



Emory Student Center Operations & Events Event Reservation Policy

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)
- Campus Life Pavilion
- Campus Life Traffic Circle (Asbury Circle)
- Cox Bridge
- Cox Amphitheater
- Emory Student Center (ESC)
- ESC Block Stairs
- ESC Commons
- ESC Plaza
- ESC Promenade
- McDonough Field
- McDonough Plaza

Applicability:

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

Event Reservation Policies

<i>Dates to Know When Planning an Event</i>	
As early before the event as possible	<ul style="list-style-type: none"> • Recognized Student Organization submit event on the Hub and reservation on 25Live.
4 weeks before the event	<ul style="list-style-type: none"> • Notify Event Services in writing if hiring outside Audio Visual (A/V) service provider or other vendors • Notify Event Services in writing if Event requested is outside of building hours.
A minimum of 3 weeks (15 business days) before the event	<ul style="list-style-type: none"> • If not already complete, reservation must be submitted in 25Live for Event (must include Speedtype).
2 weeks (10 business days) before the event	<ul style="list-style-type: none"> • Event logistics approved diagrams, catering and A/V must be finalized with Event Services. If event

	logistics are not approved by this date, Event Services may cancel the event.
1 week (5 business days) before the event	<ul style="list-style-type: none"> Outdoor spaces: Request must be submitted in 25Live for Event (must include Speedtype).
No less than 2 business days before the event	<ul style="list-style-type: none"> Notify Event Services in writing if canceling event.
1 business day	<ul style="list-style-type: none"> AMUC and ESC meeting rooms: set up in standard room configuration and remain as is.

Failure to follow the dates listed above may result in cancellation of reservation, losing non-confirmed spaces, and or the ability to reserve spaces covered by this policy.

All reservations placed by Recognized Student Organizations for multi-purpose rooms and outdoor spaces must be submitted into the Hub and then submitted in 25Live at least **fifteen (15) business days** prior to the event date for processing, staff scheduling, and coordinating set-up, equipment, and other event logistics. University departments do not have to submit reservations into the Hub. The event should be considered tentative until an email confirmation is received from Event Services after all logistics are confirmed. All event details, including set-up diagrams and A/V needs, are considered final **ten (10) business days** prior to the event. We will do our best to accommodate reasonable changes after this time frame, including some day-of requests. If Event Services receives no logistics details ten (10) business days prior to the event, SCOE reserves the right to cancel the event.

Please note not all changes are guaranteed to be honored.

No Show/Event Cancellation:

Notice of cancellation for MPR or outdoor spaces must be written to the Event Services coordinators at least two business days before your event date. Failure to notify Event Services of an event cancellation will incur the following fees:

- Student Center Event Spaces: \$150 No Show/Event Cancellation Fee
- AMUC and ESC Meeting Rooms: \$100 No Show/Event Cancellation Fee

It is the client's responsibility 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 clients to schedule a new date. Failure to follow the event cancellation policy may result in the refusal of space or cancellation of reservations for future requests.

Clients must include the following in their 25Live request:

- 10-digit Speedtype. If you do not see Custom Attribute, include Speedtype in the "Comment" section. A 10-digit Speedtype number (generally 00000XXXXX) is required for **every** reservation. A Speedtype is required in the event request, even for groups who are not charged for space in case of damage to space or equipment or other fees.

- Event Start and End Time for actual time of event
- Additional Setup or Takedown time outside of 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 25Live event confirmation but is not when access is provided to clients.
- Requestor: Client should ensure main contact for event is listed. SCOE will be reaching out to this person for all event-related communications.

Following 25Live request, Event Services emails an event logistics form that must include details such as set-up needs, A/V needs, and if there is food and catering.

