



Emory Student Center Operations & Events – Event Reservation Policy

Revised: June 2019

Overview

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 University community, using this policy to guide their work. This policy directs the use of the following locations:

- Alumni Memorial University Center (AMUC)
- Cox Hall Ballroom
- Campus Life Pavilion
- Emory Student Center (ESC)
- ESC Plaza

Applicability:

All Emory University departments, student organizations, external organizations, and guests.

Event Reservation Policies

Dates to Know when Planning an Event	
4 Weeks before Event	<ul style="list-style-type: none"> - Notify Event Services in writing if hiring outside Audio Visual (A/V) service provider - Notify Event Services in writing if Event is requested outside of standard Event Hours
2 Weeks (10 business days) before Event	<ul style="list-style-type: none"> - Notify Event Services in writing if outside catering will be part of event - Notify Event Services in writing if A/V Technician needed for event
1 week (5 business days) before Event	<ul style="list-style-type: none"> - Request must be submitted in 25Live for Event (must include SpeedType/SmartKey, preferred space, equipment, A/V needs)
3 business days before Event	<ul style="list-style-type: none"> - Set-up and A/V needs finalized with Event Services
No less than 2 business days before Event	<ul style="list-style-type: none"> - Notify Event Services in writing if canceling Event

Failure to follow the dates listed above may result in loss of the ability to reserve spaces covered by this policy.

All clients are encouraged to submit reservation requests as far in advance as possible in the 25Live reservation system. For all university use, including partnerships and collaborations, clients are not

charged a space reservation fee. Therefore, to prioritize students and staff who plan programs, events, and services for students and; do not have access to other meeting and event space via other divisional affiliations, Event Services approves event requests in the following order:

1. Up to 365 days out from event for:
 - Registered Student Organizations (RSOs)
 - Campus Life events
 - Office of Spiritual and Religious Life events
 - Signature events for the university
 - Events over 400 people or more in attendance
2. After September 10 for fall and January 10 for spring semester:
 - All other University Departments not listed above
 - Non-University (external) clients

In the summer, priority scheduling is given to Conference Services, and all other reservations will be confirmed after May 31.

All requests must be placed in 25Live at least **five (5) business days** prior to event date for processing, staff scheduling, and coordinating set-up, equipment, and other event logistics. Event should be considered tentative until an email confirmation is received from Event Services. All event details, including set-up and A/V needs, are considered final **three (3) business days** prior to event.

Clients must include the following in their request:

- Desired event space/room
- 10-digit SpeedType/SmartKey
- Set-up Needs
- A/V Needs (using “comment” section on the request form in 25Live)
- Event Start and End Time
- Set-up or Take-down time outside of specified event time that the client would like in the space
- Food and Catering

A 10-digit SpeedType/SmartKey number (generally 00000XXXXX) is required for **every** reservation. A SpeedType/SmartKey is required in the event request, even for groups who are not charged for space, in case of damage to space or equipment.

Set-up Needs: Clients will be able to choose from a standard Set-up for their Event (Empty, Open-U, Closed U or Hollow Square, Lecture Style, Classroom Style, Rounds). The Event Services team will fulfill all furniture requests. If a specific furniture request is not in SCOE inventory, we will provide clients with options and costs for the additional furniture. The SCOE team utilizes Universal Design in building programming. All SCOE events are designed to include ADA approved aisles and visual lines.

AMUC and ESC: Meeting rooms are set up in standard room configuration and remain as is. If another set-up is requested, additional furniture, based on availability, will be accommodated by the SCOE team. In the ESC Multi-purpose space, standard riser setups include a ramp that must be included in all setups. The ramp may not be removed to accommodate additional seating.

Note: *Reservation policies are subject to change. The most recent/updated and posted policy prior to your event date will be the policy in effect. Please check the Student Center Operations and Events website or reach out to your Event Coordinator for the updated policy for your reservation.*

All set-ups, airwall, and pre-function door configurations must be completed by SCOE staff.

Audio Visual Needs: If clients would like a Student Center A/V Technician to assist during their event, one can be assigned, based on availability, at an additional fee. Request for an A/V Technician must be submitted **at least two weeks or (10) ten business days** prior to your Event. Depending on the timing or needs of your event, Event Services may require an A/V Tech for your event.

ESC & Cox Hall Ballroom: The ESC and the Cox Hall Ballroom are BYOD (Bring Your Own Device) facilities, which may connect to the projector system in each meeting space. In the Multi-purpose space, 24 Listener Assisted devices are available upon request for guests with hearing needs.

