



## **POLICIES FOR THE USE OF GLENN UNITED METHODIST CHURCH AND CHURCH SCHOOL BUILDING**

### **WHO CAN RESERVE GLENN SANCTUARY**

Only Emory University departments and sanctioned Emory student organizations can reserve Glenn space for University events. It is not appropriate for Emory groups to reserve the space for off-campus groups. Eighty percent of the audience should be Emory affiliated. If an off-campus group wishes to reserve the church, they should contact Meeting Services, 404.727.5354, to discuss rental fees and insurance requirements.

### **THE LOCATION**

**Glenn Sanctuary** - Fixed seating for 1200. Some events are not suitable for a church space, so please consider other venues if necessary. Call 404.727.5354 for more information.

### **CLOSEST PARKING**

Fishburne or Peavine Parking Decks. Call Parking and Community Services (404) 727-PARK for further assistance. Do NOT use church building lots located across the street from Glenn Church. That is not public parking. Do NOT park around the building as these are not public spaces.

### **FACILITIES SET UP**

Call 404 727-7463 at least two weeks prior to your event to request tables, special chairs, etc.

### **SOUND**

Call 404 727-9200 and leave a message at least two weeks prior to your event to arrange for microphones. You may **not** bring in your own equipment.

### **CLEAN-UP**

Call 404 727-7463 to arrange for post-event clean up. You are responsible for having the space cleaned and returned to normal after your event. *Groups that fail to comply with this responsibility may not be allowed to use Glenn in the future.*

### **EATING, DRINKING, AND SMOKING**

No food or beverages, and no smoking, drug use, or use of alcoholic beverages are allowed in either building.

### **CHURCH PROPERTY**

Do not touch or move items belonging to the church. Please be respectful that this is a full functioning church, and they will need to be able to walk in and use the church as normal after your event. You **MUST** clean up after your event and make sure that everything is in order!

	Arrange for accessible portable restrooms (port a potties) , either one unisex unit or two units one male and one female
	Please call ADSR if you need the vendor contact person and/or Emory's Waste and Recycling Contact person

**If an attendee indicates that they are deaf or hard of hearing and would like an ASL interpreter** call Access, Disability Services and Resources (ADSR) at 404/727-9877. Please be mindful that the more notice given the easier it will be to secure interpreters. For events over 20 min two interpreters will be sent. ADSR will need your department number and smartkey to charge the cost of the interpreters.

**If an attendee indicates that they are deaf or hard of hearing and would like RealTime Captioning** call Access, Disability Services and Resources (ADSR) at 404/727-9877. Please be mindful that the more notice given the easier it will be to secure interpreters. Depending upon the location of the event captioning will either be on site or remote. ADSR will need your department number and smartkey to charge the cost of interpreters.

**Service animals** should be allowed into all event functions. Please do not pet or interact with the service animal as they are working and should not be distracted. If you need to lead an attendee to a location please walk to the side and in front of the service animal. The service animal needs to see you and the terrain at the same time.

**ADA Access Statement to be used on all items advertising/promoting (i.e. tickets, invitations, flyers, posters, electronic communications, etc.) your event:**

If accommodations (i.e. mobility, visual, auditory, parking) are needed owing to a disability or chronic health condition, contact the Access, Disability Services and Resources at 404/727-9877 voice or 404/712-2049 TDD

*If special accommodations are needed due to a disability or chronic medical condition, contact the Disability Services Office @404 727-9877 voice or 404 712-2049 TDD.*