SPACE USE POLICIES FOR
Cox Hall Food Court

**General Guidelines: Cox Hall Food Court**
Cox Hall Food Court’s primary function is to fulfill the needs of the students. The use of the Food Court will be restricted to Emory sanctioned student organizations.

**Usage Policies**

_The event coordinator is responsible for complying with all Meeting Services policies and guidelines._

**Reservations:**
Reservation requests are processed by Meeting Services and can be made online via 25Live.

**AV Equipment:**
There is no A/V in the space. If you are in need of A/V there will be a $75 fee. In addition, you must have an A/V tech on-site for setup and breakdown. The Tech fee is $5/hour.

**Restrooms:**
There are no available restrooms located in the food court. Please use the restrooms located on the third floor of Cox Hall, accessible via the elevator or stairwells outside.

**Hours of Operation:**
The space can be reserved for events Monday-Friday, 7:00-10:00pm, and weekends with special permission.

**Room set up:**
Please use the furniture as provided in the space. If the furniture is not arranged in its original format after your event, there will be a $100 reset fee, plus a $20/hour custodial overtime fee. Also, the delivery of outside tables/chairs is not allowed.

**Food:**
You are allowed to bring in personal food, but you are responsible for removing any trash from your event. All catered events scheduled in the space must be catered by Emory Catering. Please contact Emory Catering at (404) 712-8948.

**Capacity:** 136