



EMORY
UNIVERSITY

University Center
Campus Life

Cox Bridge & Traffic Circle Policy

Reservation Request: Cox Bridge & Traffic Circle are public space and no exclusions can be made to individuals wishing to participate in the event. Requesting space on 25live must be placed no less than **five (5) business days** prior to the event date. Please give a brief description on the request form of what your event will entail. (Example: Fair with rides, fundraiser, food; *please make note how food is being provided*) This information will help Meeting Services coordinate what all may be needed for processing purposes. The individual in charge of the event **MUST** be present for the duration of the event. Notification for events involving Emory Police must be placed two weeks prior to your “confirmed” event date, and again 24 hours in advance of your event at 404-727-8005. Please give details of your event and discuss any gate access or other safety issues. No glass containers, gambling, fire pits or raffles are allowed. Grilling may be present with prior approval by Meeting Services.

Important: *Some events due to their size and logistics may need more time for approvals.*

Ordering Table(s) & Chair(s): (Reservations must be confirmed before ordering) Please contact Campus Services no less than **five (5) business days** in advance 404-727-7463 or send an email to cscsc@emory.edu. There may be a fee if pickup or delivery is after normal Campus Services business hours 8:00a.m. - 4:30p.m. Monday-Friday.

Placement of table(s) or objects: No inflatables or other large immovable structures may be placed in the streets Emergency access area. EMERGENCY VEHICLE MUST HAVE ACCESS AT ALL TIMES. Please contact Meeting Services for location of these areas. Any tables, chairs, trash cans, or electrical needs must be arranged five (5) business days in advance thorough Campus Services at 404-727-7463. Displays cannot be left overnight for security reasons. Any exceptions must be approved by Meeting Services in advance. Any streamers, balloons, or other decorations must be removed as the close of the event.

Sound Policy: Please adhere to the following guidelines for amplified sound.

Between the hours: 8am-11am & 1pm-5pm: amplified sounds should not be heard more than 50’ from your event space.

Between the hours: 11am-1pm & 5pm-10pm: amplified sound should not be heard more than 150’ away. **No Amplified** sound between the hours of 10pm - 8am.

If you need sound equipment please contact the University Center Information desk 404-727-4636.

Power Needs: Outlets are located at the base of most light poles or near the surrounding area. If you have questions about location or whether your equipment can be supported by these outlets please contact Facilities Management at 404-217-5541.

Food: Events that have food can order from Emory Catering, or bring in food from a professional outside vendor or restaurant. All food must be professionally packaged and must be purchased from licensed store such as Kroger, Publix, etc. For more information on Emory food policy please click [here](#) or go to Emory University dining/forms, Publication & Policies. Food cannot be sold without prior approval through Emory Dining.

Alcohol Policy: Alcohol is PROHIBITED except for events registered and approved through the Student Involvement, Leadership and Transitions (SILT) Office or University Center Department. It is your responsibility to comply with all the Emory University alcohol policies and security requirements which are outlined in the Eagle Source. Please click [here](#) for more information.

Vehicle Access: If you need vehicle access to your space, please contact the parking office at 404-727-PARK.