# JONES ROOM SPACE USE POLICY RECOMMENDATIONS

The Joseph W. Jones Room in the Woodruff Library Building is an event space available to departments and offices affiliated with Emory University or sanctioned Emory student organizations ***free of charge***, although a speed type is still required for booking. The primary function of the Joseph W. Jones Room is to host meetings and special events given by departments and offices affiliated with Emory University or sanctioned Emory student organizations. The room is not available for public use.

Catered events are allowed, and catering can be staged in the adjacent kitchen. Caterers must be Emory approved. See Appendix B for approved, preferred caterers.

The room is equipped with a variety of audio / visual equipment, including a projection screen, microphones, and a touchscreen PC.

## GENERAL POLICY RECOMMENDATIONS:

- Failure to comply with the Emory University policies or Federal, State, and local law will result in the cancellation of future reservations and/or restrictions from the use of Jones Room facilities. Discrimination in the use of these facilities regarding disability, race, religion, or nationality is prohibited.
- We reserve the right to terminate the event at any time if security and/or event manager sees behavior that threatens university property.
- Emory University is a tobacco free environment including e-cigarettes and vaping. All clients, guests, and vendors should be aware of the policy and must abide by it while on campus, including in all buildings and outside areas within the campus perimeter.
- Clients utilizing space in the Jones Room must abide by all applicable Emory University policies.
- Accessibility: All Clients are encouraged to review the Office of Accessibility Services website and follow the guidelines for providing accessible events.

## ROOM POLICY RECOMMENDATIONS (SEE APPENDIX A FOR ROOM DESCRIPTIONS):

- All groups that use the Jones Room are responsible for room setup, room fees, room breakdown, and for cleanup. An Emory University sponsor and speedtype are required in order to reserve space for events. Please note that the Jones Room does not have staff to set up rooms, assist with technology, arrange for catering, or clean up after events that are held on the premises. All leftover food/beverage items must be cleared from the kitchenette. Please make sure you bring enough staff with you on the day of the event to assist with the moving of chairs, tables, etc. needed for your event. Alternatively, you may contact Emory Staging to setup/takedown the room: 404-727-7463. Emory Staging requires your speedtype to secure services.

- Please allow adequate time to set up and break down the space when scheduling spaces. A good guideline is to allow for 60 minutes prior and 60 minutes after your event. Break down consists of making sure all microphones are placed back onto their charging ports, trash is properly placed in their respective bins, leftover food/beverage items are cleared from the kitchenette and signing out of the desktop computer. Do not shut the computer entirely off.
- Unless it is used for registration in the alcove, none of the furniture in the Jones Room may be taken out of the Jones Room for use elsewhere in Woodruff Library or on campus. Tables and chairs used for registration must be returned to the Jones Room immediately following your event.
- Reservations must be made at least 30 days in advance using our LibCal Booking Page and are taken on a first-come, first- served basis with priority given to Emory University Libraries related events.
- Social events including but not limited to retirement parties, birthday parties, holiday parties, weddings, and non-EU fundraising are not permitted.
- Please check the website for exceptions to our hours of operation that may impact dates/times rooms are available. The Jones Room is closed when the University is closed.
- The fire code prohibits the library from exceeding the maximum capacity of each room. The client is responsible for monitoring the number of people in the space and turning away guests once capacity has been reached or Emory University Police can shut down the event. See Appendix A.
- Room use is "as is," i.e., users will need to bring laptops or other equipment if it is not already supplied. A list of available equipment can be found on the booking site.
- Please do not remove any equipment from the room.
- If you have not used our space before, please request a site visit to discuss all the rules and requirements for usage of the space by contacting Ayana Bohannon (abohan2@emory.edu) to schedule an appointment.
- If your guests require reserved parking spots or parking validation tickets, please contact the Emory Parking Office at parking@emory.edu or 404-727-7275. The closest parking deck to the Woodruff Library is the Fishburne Parking Deck adjacent to North Decatur Rd and the Goizueta Business School.
- The Jones Room does not have staff available to set up, install, monitor, or troubleshoot A/V presentations. If you need A/V assistance or additional equipment, such as hand-held mics and lavalier mics, please contact the vendors in Appendix D at least 14 days in advance for an additional fee.
- If your event guests are not affiliated with Emory University or your Emory Faculty/Staff/Student does not have access to the library, please note they will be required to provide photo ID and sign in with Woodruff Library Access Services on Level 2 main entrance before proceeding to the Jones Room on Level 3.
- Final determination in the usage of the room is made by the Marketing and Engagement Events Team.
- The space is not confirmed until you have received a booking approval email. Please allow 2 - 4 business days for approval.

