Event Reservation Policy

Revised: September 2026

OVERVIEW OF STUDENT CENTERS SPACES

The Emory Student Center Operations and Events (SCOE) team fulfills the mission of the Student Center by operating buildings, reserving spaces, and supporting events for the Emory community, using this policy to guide their work. This policy directs the use of the following locations:

Student Centers Indoor Spaces

- Alumni Memorial University Center (AMUC) Conference Rooms
- AMUC Harland Cinema
- Emory Student Center (ESC) Conference Rooms
- ESC Multipurpose Rooms

Student Centers Outdoor Spaces

- Campus Life Pavilion
- ESC Plaza
- McDonough Field
- McDonough Plaza
- ESC Banners

Student Centers Tabling Spaces

- ESC Commons
- ESC Promenade

SUBMITTING RESERVATIONS

All reservation requests must be submitted in 25Live by the appropriate deadlines for processing, staff scheduling, and coordination (e.g. set-up, equipment, event logistics, etc.). The reservation should be considered tentative until an emailed confirmation is received from Event Services after all logistics are confirmed. Please see the following table for reservation process deadlines.

Recognized Student Organizations

Recognized Student Organizations (RSOs) must submit their event to The Hub after submitting their reservation request in 25Live.

RESERVATION PROCESS DEADLINES

Timeline	Action Item
As early before the event as possible, a minimum of 15 business days before the event date	• Submit reservation request on 25Live for **ESC Multipurpose Rooms, Outdoor, and Tabling Spaces**. *Note: Recognized Student Organizations must also submit their request on The Hub at this time.*
A minimum of 2.5 weeks (12 business days) before the event	• Event logistics form must be submitted to Event Services. *Note: If event logistics are not **submitted** at least 2.5 weeks prior to the event, the event may be cancelled.*
A minimum of 2 weeks (10 business days) before the event	• All event logistics including diagrams, catering, and A/V needs must be confirmed by Event Services. *Note: If event logistics are not **approved** at least 2 weeks prior to the event, the event may be cancelled.*
A minimum of 2 business days before the event	• Notify Event Services in writing if canceling the event for any reason. *Note: Failure to cancel the reservation at least 2 business days before the event may result in a late cancellation fee or no-show fee.*
A minimum of 1 business day before the event	• Reservation requests for **AMUC Conference Rooms, ESC Tabling, ESC Conference Rooms, and ESC Banners** must be submitted in 25Live. *Note: Set ups in these spaces have a standard configuration and remain "as is".*

Note: Failure to follow the deadlines listed above may result in cancellation of the reservation and loss of non-confirmed spaces and/or the ability to reserve spaces covered by this policy.

Fronting

RSOs may not serve as intermediaries or "fronts" for university departments or external groups seeking to reserve space to avoid applicable fees or bypass SCOE policies. This includes but is not limited to submitting reservations on behalf of another group, sharing access to reservation systems, or misrepresenting event sponsorship. Reservations submitted by RSOs must be student-led, student-driven, and directly aligned with the organization's mission. The RSO must maintain full ownership of the event, including planning, decision-making, and day-of execution responsibilities.

External entities are not permitted to collaborate with RSOs for the purpose of hosting profit-generating events or commercial activities under the guise of student-led programming. Events that include the sale of services, tickets, or products, or that serve a commercial interest, must be reserved directly by the external client and will be subject to the appropriate rates and guidelines.

Reservation requests for student groups that are not RSOs, including but not limited to fraternities, sororities, advisory boards, ambassador programs, and department-affiliated student cohorts, **must be submitted by a professional staff member from the sponsoring department**. The department's speedtype must be used to confirm billing responsibility. These reservations will be subject to departmental usage guidelines and any applicable fees.

Reservation Submission Requirements

Clients must include the following in their 25Live reservation request:

- 10-digit speedtype. A 10-digit speedtype number (generally 00000XXXXX) is required for every reservation.
- Event Start and End Time for the actual time of the event.
- Additional Setup or Takedown time outside of the specified event time that the client would like in the space. Event Services automatically adds additional time for SCOE setup and takedown time that is shown in the 25Live event confirmation but is not when access is provided to clients.
- Requestor. Client should ensure the main contact for the event is listed. SCOE will contact this person for all event-related communications, from planning to day-of event.

