Center for Ethics Room Use Policy

The Center for Ethics has three rooms available for public use when not in use by the Center for Ethics:

**The Center for Ethics Commons** (room 102) Capacity: 120

**The Seminar Room** (room 162) Capacity: 35

  *Only available Mon-Thurs 8:30 am -5:00 pm & Fri 8:30 am - 4:00 pm*

**The Conference Room** (room 150) Capacity: 16

  *Only available Mon- Thurs 8:30 am- 5:00 pm & Fri 8:30 am – 4:00 pm*

Please be aware that in exceptional circumstances a room reservation is subject to cancellation for Center for Ethics events which take priority. The Center for Ethics room coordinator can recommend other room options in the event of cancellation.

**Room request procedure**

- Room requests should be submitted in written form by email to the Center for Ethics staff member coordinating room usage (currently, Alison Kear at akear@emory.edu).

- Room requests should be made at least one week prior to the event date. However, rooms tend to be booked up, so it is recommended that rooms be reserved as early as possible.

- Verbal inquiry regarding room availability does not constitute a room request. **Room requests are not confirmed until the requesting party has returned the signed room use policy form and included the required SmartKey account number.**

- Rooms will only be available during the hours requested on the room reservation form. Please allow time in the room request for catering setup and breakdown.

**Room set-up**

- Reconfiguration of a room should be requested through Building Services or Campus Staging, as appropriate, at 404-727-7463 or cssc@emory.edu.

- Building Services and Campus Staging may assess a charge for room reconfiguration before or after regular business hours, or if extra chairs and equipment are requested. These charges will be applied to the requesting organization’s smartkey account.

- If your event takes place on a weekend or a University Holiday you will have to contact Building Services at 404-727-7463 or cssc@emory.edu to arrange for the space to be cleaned after your event. You will incur a fee for cleaning the space. A minimum of 4 hours of overtime for a member of the custodial staff is required for cleaning for any weekend event. **This is not optional**

- If the reserving group rearranges chairs and tables, the room must be returned to its original configuration.
• Center for Ethics staff are not available to open the Center for Ethics Commons (room 102) before or after regular business hours (Monday through Thursday, 8:30 a.m. – 5:00 p.m., Friday, 8:30 a.m. – 4:00 p.m.). If the Center for Ethics Commons is used outside regular business hours, please contact Building Services at least 1 week before the event at 404-727-7463 or cscsc@emory.edu to unlock the room before the event and/or lock the room after the event.

• A fee will be assessed to the reserving group if the room is damaged or left exceptionally dirty after use.

**Audio-Visual equipment**

• Rooms 102, 150, and 162 contain a full array of audio-visual equipment. The Center for Ethics room coordinator will forward written instructions on the use of the AV equipment after the signed room use policy form is returned. Please note that Center for Ethics Staff are not available for basic AV support.

**Food and drink**

• Food and drink are allowed in Center for Ethics rooms, but all food and drink must be removed by the requesting party or the contracted caterer at the conclusion of the event. Catering food, drink, or other materials may not be left in the room for clean up by caterer at a later time. Caterers may not use building bathrooms for clean up.

• If food is served, all garbage must be removed from the room at the conclusion of the event.

**Additional services**

• The Center for Ethics is pleased to share its meeting spaces, but does not provide further meeting support services, such as:
  ➢ Photocopying
  ➢ Telephone or computer access
  ➢ Kitchen use
  ➢ Plates, cups, napkins, silverware, or other supplies*
  ➢ Beverages or ice*

*These items can be requested through Emory Catering at 404-712-8948

• Center for Ethics is renting its space only; the staff of the Center is not available to support any outside events. Please be sure you have staff from your department and or group to manage your event.

• Any questions about room usage should be directed to the Center for Ethics room coordinator (currently, Alison Kear at akear@emory.edu or 404-727-1476).

At the conclusion of the event, the person signing the Room Use Contract must complete the attached Room Use Check List and return it to Alison Kear at the Center for Ethics front desk.
Center for Ethics Room Use Contract

Please sign and return this form at least one week prior to the event. The requesting party’s SmartKey account number must be included. The room request cannot be confirmed until the signed form, complete with SmartKey account number, is returned to the Center for Ethics.

Department/Organization: ____________________________________________________________

Requested by: __________________________   Title: _____________________________________

Contact number: ____________________   E-mail: ____________________________________

Supervisor’s name and email: _________________________________________________________

SmartKey account number: ______________________________________

Room requested: ____________________________________________________________________

Date and time requested: _____________________________________________________________

Brief description of event: ____________________________________________________________

Will food be served?   Y   N   Caterer: ________________________________________________

I have read the Center for Ethics Room Use Policy form and agree to these guidelines.

Signature: ____________________________________________________

Return to:
Alison Kear, Room Use Coordinator
Center for Ethics
1531 Dickey Drive
Mailstop: 2043-001-1AB
akear@emory.edu
404-727-1476
Center for Ethics Room Use Fees

The Center for Ethics Commons (room 102), 8:30 a.m. – 5:00 p.m.:  
Two hours or less: $150  
Half-day (up to four hours): $250  
Full-day (up to eight hours): $550  

Before 8:30 a.m. or after 5:00 p.m.: additional charge of $20 per hour

Room 162 (Seminar Room)  
Half-day (four hours or less) $100  
Full-day (More than four hours) $250

Room 150 (Conference Room)  
Half-day (four hours or less): $50  
Full-day (more than four hours): $100

Audio-visual fees  
Lavaliere microphone: $75  
Table microphones: $50 each  
(best used for panel discussions)

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<tr>
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<th>Date</th>
<th>Time</th>
<th>Hours</th>
<th>Room Fees</th>
<th>AV Equip Fees</th>
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<tbody>
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Fees for events cancelled less than three business days prior to the reserved date are non-refundable.

Student groups with questions should contact Alison Kear at (404)727-1476
Center for Ethics Room Use Check List

It is the responsibility of the person signing the Room Use Contract to ensure that the reserved room is returned to its original condition. Please initial each item below as your review is completed and sign this form indicating your thorough review.

After the form is signed, please see Alison Kear at the Center for Ethics front desk, who will complete the checkout procedure. She will review the room with you and sign the form. Groups using a room after hours should contact her after the event at 404-727-1476 or akear@emory.edu.

I have reviewed the following items:

____ Room returned to its original configuration, if the reserving group rearranges chairs and tables.

____ AV equipment shut down, if used.

____ Any rented AV equipment returned.

____ All food and drink removed from room.

____ If food was served, all garbage bagged and placed in trash bin near restrooms.

____ Chairs and tables clean.

____ I observed no damage to the room.

Printed name: ________________________________________________________________

Signature: _____________________________________________________________________

Telephone: ___________________________  Email: ________________________________

Reviewed and approved by Alison Kear: ____________________________________________