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

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**Policy Description – Overview**

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.) One-time reservations are confirmed on a first-come first-serve basis after all classrooms are assigned for the academic semester. If a reservation is made too far in advance it is canceled and a note is sent asking the requestor to re-submit the request at the appropriate time. This policy addresses the appropriate timelines for room requests concerning one-time events. (See the Process section below.)

**Applicability**

This policy applies to all Emory University units requesting space in a Registrar 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 7pm or take place on Saturday or Sunday.
  - Approved buildings for after-hours events are the **Math & Science Center, North Decatur Rd. Bldg.,** and **White Hall**. Other buildings lock automatically and require special permission to access.
  - Photos of all Registrar-scheduled rooms can be found at this link: <https://registrar.emory.edu/faculty-staff/classroom-scheduling/room-photos.html>
- Please allow 48-business hours for confirmation of one-time events. Any last-minute requests cannot be guaranteed a space confirmation.
- 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 or digital 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 speed type account information in each reservation.
- Audio-visual services must be coordinated at least 3 business days in advance of your event with EC-CTS (Emory College – Classroom Technology Services.) They can be reached at **(404) 727.6853** or [echelp@emory.edu](mailto:echelp@emory.edu).
  - EC-CTS hours: Fall & Spring semesters, 8am-6pm, Mon-Fri. Summer and between terms, 8am-5pm, Mon-Fri.

- For special room set ups, extra tables and chairs, or other facility related issues contact Facilities Management at **(404) 712.9523**.
- Food and drinks are not allowed in **any** academic classrooms.
  
- **NOTE:** Scheduling for academic classes will **always** take priority over one-time events in Registrar classroom space.
  - There are a lot of changes leading up to each semester. Classes are added and others move to different rooms.
  - An event is always subject to movement or cancellation to make room for a class.
- Always check your PDF 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 and room assignments are completed by the first week of April.
- **SPRING** - Course entry runs through mid-October of the previous year and room assignments are completed by the first week of November.
- **SUMMER** – Course entry runs through the end of January and room assignments are completed by the 2nd week of February of the term year.

If a request is made following the guidelines listed above, then a confirmation for the room requested will be fulfilled within 48 hours of receipt. The only thing that *may* delay a confirmation 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.