Student Priority Scheduling

The student center is the only place on campus that prioritizes students first and is available to them at no cost. 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 the date of the event for:
 - Registered Student Organizations (RSOs)
 - Campus Life events
 - Office of Spiritual and Religious Life events
 - Signature events for Emory University, such as Commencement
 - Events with more than 450 people in attendance
 - On *Tuesdays*, all other University departments not listed above
2. After September 10 for the fall and January 10 for the spring semester:
 - All other University departments not listed above
 - Non-University (external) clients

Department Priority Scheduling

In accordance with student priority scheduling, for any university department that needs to reserve space 365 days in advance, SCOE has identified Tuesdays as a preferred day. Event reservation requests for Tuesdays are approved in the order they are received on 25Live.

Summer

In the summer period, defined as after Commencement in May through July 31, priority scheduling is given to Conference Services, and all other reservations will be confirmed after May 31.

August

Large events for the month of August are scheduled with SCOE during the August planning process. Contact SCOE for more information about how to submit events for August.

Set-up Needs:

- **ESC Multipurpose Rooms, Campus Life Pavilion:** Clients will be able to choose from a standard setup for their event (empty, Open-up, Closed-up or hollow square, lecture style, classroom style, rounds). 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, such as poster boards.

All events must be contained in a designated event space. The hallway between divided multipurpose rooms and opposite the glass airwalls is not a designated event space. If the client is using an external vendor for furniture or decor, they must coordinate with event services for logistics.

The SCOE team utilizes Universal Design in building programming. All SCOE events are designed to include ADA-approved aisles and visual lines, which affects room capacity. In the ESC Multipurpose space, standard riser setups include a ramp that must be included in all setups. The ramp may not be removed to accommodate additional seating. All set-ups, airwall, and pre-function door configurations must be completed by SCOE staff.

- **Harland Cinema, AMUC, and ESC Meeting Rooms:** The Harland Cinema and Meeting rooms are set up in standard room configurations and remain as is. If another set-up is requested, the SCOE team will accommodate additional furniture based on availability.
- **McDonough Field, McDonough Plaza:** You must contact Campus Services for assistance with electrical needs, table/chair delivery, event tents, trash cans, crowd barriers, etc. Tents larger than 201 square feet require a permit from DeKalb County. Tents must be secured by sandbags or water barrels; stakes are prohibited. Deliveries of Campus Services supplied items and the arrival of vendors/performers must be completed during your indicated event set-up and clean-up times. Items left on the field after your event are your responsibility and are subject to disposal.

Vehicles are prohibited from driving on the field due to the irrigation system. Vehicles must stay on the asphalt road outside the field gates.

Use of the stage must be indicated on the event registration 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. You must contact the Director of Fire Safety to ensure the stage meets all Fire Codes and Life Safety Codes.

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

- **Cox Bridge, Cox Amphitheater, ESC Plaza, and Traffic Circle:** SCOE manages the reservation for the event spaces; any tables, chairs, trash cans, or electrical needs must be arranged five (5) business days in advance through Campus Services. 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 SCOE for the location of these areas. Displays, objects, ornaments, or any items cannot be left overnight for security reasons. Exceptions must be approved in writing by the Director of SCOE in advance. Any streamers, balloons, or other decorations must be removed at the end of all events. The event organizer must be present for their events in this space or a designated point of contact.

Audio Visual Needs:

- **ESC and AMUC:** The ESC and AMUC are BYOD (Bring Your Own Device) facilities. Emory clients may connect their device to the audiovisual system in each meeting space. Outside AV vendors are not permitted to connect to any house system or use house equipment. Outside vendors must come self-contained. In the Multipurpose space, 24 Assisted Listening devices are available upon request for guests with hearing needs. Emory clients can log into any in-room computer with their Emory NetID to use the AV systems.

If you require a set-up beyond SCOE capabilities, you may be required to work with an AV service provider from our preferred vendor list at your expense. All outside AV service vendors must be placed in contact with Event Services **at least four weeks** prior to the event. AV Vendors are not permitted to connect to a house feed for audio or utilize house equipment. They must come self-contained with properly functioning equipment.

