

Policy and Procedure Subject:	Location Specific Procedures and Guidelines				
Responsible Office and Applicability:	Oxford College, All Employees	Adopted:	09.01.2019	Reviewed:	n/a
Responsible Executive:	Senior Associate Dean, Finance and Administration	Revised:	Initial		
Policy Type:	Administrative	Policy Contact:	Julie Elion – Director of Auxiliaries		
Related Policy:	Space Usage and Scheduling Guidelines	Forms	n/a		

If your event will take place in any of the following spaces, please keep in mind the location-specific guidelines listed below. This is not an all-inclusive list of available spaces at Oxford.

OXFORD CHAPEL (Max Seating: 175. Used for both sacred and secular occasions)

Recommended for: Religious services or events, Lecture-Style meetings, Speakers, Panels, Presentations, Films, Lectures

- Must be reserved via 25Live; however, Chaplain has final approval/denial of all Chapel reservations.
- **There is no bathroom in this building.** The closest restrooms are in Williams Hall and the Library.
- No food or drinks are allowed in this space without prior approval from College Chaplain, Rev. Lyn Pace (ppace@emory.edu).
- The sunshades near the piano and stage need to remain lowered in order to protect the piano.
- Religious and spiritual life groups and individuals in the college community rely on this space for regular religious practice, which includes prayer, worship, meditation, reflection, etc. Respect of the space is asked of all who enter and use it.

Standard in this space:

- Lectern
 - The lectern is usually kept on the floor, not the stage.
 - If you move the lectern to the stage return it to the floor after your event.
 - The lectern may not be removed from the building for any reason.
- 175 chairs
 - Submit a special event work order, if you will need the furniture rearranged.
 - CHAIRS MAY NOT BE REMOVED FROM THE BUILDING FOR ANY REASON.
 - Chairs must be stacked in the back of the chapel when not in use.
 - Return all chairs to their original set up at the end of your meeting/program/event.

- AV Screen, Projector & AV
 - Must be powered down when exiting the building
- Piano
 - The piano may be used for practice, if the Chapel is not reserved
 - The piano must be covered after each use
 - Make sure the sun-shades are lowered
- Altar Table
 - Must not be removed from the building
- Tree of Life
 - May not be removed from the wall.
- Candles are permitted; however, use extreme caution and care
 - Do not drip wax on furniture, walls, or the carpet.
 - Candles must be used in a vessel like a ceramic pail, glass holders, candle stick holder, or another vessel that keeps the candle secure and stable.
 - Extinguish all candles before exiting the space
 - The Chapel should NEVER be left unattended while candles are lit.
- When you leave:
 - Remove anything you brought into the space that was not previously there
 - Pick up and remove all trash
 - Reset the room, unless you have placed a work order to do so

OXFORD DINING HALL

Oxford Dining is provided by Café Bon Appétit, however, they are not authorized to approve any events, meetings, or information table requests.

Main Dining Room (Max Seating: 405)

- Information Tables should be reserved via 25Live
 - Information tables are allowed in front of the Farm to Table mural or outside on the front patio
 - Tables cannot block the flow of pedestrian traffic
 - Students should work with events and conferences to facilitate the distribution of materials
 - Dining tables are not to be used as information tables
- Requests for table reservations, events, or meetings must be emailed to ocec@emory.edu
 - Same day table reservations may be made by calling the dining hall at (770) 784-8504, however, an email should also be sent to OCEC to alert them of your request
- May be used for special events
 - Limited availability
 - Cannot reserve in 25Live; Must contact ocec@emory.edu directly

Standard in this space:

- Built-in Sound System
 - May not be used without prior approval

Dean's Dining Room - DDR (Max Seating, standard layout: 72)

Recommended for: Luncheons, dinners, upscale, private or high-profile events, catered affairs, presentations, larger meetings or trainings, prospective students, parents, and alumni affairs

- If you do not want to use the standard layout, a special event work order will need to be submitted to Campus Services
 - To minimize damage to the floors and the tables, please do not attempt to move the furniture on your own

Standard in this space:

- Standard audio-visual package that will support an electronic presentation
- Lectern with microphone