**FEE & FEE POLICY RECOMMENDATION:**

- The Joseph W. Jones Room in the Woodruff Library Building is an event space available to all departments and offices affiliated with Emory University or sanctioned Emory student organizations ***free of charge***, although a speed type is still required for booking. The primary function of the Joseph W. Jones Room is to host meetings and special events given by departments and offices affiliated with Emory University or sanctioned Emory student organizations. The room is not available for public use.
- Catered events are allowed, and catering can be staged in the adjacent kitchen. Caterers must be Emory approved.
- By making a room reservation, a department agrees to accept financial responsibility for damages resulting from the use of the facility or equipment, and responsibility for the safety of event guests.
- Charges for damaged/heavily soiled carpet or furniture will be billed to the reserving organization.
- The Jones Room reserves the right to cancel any event at any time due to unforeseen university emergencies. Cancellations made by the client must be made at least 72 business hours before the event date. The client booking the event is responsible for cancelling all other third-party vendors and any services being provided by on-campus providers. Rescheduling of cancelled events will be considered for future bookings in the Jones Room based on the client's desire to do so and subject to available space.
- Events canceled due to the University's inclement weather policy, labor difficulties, strike, epidemic, interruption of transportation, or any other event proven beyond the control of the client or Emory Libraries, will not incur a penalty. Alternatively, the Client and Emory Libraries may reschedule the event at a later date mutually agreed upon by Emory Libraries and the client at the originally agreed upon payment terms.
- Refunds of deposits paid to caterers and other outside contractors are to be resolved between the client and the outside contractor(s).
- All fees are charged after the event has taken place and room maintenance has been verified.

**VENDOR & CATERING RECOMMENDATIONS (SEE APPENDIX C FOR APPROVED CATERERS):**

- The client must meet the caterer/deliverer at the Woodruff Library loading dock and guide them to the event space. Emory Libraries staff are not responsible for directing caterers.
- The Jones Room is equipped with a kitchen for caterers to set-up and break-down. The kitchen includes use of a sink (no garbage disposal), counter, 1 table, 4 chairs, 1 microwave, and a refrigerator/freezer. The refrigerator may not be fully empty at the time of your event.
- Caterers must place plastic sheeting, mats or runners behind each bar, particularly on any carpet surface.
- Glass racks, dish racks, bus tubs, food containers, Cambros and similar items may not be placed directly on carpet surfaces.
- Caterers must provide all equipment for the event, including screens to screen off prep areas or kitchen work areas if necessary.
- All deliveries including all rentals (glasses, dishes, tables, chairs, etc.) must be staged for delivery and pick-up at the rear entry/loading dock of the building. Items may not be delivered via the building's front entrance.
- Caterers and vendors must bring hand trucks, dollies, flat rolling carts or other appropriate equipment for transporting food or equipment. Jones Room does not own, arrange for or otherwise provide such equipment.
- Jones Room does not provide free parking or parking vouchers for catering staff, vendors or event suppliers.
- No liquid or solid refuse of any kind is to be disposed of in Jones Room restrooms, in kitchen sinks, or on the Emory Libraries' property.
- Ice is not to be dumped in building landscaping.
- All cooking for events must be completed off site.
- No dishes, pots, pans, trays, or utensils are available for caterers or vendors. Each vendor or caterer will need to provide all required utensils or other equipment necessary for food prep and processing.
- Food and debris must be removed from all sinks and sinks must be drained and wiped dry.
- **Caterers and vendors must enclose all trash in plastic bags and remove it from the premises immediately after the conclusion of the event. Emory Libraries staff is not responsible for the removal of trash generated by the event. Any trash left behind will result in a fee for the client requesting the room.**

**ALCOHOL POLICY RECOMMENDATIONS:**

- A bartender is required at all events where alcohol is served.
- Food service, including alternative beverages, is required for all events at which alcohol is served. No alcohol may be served at student organization sponsored events.
- Event caterers and vendors must hold appropriate business and alcohol service licenses (if applicable) from the City of Atlanta/DeKalb County or from city/county from which the business operates, and all licenses must be available for inspection prior to the event.
- Emory Libraires staff does not provide, order, or serve alcohol.
- The client must arrange for alcohol delivery to the Jones Room and for its removal after an event.

