White Hall (WH) and Math & Computer Science Center (MSC)
Lobby Reservation Policies – Effective January 1, 2015

Tabling
Due to fire code restrictions and noise issues, tabling is NOT allowed in these academic buildings during the academic day. Reservations for the Coca Cola Commons in the Dobbs University center can be submitted through 25Live, https://25live.collegenet.com/emory, and questions can be addressed with Meeting Services, 404.727.1706.

Receptions
Receptions can be held in the main floor lobbies (WH 2nd floor) (MSC 3rd floor) after the academic day unless there is an evening presentation in one of the classrooms. Reservations should be submitted through 25Live.

The College does not provide furniture for events. Tables, chairs, or compost/recycling bins should be requested in advance from Campus Services @ 404.727.7463. To avoid weekend delivery fees, you can ask Staging to deliver tables and chairs on Friday afternoon with a pick up on Monday morning. Tables and chairs should be stacked for easy pick up. Your Smartkey will be charged for any missing tables and chairs. You must make sure all of the equipment is returned.

If you move any soft seating to make room for your event, you must return items to their original location.

Set ups
Per fire code, set ups and guest maximums are limited. Please follow these guidelines.

White Hall Lobby (WH) – 75 guest limit
- You cannot block doors or the hallway with round tables. Only serving tables can be placed in traffic pass-throughs.
- Tables and chairs for seating are restricted to the carpeted lobby and lower area.
- Equipment is limited to 8 round tables, 15 rectangular tables, and 75 folding chairs.

Math and Computer Science Center (MSC) – 150 guest limit
- You cannot block doors or the hallways with round tables. Only serving tables can be placed in traffic pass-throughs.
- Tables and chairs for seating are restricted to the main lobby area.
- Equipment is limited to 15 round tables, 10 rectangular tables, and 150 folding chairs.

Effective January 1, 2015.
General lobby policies and guidelines

- Emory departments and registered student groups may reserve the lobby. It is NOT appropriate for Emory employees or students to reserve the space for off-campus organizations.
- Please put the space back in order after your event. NOTE: For events with food, please remove food trash after your event to the dumpsters outside of White Hall. Your Smartkey will be charged if building personnel have to remove trash or rearrange furniture.
- You are responsible for any furniture or equipment you have borrowed from the University. Count the tables and chairs and make sure they are all there when Staging comes to pick them up. YOU are responsible for anything missing and your Smartkey will be charged for damaged or missing items.
- Do not tape, tack, or in any way hang signs or decorations to any vertical surface.
- All furniture, rugs, and fixtures must be returned to their original position in the space.
- No balloons of any kind are allowed.
- If serving alcoholic beverages, all appropriate Emory policies regarding such service are in effect. Student organizations are NOT allowed to serve alcohol in these spaces.
- We reserve the right to deny use of the facility for any reason.
- No events will be allowed during the weekend of Commencement and other periods of high traffic.
- Sterno or open flame are NOT allowed unless supervised by a caterer.
- Amplified sound is NOT allowed.
- Events must take place during scheduled building hours which may change by the time of year. Contact Meeting Services for clarification.

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