- **Outdoor Space:** Small portable PA systems are available to check in the designated RecRe equipment boxes located in Student Centers; SCOE does not provide AV support for outdoor spaces. All outside AV service vendors must be placed in contact with event services **at least four weeks** prior to the event for proper coordination of setup and strike times and location. They must come self-contained with properly functioning equipment.

Please adhere to the following guidelines for **amplified sound**.

- Between the hours: 8 a.m. to 11 a.m. and 1 p.m. to 5 p.m.: amplified sounds should not be heard more than 50' from your event space.
- Between the hours: 11 a.m. to 1 p.m. and 5 p.m. to 10 p.m.: amplified sound should not be heard more than 150' away. No Amplified sound between the hours of 10 p.m. to 8 a.m.

Event Times:

Events must be scheduled within event hours, weekdays from 7:30 a.m. to 11:30 p.m. and weekends from 10 a.m. to 11:30 p.m. If early opening or late closure is needed, the request must be made in writing to Event Services **at least four weeks** prior to the event and may not be able to be accommodated. **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 operation are subject to change. Clients must work with event services to understand when additional fees may apply.

Food and Catering:

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

- **ESC Multi-Purpose Room:** 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. A security/damage deposit of \$500 is required from the outside caterer and 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.
- **AMUC and ESC:** SCOE will allow clients to bring outside food and non-alcoholic beverages into these spaces, provided:
 - Event Services must be notified for proper setup and clean-up needs.
 - Rooms must be left in the condition they were found. All trash must be placed in receptacles.
 - The client will incur a cleaning fee if food or beverages cause the need for custodial services beyond normal operations.

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.

Decorations:

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 trash by the client, or a cleaning fee will be applied to the client's Speedtype. If you fail to adhere to any part of the policy, you may forfeit your ability to reserve space in the ESC.

- **ESC:** Helium-filled Balloons are not permitted due to fire sensors in the facility. Any balloons used must be air-filled and attached to a weighted stand.
- **McDonough Field:** Balloons, paint, shaving cream, hay, fake snow, streamers, glass, or other materials may NOT be used on or near the field without written permission of Event services. If

you are planning any decorations, you must clarify on your event registration form. The removal of any decorations is the responsibility of the group.

Storage:

SCOE does not provide event storage or the use of additional conference or meeting rooms solely for storage needs.

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 occurs, the group, organization, or individual reserving the space or facilities shall be held responsible for costs incurred, repair or replacement of said damaged property, furnishings, or equipment, and a cleaning fee. The fees will be invoiced, and the Speedtype on file will be charged.

- **McDonough Field:** Any damage or loss to McDonough Field or its surroundings will be billed to your Speedtype. This includes, but is not limited to, the field, stage, fence, gates, padlocks, irrigation system, etc. McDonough Field is an open recreational field, and recreational activities must not be hindered due to untimely cleanup of items related to your event. You should not have any items on McDonough Field before your event set up time or after your event cleanup time. Costs associated with the removal of any items may be charged to the group by Campus Services.

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 animals 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.

Fire:

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](#)

- **ESC:** The ESC prohibits the use of candles or open flames (Including sparklers, cold sparklers, Sternos, or similar open flame devices) in the facility for decoration, and food services are not permitted. 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.

- **Campus Life Pavilion:** Open fires must be attended to until they are extinguished. The client should know where the fire extinguishers are located. A fire alarm system does not monitor the Pavilion, so if needed, the client must call the Emory Policy Department or 911.

ESC 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 Emory Student Center. Vehicles associated with events are allowed to use the ESC 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 a parking area, and or Emory parking services will be notified. All exceptions must be approved and coordinated by the ESC leadership team.

University Policies:

Clients and guests must follow all University Policies, including policies relating to alcohol, open expression, purchasing and solicitation. The most updated policies can be found at the [University Policies website](#).

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.*

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.