- The sale of alcohol at events hosted in the Jones Room is prohibited. Cash bars are prohibited.
- The service of alcoholic beverages in the Jones Room shall be in accordance with City of Atlanta, DeKalb County, and state laws.
- No person under 21 years of age shall be served or allowed to possess alcohol in the Jones Room. The event Client is responsible for enforcement of all alcohol-related requirements for the event.
- Alcohol may not be visible or set up on bars in any rented space of the Jones Room before 5:00 p.m. or be openly displayed in any common area of the building during regular business hours. Tables may be placed and clothed ahead of time.

**EVENT DÉCOR AND STAGING RECOMMENDATIONS:**

- Helium balloons, bubble or fog machines, loose flower petals, glitter, and confetti are prohibited.
- No items may be hung from the ceiling of any space.
- No signage, decorations, frames, or other materials shall penetrate or be attached by fasteners of any kind to the walls, ceiling, floors, windows, doors, or any permanent fixtures of the Jones Room.
- A photo and brief event description may be submitted for digital signage outside the Jones Room entrances
- Open paint containers, spray paint, or other hazardous materials are not permitted in any form.
- Vendors are responsible for the set-up and removal of all event-related décor and equipment.
- The Jones Room is not responsible for loss or damage to any equipment left overnight in the building.
- If flowers or plants are provided for an event, they must be completely removed immediately after the event.
- Candles are not allowed in the room under any condition. Please use LED tea lights for floral centerpieces and all other décor.
- Use of pipe and drape must be reviewed and approved by the Jones Room and cannot block any doorways, emergency exits, stairwells, or building directional signage.
- Dance floors are not permitted.
- The Jones Room reserves the right to assess additional charges for cleaning and repair of damages caused by the client, event sponsor(s), vendors/suppliers, contractors, subcontractors, employees of any aforementioned groups, and event guests, including but not limited to carpeting, wood or painted surfaces, glass surfaces, furniture, tables/chairs, kitchen equipment, and A/V equipment. Equipment including A/V equipment removed or missing from the Jones Room will be charged to the client at full replacement value.

**EMORY UNIVERSITY INCLEMENT WEATHER POLICY**

Emory University Libraries administrators reserve the right to close the building and cancel all activities if necessary due to emergency situations and/or inclement weather. If Emory makes the decision to close due to inclement weather, the Jones Room will also close.

## EMORY UNIVERSITY FIRE CODE POLICY

Event sponsors and their vendors must abide by the City of Atlanta, DeKalb County, and state fire code regulations, including the fire code maximums for the number of people in each room and the following specific requirements:

- No equipment, signage, or installation shall block doors, egress routes, stairwells, or emergency exits.
- Sterno may be used for moderate warming during events.
- Locations for all food stations using Sterno must be approved in advance by Emory Libraires staff.
- Sterno containers need to be blown out and cooled before moving.
- Sterno containers must fit securely in Sterno holders under chafers or food service pans.
- Candles and open flames (such as with flambé and stir frying) are prohibited from use in the building.
- Propane and bottled gas are prohibited in the building.

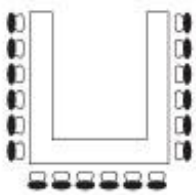
# Appendix A
## ROOM DESCRIPTION RECOMMENDATIONS:

**JONES ROOM** (FIRE CODE MAXIMUM OF 100 PEOPLE)

- (20) 5ft. Rectangular tables
- (6) Round Highboys which can be converted into cocktail rounds
- Food and beverage is permitted in this space.
- Touchscreen PC (includes wireless mouse a keyboard)
- A/V Panel **Password: 1836**
- (2) Lapel microphones
- (2) Wireless handheld microphones
- Projector
- Projector Screen
- Clicker in the podium drawer
- Videoconferencing Capabilities (including Zoom)
- (8) Videoconferencing microphones (not for amplification)
- Use of this room includes the adjoining kitchenette.

