Residence Life and Housing  
Room Reservation Policies  
*Updated 2/20/2013*

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:

<table>
<thead>
<tr>
<th>Space</th>
<th>Hours Available</th>
<th>Capacity</th>
<th>A/V?</th>
<th>Fee*</th>
<th>Set-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama Lawn</td>
<td>until quiet hours</td>
<td>50</td>
<td>No</td>
<td>$0</td>
<td>N/A</td>
</tr>
<tr>
<td>Clairmont H-Space</td>
<td>until quiet hours</td>
<td>40</td>
<td>Yes</td>
<td>$40</td>
<td>by request**</td>
</tr>
<tr>
<td>Clairmont Penthouse</td>
<td>until quiet hours</td>
<td>50</td>
<td>No</td>
<td>$80</td>
<td>parlor furniture</td>
</tr>
<tr>
<td>Clairmont Tower Pavers</td>
<td>until quiet hours</td>
<td>100</td>
<td>No</td>
<td>$0</td>
<td>N/A</td>
</tr>
<tr>
<td>Dobbs Lawn</td>
<td>until quiet hours</td>
<td>50</td>
<td>No</td>
<td>$0</td>
<td>N/A</td>
</tr>
<tr>
<td>Dobbs Parlor</td>
<td>until quiet hours</td>
<td>50</td>
<td>No</td>
<td>$40</td>
<td>parlor furniture</td>
</tr>
<tr>
<td>Few Classroom 129</td>
<td>until quiet hours</td>
<td>30</td>
<td>Yes</td>
<td>$40</td>
<td>hollow rectangle</td>
</tr>
<tr>
<td>Few Classroom 131</td>
<td>until quiet hours</td>
<td>30</td>
<td>Yes</td>
<td>$40</td>
<td>hollow rectangle</td>
</tr>
<tr>
<td>Few Demonstration Kitchen</td>
<td>special request only</td>
<td>10</td>
<td>Yes</td>
<td>$225</td>
<td>N/A</td>
</tr>
<tr>
<td>Few Multipurpose Room G27</td>
<td>until quiet hours</td>
<td>90</td>
<td>Yes</td>
<td>$40</td>
<td>by request**</td>
</tr>
<tr>
<td>Few Project Room G20</td>
<td>until quiet hours</td>
<td>12</td>
<td>No</td>
<td>$40</td>
<td>solid rectangle</td>
</tr>
<tr>
<td>Few Seminar Room G22</td>
<td>until quiet hours</td>
<td>12</td>
<td>Yes</td>
<td>$40</td>
<td>solid rectangle</td>
</tr>
<tr>
<td>Few/Evans Bricks</td>
<td>until quiet hours</td>
<td>50</td>
<td>No</td>
<td>$0</td>
<td>N/A</td>
</tr>
<tr>
<td>Harris Parlor</td>
<td>until quiet hours</td>
<td>70</td>
<td>No</td>
<td>$40</td>
<td>parlor furniture</td>
</tr>
<tr>
<td>N. Turman Promenade</td>
<td>until quiet hours</td>
<td>50</td>
<td>No</td>
<td>$0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

**Configurations may be requested by the organizing group, and are subject to additional set-up fees*
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. Residential meeting spaces are available for use in the fall and spring semesters; reservations are not accepted for winter and summer breaks owing to office closures and summer conferences.

**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 10 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: emwu@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. Most requests will be approved within 48 business hours of submission.

**Payment**
A 10-digit Smart Key number (generally 00000XXXXX) is required for every reservation. The department or organization’s account will be charged 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. Key pick-ups and returns will be conducted at the following locations:

**Central Campus reservations (everything except Clairmont):** receptionist in the Office of Residence Life and Housing (located on the ground level of Alabama Hall)

**Clairmont Campus reservations (H-Space, Penthouse):** receptionist in the Clairmont Campus Community Office (located on the entry level of the Clairmont Tower)

**Setup Fee for Few MPR and Clairmont H-Space**
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 and Clairmont H-Space. For other spaces, departments or organizations may arrange with Campus Services to have tables and chairs delivered as long as it does not impede access to the area or exceed capacity limits. 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, give the caterer access to the building for set-up and ensure appropriate clean up by the catering service after the event. The sponsoring department or organization is also responsible for ensuring the caterer adheres to Emory University policies, including behavior and safety regulations.

**A/V Access**

Some spaces contain A/V equipment and if the sponsoring department or organization intends to use the equipment, it must indicate this on the request form. 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 is subject to change. On-site A/V assistance is not provided; if a sponsoring department or organization is unfamiliar with the A/V equipment, a pre-event tutorial may be requested no later than 72 hours before the event.

**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 residence halls, alcohol is prohibited in and around the residential meeting spaces. Additionally, Emory is a tobacco-free campus and smoking is not permitted inside or around any residence hall.

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