

Emory College of Arts and Sciences Classrooms and Event Spaces -- Policies and Fees

Emory College operates a large classroom pool whose primary mission is to support the College's academic mission, while at the same time providing an important resource to the internal Emory community as well as the external community. In the past ten years, the College has invested more than \$10 million in capital improvements to the classroom pool and spends about \$300,000 annually on maintenance alone, plus staff time to provide AV support. These policies apply to Emory College classrooms and other general use facilities in the College.

General Policies

- No food or beverages are allowed in classrooms.
- No alcohol is allowed in classrooms.
- All children must be supervised by an adult.
- Groups using more than one space/building/room must have an adult supervisor at each site to enforce these policies. No loud noises, running or activities are allowed in hallway/corridor spaces. Violations may result in the cancellation of existing and future reservations.
- If you change the configuration of the chairs/tables or any other items in the room for your event, it is your responsibility to return the room to the condition in which you found it.
- DO NOT move the AV lectern. Doing so may damage cables and your group would be liable for the repair cost.
- Do not tape or tack anything to walls. Damage to rooms may cause the cancellation of future reservations and a fee may be charged to your smart key.

The College reserves the right to cancel the use of the rooms in the event that these policies are not followed by your group. The College also reserves the right to decline reservations for any reason. Groups with more than 200 attendees must coordinate with the Emory Police and Parking departments.

Rooms are reserved through the Office of the Registrar for events scheduled Monday through Friday 8am-6pm and by Meeting Services for all other times. At the time of the reservation, your event type and related fees will be determined. All fees are used for the support and maintenance of the classrooms.

Regular business hours: Monday - Friday 8am - 6pm

White Hall regular business hours: Monday - Thursday 8am -10pm, Friday 8am - 6pm

These hours refer to non-holiday times. College classrooms may be closed over holiday breaks, in which case no reservations will be made.

Plan evening events to end before 10pm (after hours require College approval in advance and may be assessed a fee).

Event Type	Regular Business Hours	Weekday nights (M-Th)	Weekend (F night -Sun)
College scheduled classes	NC	NC	NC in White Hall
SGA-recognized student groups for one-time events with a $\frac{2}{3}$ attendance by College students, staff, faculty	NC	NC	NC in White Hall
Non-College Emory classes	NC	NC in White Hall; \$40/hr	\$40/hr
Events sponsored by Emory College departments (e.g., one-time lectures) with $\frac{2}{3}$ attendance by College students, staff, and faculty	NC	NC in White Hall	NC in White Hall
Events sponsored by non-College Emory departments or events with attendance of fewer than $\frac{2}{3}$ College students, faculty, and staff (e.g., one-time lectures)	NC	\$40/hr	\$40/hr
Admission charged or Donation suggested	\$60/hr	\$60/hr	\$60/hr
Events outside of normal building hours	\$40/hr	fees apply, call to discuss	fees apply, call to discuss

In addition, there are a number of event types for which we will develop a custom rental quotation* for your event. Contact Meeting Services for more details. These types of events include:

- Conferences/Events sponsored by Emory College departments (multiple days or sessions)
- Conferences/Events sponsored by non-Emory College departments (multiple days or sessions)
- Conferences/Events sponsored by SGA-recognized student groups (multiple days or sessions)
- Emory University Summer Conferences Internal Groups
- Emory University Summer Conferences External Groups
- Center for Lifelong Learning
- Administration, Alumni and Development Events

** NOTE: Conferences and events may be charged a planning fee of \$35 per FTE per hour to cover staff time.*

A word about "Sponsoring" an Event:

- A "sponsor" is an Emory academic department, school, unit, or administrative office. It is not an individual member of the Emory faculty, staff, or student body providing his/her name to a group so that they can hold an event in campus facilities.
- Reservation requests must contain the department smartkey, which will be charged for room rental and any other cleanup or damage charges.
- The purpose and content of the event must be relative and consistent with the mission of Emory College. The department chair, school dean, or other designated university authority must be informed of the event and approve any expenditure of funds. Events that are not primarily (2/3 of attendees) aimed at Emory College constituents will be charged external rates, regardless of sponsorship.
- In keeping with the College's commitment to sustainability, efforts should be made to produce a "green" event.
- The sponsor must identify **one key Emory person** who will be in attendance during the entire event and who will act as a main contact during the event.

Cancellation and AV policies:

- No show fees of \$20 for "NC" events or rooms (room reserved but not used) apply to all weeknight and weekend events. Other types of events will be charged full freight for no shows.
- Events canceled more than 72 hours prior to the event will not be charged. After that time, full rates apply.
- Extra equipment setup fees may apply.
 - Wireless and wired microphones (podium, floor, table and wireless)
 - Digital audio or video recording (if available)
 - 35mm and 70mm projection (available in White Hall 205 and 208 only)
 - PA systems (if available)

- Portable projector setup
- Projection screen setups
- AV access for nights/weekends must be requested no less than one week prior to the event - external charges apply for less than required notice. AV access for NC events may not be available without one week's prior notice.
- All events that fall before 8am will be charged an AV support fee, if support is needed.
- All events contracting AV support services through an outside vendor should call Classroom Technologies to discuss. Classroom Technologies can advise on Emory's agreements with external vendors for reduced cost support.

Important Contact Information

Office of the Registrar: 404.727.2810, eventscheduler@listserv.emory.edu

Meeting Services: 404.727.5354, meetingservices@emory.edu

Classroom Technologies: 404.727.6853

College Office Facilities: 404.712.9523

FM Customer Services: 404.727.7463, cscsc@emory.edu

Emory Police non-Emergency, 404-727-8005 or 311, epd@emory.edu

Emory Police Emergency: 404.727.6111 or 911