouble-shoot with any technical problems. Sponsoring organizations should understand that the on-call technical support, though trained to handle many situations, may not always be able to assist with all technical requests. The on-call technical support is not responsible for A/V set-ups, but can assist, if available.

Damage and Excessive Cleaning Fee

If any damages occur during the time period of a reservation, the sponsoring organization or department will be charged any and all fees for replacing or repairing the damaged area. If the residential space is left in a condition that requires cleaning beyond the normal service, an excessive cleaning charge may also be applied. The sponsoring organization or department will be informed if a damage or excessive cleaning charge is assessed.

Room Configuration

Most furniture can be moved within the room. Any furniture that is moved must be returned to its original configuration at the end of the reservation time. Guests may not remove furniture from the room. A/V cabinets and consoles cannot be moved from their fixed locations.

Conduct, Alcohol, and Smoking

Out of respect for the students residing in the halls, the sponsoring department or organization is responsible for keeping music and other noise at low levels inside and outdoors. The sponsoring department is also responsible for guest conduct. As our residential meeting spaces are located within first-year residence halls, alcohol is prohibited in and around the residential meeting spaces. Additionally, smoking is not permitted inside any residence hall. Any persons wishing to smoke must do so at a designated smoking area at least 25 feet from building entrances.

Guests must abide by any requests made by Residence Life staff (Resident Advisors, Residence Hall Directors, Area Directors and other staff), including those to reduce noise, control guest behavior, remove alcohol. A department or organization may lose reservation privileges for excessive noise or refusal to follow staff instructions.