AMPHITHEATER

- Located between the Oxford Science Building and the new Oxford Student Center.
- Available for use:
 - Monday-Thursday 5:30 pm – 10:00 pm
 - Friday 5:30 pm – midnight
 - Saturday 7:00 am – midnight
 - Sunday 7:00 am – 10:00 pm
- All items must be removed after each event
- Be sure all trash has been picked up

CANDLER HALL – STUDENT CENTER (Valid through December 2019)

Recommended for: Student events and meetings, informal speakers, casual affairs and small meetings (HKR & Room 27), mid-sized semi-formal affairs, films, lock-ins, campus wide staff events

- The 2nd floor of Candler Hall is not ADA accessible.
- Spaces book quickly. Use 25live to check availability.

Rathskeller

- When moving chairs/tables, DO NOT DRAG THEM (this ruins the floors); please pick them up.
- If you are hanging items from the columns or rails, only use blue painter's tape or string.

- All decorations and tape must be moved following your event.
- Sound and a screen are available and accessible in this room
- Return Furniture to original location

Hossain-Kabir Room – HKR

- Please return all furniture to its original formation at the completion of each event.
- Microphones are available for check out from the receptionist

Kitchen

- Please clean any dishes and remove any food from the space immediately following an event.
- Leftover food may NOT be kept in the fridge after any event.
- All dishes and serving utensils should go back in the cabinets.

FLEMING BACKYARD OR EAST VILLAGE WALKWAY

- These spaces may only be used before 10 pm Sunday to Thursday and until midnight on Friday and Saturday.
- The brick walkway is a fire lane
 - If setting up items on the brick walkway, you must set up on the Elizer side of walkway.
 - At least half of the brick pathway must always remain clear
 - Only items that can be quickly moved may be set up on the bricks.
 - During an emergency, fire trucks and ambulances will drive over any items in their path.
- You may not block the entrances to the gravel pathway behind Elizer or the sidewalk behind Fleming.
- There are two outlets located outside of the entrance to the lower Elizer lounge.
- Groups will be held financially responsible for excessive damage to the Fleming lawn.
- Contact ocec@emory.edu if you will be bringing animals or outside vendors to your event, to discuss set up and safety precautions.

LIBRARY

Recommended for: meetings, presentations, training sessions, perspective student and parent engagements, receptions

- Please allow additional time when requesting these spaces.
- Events in these spaces require additional approvals.
 - Allow additional time when requesting these spaces

- Requests submitted via the 25Live event management system will automatically be forwarded to the corresponding approver in the Library.
- Requests will not be approved in 25Live until OCEC receives approval from the Library.
- Students are not allowed to reserve the Library Conference Room on the first floor.
- Students may reserve room 230 for use after 5 pm only.
- If you will have food or drink at your event, you must submit a work order to have the space cleaned and trash emptied after your event (<https://webfm.fmd.emory.edu/fmit/workRequest/Default.aspx>).

PHI GAMMA HALL AND PHI GAMMA PLAZA

Recommended for: Dean's Office events, alumni events, VIP events, campus-wide staff and faculty events or meetings, catered receptions, semi-formal and formal events, stakeholder meetings

- Building access is limited.
 - a. Doors are locked unless the space is reserved for a meeting or event.
 - b. Access for tours must be coordinated with Events and Conferences.
- All requests for use of Phi Gamma will be reviewed by Events and Conferences and approved by the Deans Office.
- When entering your 25Live request to use Phi Gamma
 - a. Please provide a clear description of your event.
 - b. You must indicate both setup and take down times.
 - c. You must designate a single point of contact to work with OCEC regarding the logistics for your event.
 - d. A point of contact must also be designated to take responsibility for the space on the day of your event. This person must be present from setup to take down.
- Events will not be permitted on the Plaza, if the Hall is already in use.
- All layouts must be approved by Events and Conferences
 - a. Sample layouts are available upon request
 - b. There must be a clear path to all exits
 - c. The side door may not be blocked for any reason
 - d. The side chairs may not be removed from the room
 - e. To minimize damage to the floors and tables, please do not attempt to move the furniture on your own
 - i. A special event work order will need to be submitted to Campus Services for staging
- An OCEC event manager will be assigned to all events held in Phi Gamma. The event manager will work with the group or department event organizer to create an event action plan.