Next Steps After Submission

Following a 25Live request, Event Services reviews the event draft and, if the event submission meets timing and priority reservation requirements, emails an event logistics form that must include details such as client set-up needs, A/V needs, catering needs, etc. The client should complete the logistics form as soon as possible but at a minimum of

12 business days out from the event. Event Services will review responses, draw diagrams (as appropriate), and confirm all logistics at least 10 days before the event.

Last-Minute Requests

Any changes requested after the listed deadlines are not guaranteed and will be accommodated at the discretion of SCOE. Event logistics that are not received at least **twelve (12) business days** prior to the event may result in cancellation. Event logistics that are not approved by Event Services at least **ten (10) business days** prior to the event may result in cancellation.

EVENT SCHEDULING PRIORITY

The Student Centers are the only spaces on campus that prioritize students first, with reservable space available to them at no cost. To prioritize students and staff who plan programs, events, and services to encourage student flourishing, Event Services approves reservation requests in the following priority order:

Up to 365 days out from the date of the event for:

- Recognized Student Organizations (RSOs)
- Campus Life Departments
- Office of Spiritual and Religious Life events
- Signature events for Emory University, such as Commencement
- Events with more than 450 people in attendance
- Requests submitted for **Tuesdays** for all other University Departments not listed above
- Revenue-generating SCOE clients

By semester for:

- All other reservation requests will be reviewed after the following dates by submission date:
    - September 10 for Fall
    - January 10 for Spring
    - May 31 for Summer

Note: All large event requests for August Move-in are coordinated through the SCOE High-Demand Event Logistics Management (HELM) process.

EVENT HOURS

Events, including time for setup and breakdown, must be scheduled within event hours. Standard event hours:

- Weekdays: 7:30 a.m. to 11:30 p.m.
- Weekends: 8 a.m. to 11:30 p.m.

Requests for access to event spaces outside of these hours must be submitted to SCOE in writing at least 3 weeks (12 business days) prior to the event and will incur overtime charges to cover the labor of operational staff to support the event of $100/hour. Please note that the fee for half hours will be rounded up. Approval for overtime requests is not guaranteed and is at the discretion of SCOE.

Note: Summer, interim, and holiday hours are subject to change.

FEE POLICIES

Client	Fee Policy
RSOs and University Departments	• Space rental and audiovisual fees are waived • Service fees apply for damage, late cancellation/no-show, Campus Services, excessive cleaning, etc.
External Clients	• Space rental and audiovisual fees are applied per the posted rental rates • Service fees apply for damage, late cancellation/no-show, Campus Services, excessive cleaning, etc.
Area	**Fee Policy**
Extension of Hours	• Requests for access to event spaces outside of building hours must be submitted to SCOE in writing at least 3 weeks (12 business days) prior to the event and will incur overtime charges (e.g. for staff, custodial, security). • **Extended Time Fee = $100/hour** *Note: Half hours will be rounded up. Approval for overtime requests is not guaranteed and is at the discretion of SCOE.*
Late cancellations and no-shows	• Cancellations must be submitted in writing to Event Services at least 2 business days prior to the event to avoid the following fees: • **AMUC/ESC Conference Rooms = $100** • **All other spaces = $150**

Service fees	• All groups are financially responsible for any damage to property, equipment, or excessive cleanup needs. Fees will be assessed based on damage and labor to repair. Invoices are sent and charged to the speedtype on the reservation. *<u>Note</u>: Clients may not access any spaces outside of the times included in their reservation (i.e. set up, event duration, and breakdown).*
Catering Kitchen	• For events that require the Catering Kitchen, the client will incur the following fees: • **Emory Catering = Fees waived** • **Caterers on the approved list = $150 cleaning fee** • **Caterers NOT on the approved list = $800 Catering Kitchen rental fee**

SPACE SETUP & REQUIREMENTS

All event spaces must be left in the condition they are found. All trash must be placed in appropriate receptacles.

