Dobbs University Center Reservation Policies

If you have questions about scheduling events in the DUC, contact Meeting Services at 404.727.1706.

TENTATIVE RESERVATIONS, CHANGES, AND CANCELLATIONS
Changes of confirmed reservations should be made no less than 48 hours before the event to avoid possible charges. Cancellations must be reported immediately. A "no show" can result in setup charges being assessed.

CATERED EVENTS
All catered events scheduled in the Winship Ballroom and the Faculty Dining Room must be catered by Emory Catering. Menu arrangements should be made at least 14 days in advance. Contact Emory Catering at (404) 712-8948.

ALCOHOLIC BEVERAGES
An approved alcohol permit is required for any event where alcoholic beverages are involved. Applications for a permit to serve alcohol are obtained from the Meeting Services Office. This form must be turned in at least 14 days prior to your event. A copy of the University Alcohol Policy and application for a permit to serve alcohol will be given upon request.

AUDIO-VISUAL EQUIPMENT
Podiums, microphones, and other A/V equipment can be supplied for your use in the DUC if requested in advance. Some A/V equipment carries a fee. An AV Tech may be required for groups using anything more than a microphone. Techs must be scheduled at least 14 days before your event.

ADVERTISING EVENTS
Chalking, table tents, and balloons are useful ways to advertise your organization's events. These services are scheduled through the Meeting Services Office.

RESERVING PUBLIC AREAS OF THE DUC
COCA COLA COMMONS: Events scheduled in the Commons which include a band, DJ, or loud music will only be permitted during business hours. Sound should be kept at an appropriate level to permit operation of services in the building. Performances and/or rehearsals taking place in the Mary Gray Munroe Theater may restrict scheduling of events in the Commons.

TABLING: Table space is used primarily for SGA chartered organizations and outside vendors. No fee is assessed to university groups. One table and 2 chairs are allotted to each group reserving space. Reservations should be made at least one week in advance, and will generally not be possible if not made by noon the day before you wish to use the space.

HARLAND CINEMA: The cinema can accommodate film screenings, lectures, recitals, panel discussions, and small scale theater or dance productions. To show commercial films, you must obtain the distribution rights (See Movie Policy). A two week advance notice is needed for scheduling; equipment and staffing fees may apply.

LATE CLOSING PROCEDURES FOR EVENTS SCHEDULED AFTER DUC OPERATING HOURS
To accommodate officially recognized campus groups' needs for social and recreational programs, an After Hours Use Policy was developed. Please see this policy for details.