Reservation Terms

The lobby areas of the Mathematics and Science Center and Psychology and Interdisciplinary Science Center are available as event space to Emory University departments and sanctioned student groups for events deemed appropriate by Emory College. Any group or individual reserving the space agrees to the following terms:

Reservations of lobby spaces must be made at least one week in advance of the event. Keep in mind that the space often books months in advance.

- Events should be for Emory purposes. It is not appropriate for Emory employees to sponsor events for off-campus groups. Fees may apply for non-College departments.
- A valid Smartkey must be provided before confirming any reservation. This will be kept in reserve in case there is damage to the facility due to the event or in case additional clean-up costs are incurred as a result of the event.
- If damage or additional clean-up costs are incurred, we reserve the right to deny further access to the facility for events.
- 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 room.
- 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.
- The College does not provide furniture for events. Tables, chairs, or serving materials must be provided by either Campus Services or your caterer.
- All trash related to the event must be removed at the end of the event. Building Services is not responsible for event clean up.
- Sterno or open flame is not allowed unless it is supervised by a caterer.
- Amplified sound is not allowed when other events are in the building.
- It is the responsibility of the user to coordinate any changes to building hours necessary for their event. Send an e-mail to cscsc@emory.edu and copy Janell Goodwin-Farley to tell them the schedule.

NOTES for PAIS

- NO grills on the outside patio
- No moving of patio tables