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**Office of the Registrar****Policy**  
**Room Reservations for One Time Events****Policy Sections:**

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**Policy Description**

Rooms from the Registrar Room Pool are available for one-time events to Emory sanctioned student or faculty groups free of charge. (The exception to this is two classrooms in FEW Hall. There is a fee associated with these rooms.) There is a misconception that one-time reservations are confirmed on a first-come first-serve basis yet this is not always the case. If a reservation is made too far in advance, it cannot be confirmed until academic assignments have been completed for a particular term. This policy is meant to address what the appropriate timelines should be for room requests concerning one-time events.

**Applicability**

This policy applies to all Emory University units requesting space in a Registrar Department room for a one-time event.

**Policy Details**

- The **Registrar's Office** reserves spaces for one-time events in Registrar-owned academic rooms after the academic classes have been completed for the semester. College policy states that only certain rooms in the Registrar room pool can be used for events that go past 6pm or take place on Saturday or Sunday. Also, after-hours events require a speed type account number to secure final confirmation for a room.
  - Approved buildings for after-hours events are: Anthropology, Callaway, Candler, Math & Science Center, North Decatur Rd. Bldg., and White Hall. Other buildings lock automatically and require special permission to access.
- Reservations should be received at least 5 days in advance. Any last-minute requests may not have access to appropriate audio-visual equipment for their event.
- Reservations for events in the distant future cannot be confirmed until after the course entry and room assignment period for a particular term. (See the Process section.)
- Always carry a printed copy of your room reservation confirmation to your event.
- If an event results in damage to a facility, additional fees will be charged to the sponsoring department to cover the costs of repair. For this reason it is always a good idea to include your smart key account information in each reservation.
- Audio-visual services must be coordinated at least 5 days in advance with Classroom Technologies. They may be contacted at **(404) 727.6853**.
- For special room set ups, tables and chairs, or other facility related issues contact Facilities Management at **(404) 727.7463**.
- Food and drinks are not allowed in *any* academic classrooms.

- **NOTE:** Scheduling for academic classes will *always* take priority over one-time events in regards to usage of Registrar classroom space.
- Always check your confirmation attachment and make sure a room is listed under the "Location" heading. If that area is blank, you do NOT have a reservation for that room.

### **Process**

The specific timelines for submitting and confirming room reservations are the key to this policy. Once determined, the timelines will be communicated to all the various college groups that request rooms, and will be prominently displayed on the Registrar's Office web site. The timelines for course entry and room assignments for the three terms are as follows:

- **FALL** - Course entry runs through early March of the term year, with room assignments completed by the end of March. (Fall 2016 entry completed by the end of March 2016.)
- **SPRING** - Course entry is completed by mid-October of the previous year. Room assignments are completed by the end of that same month. (Spring 2017 entry completed by the end of October 2016.)
- **SUMMER** - Course entry completed by the end of January and room assignments are completed by the 2nd week of February of the term year. (Summer 2016 entry completed by 2<sup>nd</sup> week of February of 2016.)

If a request is made following the guidelines listed above, then a confirmation for the room requested will be fulfilled within 7 days of receipt. The only thing that *may* delay the proposed confirmation timeline is a request made at the beginning of a term. This is a very busy time for event scheduling so an extra day or two may be necessary for confirmation.