<u>Campus Life Pavilion</u>

All set-ups and configurations must be completed by SCOE staff. Clients will be able to choose a standard setup for their event (e.g. empty, lecture style, classroom style, banquet). The Event Services team will fulfill furniture requests with existing inventory. If a specific furniture request is not in SCOE inventory, Event Services will provide clients with options for additional furniture. Clients using the fireplace or grill must notify the Event Services team in writing at least ten (10) business days before the event. Only the stationary grills attached to the Pavilion that are approved by Emory Fire Safety can be used; no other grills can be used. Clients using the fireplace should: note the locations of the fire extinguishers, ensure all fire material is properly extinguished and discarded after the event, use starter logs for the fireplace, refrain from using flammable liquids (i.e., starter fluid, etc.), and ensure there is always a 3-foot clearance (barrier) between the fireplace and anything that can burn.

<u>ESC Multipurpose Rooms</u>

All set-ups, airwalls, and pre-function door configurations must be completed by SCOE staff. Clients will be able to choose a standard setup for their event (e.g., empty, lecture style, classroom style, banquet). The Event Services team will fulfill furniture requests with existing inventory. If a specific furniture request is not in SCOE inventory, Event Services will provide clients with options for additional furniture (e.g. poster boards).

All events must be contained in a designated event space. The service corridor (hallway between divided multipurpose rooms) and the pre-function areas are not designated as event or storage spaces.

The SCOE team utilizes Universal Design in building programming. All SCOE events are designed to include ADA-approved aisles and visual lines, which affect room capacity. In the ESC Multipurpose Rooms, standard riser setups require a ramp that must be included in all setups. The ramp may not be removed to accommodate additional seating.

AMUC Conference Rooms, ESC Conference Rooms, Harland Cinema
Conference Rooms are set up in standard room configurations and remain as is.

McDonough Field and McDonough Plaza
All events must be contained in a designated event space. You must contact Campus Services for assistance for assistance with electrical needs, table/chair delivery, event tents, trash/compost bins, crowd barriers, etc. using their Special Event Request form: https://cssso.emory.edu/fmit/SpecialEventRequest/

Work order numbers must be provided in writing to Event Services at least **ten (10) business days** prior to the event. Deliveries of Campus Services supplied items, and the arrival of vendors/performers must occur within the indicated reservation times (i.e. set up, event duration, and breakdown). Clients will be liable for items left on or around event spaces after the event. These items may be subject to disposal.

Placement of equipment or objects: No inflatables or other large immovable structures may be placed in the street's emergency access area. Emergency vehicles must have access to event spaces at all times. Items are not permitted to be left overnight.

Tents larger than 401 square feet require a permit from DeKalb County. Tents must be secured by sandbags or water barrels; stakes are prohibited.

Vehicles are prohibited from driving on the field due to the irrigation system. Vehicles must stay on the asphalt road outside the field gates. Violations may result in service fees charged by Campus Services.

Use of the stage must be indicated on the event logistics form. When requesting the stage, make sure to discuss what, if anything, will be hung from the stage overhang. The stage load limit guidelines, available from Event Services, must be strictly followed. There may be charges associated with the labor necessary to hang items. Clients must contact the Director of Fire Safety to ensure the stage meets all Fire Codes and Life Safety Codes.

Note: A copy of all agreements made with outside vendors must be issued to Event Services.

ESC Plaza and ESC Promenade

All events must be contained in a designated event space. You must contact Campus Services for assistance for assistance with electrical needs, table/chair delivery, event tents, trash/compost bins, crowd barriers, etc. using their Special Event Request form: https://cssso.emory.edu/fmit/SpecialEventRequest/

Work order numbers must be provided in writing to Event Services at least **ten (10) business days** prior to the event. Deliveries of Campus Services-supplied items and the arrival of vendors/performers must occur within the indicated reservation times (i.e. set up, event duration, and breakdown). Clients will be liable for items left on or around event spaces after the event. These items may be subject to disposal.

Placement of equipment or objects: No inflatables or other large immovable structures may be placed in the street's emergency access area. Emergency vehicles must have access to event spaces at all times. Items are not permitted to be left overnight.