- a. The action plan will include all event logistics and detail each person's responsibilities
- Event organizers should consult with OCEC prior to submitting any work orders.
- There is no catering kitchen or cold food storage available in Phi Gamma.
 - a. We recommend that all events requiring food utilize Oxford Catering
 - b. Outside food is permitted, however, you must indicate this in your 25Live reservation. OCEC will contact you to discuss delivery, set-up and clean-up.
 - i. Please choose from the Emory Approved Caterers' list, whenever possible
 - ii. Outside caterers must provide proof of adequate insurance
 - iii. Caterers are responsible for the complete setup, breakdown and cleanup for their event
 - iv. No food or food waste may be left in Phi Gamma.
 - v. Caterers must adhere to all Emory University policies, including behavior and safety regulations.
- Use of the following items is strictly prohibited in Phi Gamma: candles and/or open flames, glitter, confetti, any adhesives or tacking on the walls.

Student organizations requesting use of Phi Gamma

- must have an Oxford faculty or staff person serve as an advisor for their event.
 - a. The chaperone must be present from setup to take down.
 - b. The name of the chaperone must be sent to OCEC no less than one week prior to the event.
- must attend training on how to properly operate the technology in the space.
 - a. Available times for training must be requested at least one week prior to the event.

OXFORD SCIENCE BUILDING - OSB

- Recommended for: meetings, presentations, training sessions, perspective student and parent engagements, receptions
- Please allow additional time when requesting these spaces.
- Events in these spaces require additional approvals.
 - Allow additional time when requesting these spaces
 - Requests submitted via the 25Live event management system will automatically be forwarded to the corresponding approver in the science building.
 - Requests will not be approved in 25Live until OCEC receives approval from the OSB.
- If you will have food or drink at your event, you must submit a work order to have the space cleaned and trash emptied after your event (<https://webfm.fmd.emory.edu/fmit/workRequest/Default.aspx>).

SENEY CONFERENCE ROOM

Recommended for: Meetings, trainings, presentations, small gatherings

- We recommend this space for meetings for 40 people or less.
- Catering may be setup in the back of the room, however, you may also set up a buffet in the hallway. This will allow catering access with minimal disruption to your event.

TARBUTTON THEATRE

Recommended for: Ticketed-affairs, performances, presentations, lecture-style meetings, speakers

- Reserving the Theater gives you access to the technology inside the THEATER ONLY (touch screen system, microphone on the podium, projector system, audio connection, Blu-ray player). It does NOT include the sound and lighting booth.
- You will only have fluorescent lighting for your event unless you are approved to use the booth.
- You may be given access to the sound/light booth upon request and approval. Please see Ms. Rivers for approval. Trained staff or students must be present while using the booth. You are responsible for scheduling for these persons to be present.
- You must clean up both the stage and seating areas after your event. Failure to pick up after your event may result in a fine.
- If you need access to the theater lighting or the sound booth, you must contact Jessie Rivers at least one week in advance to make arrangements (Jessica.s.rivers@emory.edu; 770-784-8370).

WILLIAMS HALL AUDITORIUM

Recommended for: Performances, large lectures, guest speakers or presentations, films, large group workouts, student events

- Students must be trained in how to properly use the lighting and sound equipment in the space. To be trained, send a request to ocec@emory.edu.
- No food or drink is allowed in this space.
- Students must pick up any trash in the audience and aisles before departing.
- Any items moved should be returned to original locations.
- Lights that have been adjusted should be returned to original positions and colored gels reapplied.

- Students may only use the piano in this space with approval from Dr. Maria Archetto. Students may also borrow a keyboard from Dr. Archetto, with permission.
- Students are not allowed to use candles, confetti, glitter, balloons, chemicals, liquids or any other items that will cause the need for extra cleaning services. If extra cleaning is required for any reason, the student group will be responsible for any and all cleaning costs.
- If you need access to the theater lighting, you must contact the Events and Conferences Office at least one week in advance to make arrangements (ocec@emory.edu; 770-784-8389).
- Use of the following items is not allowed in Williams Auditorium: candles and/or open flame, glitter, confetti, balloons, food, liquids and/or chemicals.