If you require a set-up beyond SCOE capabilities, you may be required to work with an A/V service provider from our preferred vendor list. All outside A/V service vendors must be placed in contact with Event Services **at least four weeks** prior to the event.

Event Times: Events must be scheduled within building event hours of 7:30am to 11:30pm. If early opening or late closure is needed, request must be made in writing to Event Services **at least four weeks** prior to the event. Requests and use of these spaces outside of event hours will incur overtime fees, including but not limited to costs for the building manager, event management technicians, custodial services, and security. During the summer session and academic breaks, hours of operations are subject to change. Clients must work with Event Services to understand when additional fees may apply.

ESC: The Private Dining Rooms inside the Dobbs Common Table are limited to reservations during dining hours of operation.

Food and Catering: All catered events are encouraged to work with Emory Catering. There are some building specific policies:

Cox Hall Ballroom: The primary kitchen for Emory Catering is in Cox Hall, and, therefore, to maintain control of health regulations in the space, Emory Catering is the sole caterer for Cox Hall Ballroom. All events must either be catered or pay a \$150 no catering fee (this applies to all groups). Events discovered to have catering or food from an outside source without prior approval will be charged a \$250 fee plus any applicable cleaning or maintenance costs.

ESC: In addition to Emory Catering, clients may use a caterer from an approved caterer list. The approved caterers are certified to use the ESC Catering Warming and Staging Room (Catering Kitchen) and Loading Dock, and they have agreed to follow university vendor policies. If the Caterer uses the Catering Kitchen, clients will be charged a \$150 cleaning fee; Emory Catering is waived from this fee. The use of a caterer not listed (outside caterer) must be approved by the ESC, and the client will be responsible for a kitchen rental fee of \$800.00. A security/damage deposit of \$500 is required from the outside caterer as well as appropriate documentation, including but not limited to a business license and proof of insurance. All outside caterers must be placed in contact with Event Services **at least four weeks** prior to the event.

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AMUC and ESC: In an effort to support the needs of RSOs, Emory Catering and the Student Center will allow RSOs to bring a limited amount of food and non-alcoholic beverages into these spaces, provided:

- For organizational meetings only, student organizations may bring in purchased, pre-packaged snack food and beverages not totaling more than \$50 in value
- All incidental items (e.g. paper plates, tableware, napkins, cups) must be provided by the student group
- Rooms must be left in the condition they were found. All trash must be placed in receptacles.
- If food or beverages causes the need for custodial services beyond normal operations, the RSO may incur a cleaning fee

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

No Show/Event Cancellation: Notice of cancellation must be made in writing to the Event Services coordinator **no less than two (2) business days** prior to your event date. Failure to notify Event Services of an event cancellation will incur the following fees:

Campus Life Pavilion, Cox Hall Ballroom, or ESC Multi-purpose space: \$100 No Show/Event Cancellation Fee

AMUC and ESC Meeting Rooms and Plaza: \$50 No Show/Event Cancellation Fee

It is the responsibility of the client to monitor the forecast to make a rain call (2) business days prior to the event date. In the event of inclement weather or University closing, Event Services will cancel all events, and they will work with you to schedule a new date. Failure to follow the event cancellation policy may result in refusal of space or cancellation of reservations for future requests.

Decorations: All decorations must be approved by Event Services. Use of adhesives, 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, and any decorations on the wall, windows, or doors must use painters (blue) tape. Freestanding decorations are recommended.

ESC: Balloons are not permitted due to fire sensors in the facility.

Damage: The group, organization, or individual reserving the space or facility is responsible for any damage to the area reserved, including property, furnishings and/or equipment. If damage should occur, the group, organization or individual reserving the space or facilities shall be held responsible for costs incurred and the repair or replacement of said damaged property, furnishings or equipment.

Fire:

ESC: The ESC prohibits use of candles or open flames (Including Sternos, or similar open flame devices) in the facility. Caterers must use induction plates to maintain food temperature. Sterno use may be allowed by request and will require an attendant at the caterers cost to monitor water levels and be ready with a fire extinguisher.

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Campus Life Pavilion: Open fires must be constantly attended by a competent person until the fire is extinguished. The person is required to have a garden hose connected to the water supply, bucket of water, and know where the fire extinguishers are located. The Pavilion is not monitored by a fire alarm system, so if needed client must call Emory Policy Department or 911.

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 on the [University Policies website](#).

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APPENDIX

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.

Preferred Vendor List:

Refer to the Emory Student Center Operations and Events website for the preferred vendor list for Catering and A/V.

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