AUDIOVISUAL POLICIES

Set-ups beyond SCOE's capabilities may require an AV service provider from our preferred vendor list at the client's expense. All outside AV service vendors must be placed in contact with Event Services at least **two weeks (10 business days)** prior to the event. Outside AV vendors are not permitted to connect to any house system or use house equipment. Outside vendors must come self-contained.

Indoor Spaces

The ESC and AMUC are bring-your-own-device (*i.e.,* laptop facilities. Clients may connect their devices to the audiovisual system in each event space. Event spaces may contain a PC source for clients with Emory credentials to log in as needed. In the ESC Multipurpose Rooms, 24 Assisted Listening devices are available upon request for guests with hearing needs.

Outdoor Spaces

Small portable PA systems are available to check out from the designated RecRe equipment boxes located in Student Centers on a first-come, first-served basis for free to anyone with a valid Emory email address. SCOE does not provide AV support for outdoor spaces.

Amplified Sound Rules

The following rules are in accordance with DeKalb County and City of Atlanta ordinances and public safety policies.

- 8 a.m. – 11 a.m. / 1 p.m. – 5 p.m.: should not exceed 50 ft.
- 11 a.m. – 1 p.m. / 5 p.m. – 10 p.m.: should not exceed 150 ft.
- No amplified sound from 10 p.m. – 8 a.m.

FOOD AND BEVERAGE POLICIES

SCOE will allow clients to bring outside food and non-alcoholic beverages into **indoor event spaces**, provided:

- Event Services must be notified for proper set-up and clean-up needs.
- Clients are not allowed to bring personal or household appliances for use in event spaces (e.g., coffee makers, sandwich presses, hotplates, electric kettles, etc.).
- Rooms must be left in the condition they were found. All trash must be placed in appropriate receptacles.
- The client will incur a service fee if food or beverages cause the need for custodial services beyond normal operations.
- Caterers must use induction plates

to maintain food temperature. Sterno use may be allowed by request and will require an attendant at the caterer's cost to monitor water levels and be ready with a fire extinguisher.

<u>Catering Kitchen</u>

The catering kitchen is intended to support events in the ESC Multipurpose rooms. Clients may choose a caterer from an approved list. Approved caterers are authorized to use the ESC Catering Warming and Staging Room (Catering Kitchen) and Loading Dock and have agreed to follow university vendor policies. Access to the catering kitchen for non-event purposes is not guaranteed to be approved. For Multipurpose Room events that require the Catering Kitchen, the client will incur the following fees:

- Emory Catering = Fees waived
- Caterers on the approved list = $150 cleaning fee
- Caterers NOT on the approved list = $800 Catering Kitchen rental fee

All outside caterers must contact Event Services at least **two weeks (10 business days)** prior to the event.

Alcohol usage in event spaces must be compliant with the University's alcohol policy and is allowed only if a licensed caterer or trained non-student server serves the alcohol, and under no circumstances is the alcohol left unattended.

DECORATIONS

Indoor Spaces

All decorations must be approved by Event Services. Use of adhesives, helium-filled balloons, loose balloons, confetti, glitter, hydrated beads, sand weights, rice, powder, gel beads, or similar materials is not permitted in any SCOE space. No decorations may be hung from the ceiling; any decorations on the wall, windows, or doors must use painter's (blue) tape. Freestanding decorations are recommended. All decorations must be removed or discarded into the appropriate trash bin by the client, or a cleaning fee will be applied to the client's invoice. Failure to adhere to any part of the policy may result in future loss of ability to reserve Student Center space.

Candles/open flames (e.g. sparklers, cold sparklers, Sternos, or similar open flame devices) are not permitted due to fire safety in the facility. Emory's Open Flame policy prohibits open flames in university facilities except for approved religious use cases. For information on requesting approval, visit the link below:
Emory Open Flame Policy.

Outdoor Spaces

Balloons, paint, shaving cream, hay, fake snow, streamers, glass, or other materials may not be used on or near event spaces without written permission from Event Services. Anticipated decorations must be described in the event logistics form. The removal of any decorations is the responsibility of the group.

Open fires must be attended to until they are extinguished. The client should know where the fire extinguishers are located. Outdoor spaces may not have a fire alarm system, so if needed, the client must call the Emory Policy Department or 911.

