STUDENT ACTIVITY & ACADEMIC CENTER
FACILITY RESERVATION POLICIES

ACCOMMODATIONS & RESTRICTIONS

Reservation Request:
Reservation requests can only be made by completing the space reservation request form found on our website.

All space reservation requests must be submitted 7 business days prior to the scheduled event and requests cannot be made more than 6 months in advance. All space reservation requests submitted before and after this time period will not be accepted.

Confirmation/Denial Documentation:
Space reservation requests will be reviewed and the requester should be contacted via email within 5 business days of submission.

After the space reservation request has been approved, the requester/organization must communicate all specific setup and outdoor lighting needs in writing within 7 business days prior to the event. Any specific setup and outdoor lighting needs conveyed after this time period may not be accommodated. The Student Activity & Academic Center reserves the right to decline facility usage for any name/organization submitting a space reservation request.

Rental Fee:
The Student Activity & Academic Center provides space for any person/organization affiliated and non-affiliated with Emory University.

All approved space reservations will be associated with a rental fee indicated in writing with your email confirmation. It is the responsibility of the name/organization listed on the request form to pay all rental fees in full on the day of the event. Rental fees can be paid with cash, check, or credit card (except American Express) at the Student Activity & Academic Center information desk.

Emory departments and student organizations must pay via Smartkey.

In the event of inclement weather, the Student Activity & Academic Center will charge the name/organization for the amount to time they used the rental space. The name/organization will have the opportunity to reschedule the event at a later date and time.

Deposit Fee:
All space reservations are subject to a 25% deposit if it is deemed necessary. This deposit fee will be provided in writing with your email confirmation. The deposit fee must be paid by the date indicated or the name/organization will forfeit their space reservation. The deposit fee will be applied to the total cost of the space reservation.

Cancellation Fee:
All space reservation requests must be cancelled 14 business days before the scheduled event. Any cancellations after this time period are subject to a 25% penalty of the total space reservation rental fee.

Extra Staffing Fee:
If the space reservation exceeds 50 people the department will determine if extra staffing will be required. If it is determined extra staffing will be needed the name/organization will be responsible for the staffing fee and this will be indicated in writing with your email confirmation.

Setup Fee:
The Student Activity & Academic Center offers access to seminar rooms (non-A/V equipment), classrooms (projectors and screens only), and one multi-purpose room/fitness studio. Any space reservation requesting a setup other than classroom style or outside of university operating hours is subject to a facility setup fee.

Cleaning Fee:
Immediately following the space reservation, the Student Activity & Academic Center asks the area is returned to its original arrangement by the person/organization listed on the space reservation. All trash, litter, food, banners, decorations, etcetera are to be placed in a receptacle and any personal belongings removed from the area. Failure to adhere to these policies is subject to a minimum $40.00 per hour cleaning fee.

**Damage Fee:**
It is the responsibility of the name/organization listed on the reservation request form to pay for all damages associated with the space reservation. The Student Activity & Academic Center prohibits the use of tacks, pushpins, nails, tape, and any other mounting device altering the appearance of the interior of the facility. It is also prohibited to hang any device from the doorways or ceiling tiles in the seminar and classroom spaces.

**Available Equipment:**
The Student Activity & Academic Center does have limited athletics equipment available for rent. Please speak with

**Parking:**
- Monday – Friday from 4:00pm until 6:00am the Clairmont Deck is FREE
- Saturday – Sunday the Clairmont Deck is FREE

If you have specific questions regarding parking rates, policies, or procedures, please contact the Transportation & Parking Office at 404-712-8740 or parking@emory.edu. You can also access the Transportation & Parking website by visiting transportation.emory.edu for Visitor Parking information.

**Catering:**
We allow events to be catered by any third party organization or company. It is the sole responsibility of the name/organization to provide these arrangements.

**Alcohol/Tobacco/Glass Containers:**
Alcohol, tobacco, and glass beverages are PROHIBITED in and around the Student Activity & Academic Center property and grounds. It is the responsibility of the name/organization to have all patrons involved with a specific space reservation to abide by these policies.

**Music:**
All amplified music including but not limited to public address systems, boom boxes, bands, and disc jockeys must be kept at low levels inside and outdoors. We must be respectful of other patrons in the building, as well as, the residents and neighborhoods surround the Student Activity & Academic Center.

**Copies:**
The copier located at the Student Activity & Academic Center information desk is for office use only. We do not allow space reservations to access the copier. Please make all copies before the space reservation takes place.

**Personal Belongings:**
The Student Activity & Academic Center is not responsible for lost or stolen items. Please take care to secure any valuables. There are daily lockers available for use and combination locks for sale at the front desk.

All policies and procedures are located on our website:

http://www.saac.emory.edu/about/policies.html