STORAGE

SCOE does not permit reservations for storage of event materials, equipment, décor, supplies, or personal property. Rooms used for storage in combination with an event are not guaranteed to be approved. SCOE is not responsible for the loss, theft, damage, or disposal of items left unattended or remaining beyond the approved reservation period. The event requestor or designated point of contact is responsible for securing, monitoring, and removing all event-related property and may be responsible for costs associated with unauthorized storage, additional room use, cleanup, or removal.

ANIMALS

Because of restrictions governing university insurance policies, concerns for the integrity of research projects, and interest in the welfare of faculty, students, staff, patrons and visitors, Emory University's policy is that all animals except service animal are not permitted in university buildings. Service animals are trained working dogs, not emotional-support or comfort animals.

At Emory, emotional support animals are authorized by the Department of Accessibility Services (DAS) as a housing accommodation. If appropriate, these types of animals may be permitted to be in specific locations on campus IF approved by DAS in consultation with the department or program.

PARKING POLICY

Vehicles are not permitted to be parked or remain idle, accompanied or unaccompanied, for an unreasonable amount of time in any area not designated for parking at the Student Centers. Vehicles associated with events are allowed to use the appropriate loading dock for event load-in and load-out, but vehicles are not permitted to stay in the loading dock for the duration of their event. Vehicles associated with event equipment load-in, catering, etc., must be parked at a visitor parking lot.

Any vehicle parked or idle for an unreasonable amount of time in an area not designated for parking will be asked to relocate to a parking area, and Emory parking services will be notified. All exceptions must be approved and coordinated by SCOE and Emory Parking and Transportation.

For outdoor spaces, to schedule the bollards to be lowered; send an email to Parking Services, Emory, Parking: parking@mail.transportation.emory.edu

UNIVERSITY POLICIES

Clients and guests must follow all University Policies, including policies relating to alcohol, open expression, and purchasing. The most updated policies can be found at the University Policies website: https://policies.emory.edu/

APPENDIX A: Policies

Accessibility

All Clients are encouraged to review the Office of Accessibility Services website and follow the guidelines for providing accessible events.

Minors

If Minors will be present, guests should refer to the Minors policy website and notify their Event Coordinator.

Banners

Clients and guests should refer to the Emory University Posting policy regarding banners and all types of signage.

APPENDIX B: ESC Commons

The ESC Commons is a central atrium space within the Emory Student Center (ESC) designed to serve as the "living room" of campus—a place where students can relax, engage, and connect in a welcoming environment. To preserve this identity, the Commons is reserved only for active, inclusive programming that enhances the student experience and invites spontaneous participation. Private events that require exclusive access to the Commons are not appropriate for this space.

Reservation Eligibility

Reservations for the ESC Commons may be requested by Recognized Student Organizations (RSOs) in good standing with Center for Student Leadership and Engagement (CSLE), and Emory University departments. External clients and exclusive-use events are not permitted in the Commons.

Approved Uses

Events in the Commons must be active in nature, engaging participants or inviting interaction. They must also be inclusive and open to the broader Emory community, and function in harmony with the open, public atmosphere of the space. Examples of appropriate programs include tabling with interactive components, cultural showcases, seasonal receptions, karaoke nights, watch parties, such as the Super Bowl, game nights, art activities, mini-performances, or community engagement initiatives.

Restrictions

The ESC Commons is not suitable for events requiring exclusive or private access, seated lectures, panel discussions, or formal speaking engagements. Events that require the relocation or removal of most Commons furniture, those dependent on amplified sound that disrupts the surrounding lounges or offices, or those requiring audiovisual support beyond ambient speakers or RecRe-approved devices are also not permitted.

Space Access and Layout

The Commons will remain open to the public at all times, and events must accommodate the natural flow of foot traffic and lounge use. While furniture may be moved slightly to support event needs, it must be returned to its original location immediatelyafterward. Decorations must be freestanding and receive pre-approval from SCOE. See the Event Reservation Policy *Decorations* section for more information.

Reservation Timeline and Process

Reservation requests for the ESC Commons must follow the same timeline and process as events in the ESC Multipurpose Rooms and other large event spaces. All events must comply with Emory University policies concerning food, alcohol, open expression, and accessibility.

Sound and Audiovisual

Use of amplified sound in the Commons is limited and must receive prior approval from SCOE. Sound levels must not cause a work stoppage for departments or other events happening in the ESC.

Staffing and Supervision

Events taking place after 5:00 p.m. or those requiring additional SCOE equipment may incur staffing fees. The sponsoring organization or department must ensure that a representative is present throughout the event to oversee logistics and ensure compliance.

Policy Enforcement

Events that do not align with this policy may be denied or redirected to another appropriate space. Failure to return furniture to its original configuration, properly clean up, or comply with other expectations may result in a service fee, cancellation of current or future reservations, and/or loss of reservation privileges.

Contact

For assistance in planning a program or to confirm whether your proposed event is appropriate for the ESC Commons, please contact Student Center Operations & Events (SCOE) at esc@emory.edu or visit our website.

APPENDIX C: Tabling

SCOE has designated spaces for tabling events. This document aims to communicate the process, guidelines, and general expectations for hosting tabling events in and on campus in accordance with the Student Center Operations and Events (SCOE) event reservation policy.

Submitting a Reservation

Reservation requests for the ESC Commons must follow the same timeline and process as events in the ESC Multipurpose Rooms and other large event spaces. Clients must first submit a reservation request via 25Live. All tabling event requests must be submitted 3 weeks (15 business days) prior to the tabling event. Requesting a space on 25Live does not guarantee that the tabling event is confirmed. Submitting a 25Live space reservation request will tentatively hold the space until all other required steps are completed. Reservations are approved on a first-come, first-served basis.

Recognized Student Organizations (RSOs)

All RSO events must be submitted to and approved in The Hub before they are confirmed in 25 Live.

Tabling Events

Tables must remain in designated tabling areas and be set up so as not to impede pedestrian or vehicular traffic, including ingress into or egress from any campus building. All confirmed outdoor tabling events must use Campus Services-provided tables and chairs. Tabling events within the Emory Student Center (ESC) must use SCOE-provided tables and chairs. Unconfirmed tabling events are not allowed and will be asked to end immediately. The use of existing or personal tables and chairs is not permitted for tabling.

Information Distribution

Information exchanged at confirmed tabling events must be related to the RSO or the University Department's official mission and purpose. RSOs and University Departments are prohibited from using tabling events (or the tables themselves) to promote any private or professional interests unrelated to the University's or an RSO's mission or purpose. Free promotional items (e.g., pens, t-shirts, hats, etc.) for distribution must be authorized prior to the tabling event. Printed materials must be related to the RSO or the University Department's official mission and purpose.

Tabling Event Schedule

Tabling events may occur in designated outdoor spaces daily and in designated indoor spaces Monday, Wednesday, and Friday from 11 a.m. to 2 p.m.

Tabling Event Locations

Tabling events are only allowed outdoors on the ESC Promenade and indoors in the ESC Commons.

General Guidelines and Expectations for Tabling Events

No more than three (3) people may staff a table. All members must be behind or next to their designated tables. Handing out flyers or asking for sign-ups must be done from behind or within two (2) feet of the table(s). Due to traffic flow and safety concerns, people tabling may not walk up to individuals or walk around passing out flyers. Music or amplified sound is not permitted without permission from SCOE. Permissive sounds and or noises must not be explicit and must be played at a moderate volume in compliance with amplified sound policy.

Outdoor-specific guidelines

The fire lane area is designated for traffic flow and restricted by the fire code to those wishing to go to and from classes or while conducting official business. Tabling outside of the designated areas is not permitted.

All fabric of pliable canopy covers, side/backdrops, and decorative material must be inherently fire-resistant or treated. Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height. Electrical extension cords shall be of the heavy-duty, three-wire (grounded), hard-usage type. SCOE must approve the installation of electrical equipment. Space heaters, electric skillets, toasters, coffee makers, hot plates, and any other appliances are not permitted when tabling. No storage of flammable or combustible liquids or machines. Fire hoses, fire extinguishers, or other fire equipment shall not be blocked or obstructed at any time. All food being distributed or given away must be approved by Emory Dining.