***Additional Info***

- **Set-up U** = U-Shape
- Maximum Capacity: 40



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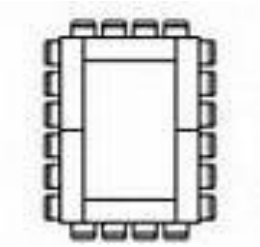
- **Set-up C** = Classroom
- Maximum Capacity: 40



****The classroom set-up has 2 chairs on one side of the table and 1 chair on each end of the table.**

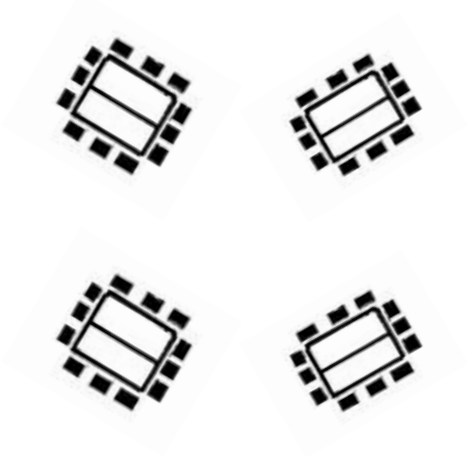
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- **Set-up B** =Boardroom
- Maximum Capacity: 44



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- **Set-up D** = Dining
- Maximum Capacity: 64



****The dining set-up only has (2) chairs on each side which is a total of (8) chairs at each table.**

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- **Set-up T =** Theater
- Maximum Capacity: 100



# Appendix B
## EMORY CONTACTS

**EVENTS MANAGER**
***Main Jones Room contact***

Ayana Bohannon
ayana.bohannon@emory.edu
404-727-7683

**EMORY STAGING**
100 Water Tower Place
Atlanta, GA 30322
404-727-7463

**EMORY TRANSPORTATION & PARKING SERVICES**
1945 Starvine Way, Suite #400B
Atlanta, Georgia 30033
404-727-7275

**WOODRUFF LIBRARY OPERATIONS/ACCESS SERVICES TEAM**
540 Asbury Cir, Level 2
Atlanta, GA 30322
Hours of Operation
404-727-2960

# Appendix C
## APPROVED CATERERS

For food drop-offs, the Client may use a vendor of choice from the established list of Emory America To Go food service providers found here. If utilizing the kitchen for an after-hours event, the Client must use a caterer from the approved list of caterers below:

**NICOLE'S EVENT CATERING**
3267 Buford Highway
Atlanta, GEORGIA 30329
nicolesevents@bellsouth.net
https://nicoleseventscatering.com/
404-321-5851

**C. PARKS CATERING** 494
Plasters Ave Atlanta, GA
30324
www.cparkscatering.com
404-872-1999

**EMORY CATERING**
569 Asbury Cir
Atlanta, GA 30328
www.emory-catering.com
404-712-8948

**SOIRÉE EVENTS**
1281 Collier Rd NW Atlanta,
GA 30318
soireecateringatlanta.com
404-467-1699

**AVALON CATERING**
2191 Briarcliff Rd NE Atlanta,
GA 30329
www.avaloncatering.com
404-728-0770

# Appendix D
## APPROVED AUDIO/VISUAL VENDORS

The Jones Room does not have staff available to set up, install, monitor, or troubleshoot A/V presentations. A/V services must be provided by one of the following vendors for an additional fee.

*****THE RECORDING SERVICE**
Atlanta, GA
Contact@TheRecordingService.com
https://www.therecordingservice.com/
770-510-3836

**TECHNICAL COMMUNICATION CONCEPTS, INC.**
209 Fulton Ct
Peachtree City, GA 30269
www.technicalcomm.com
(770) 603-8271

**REAL EYES ENTERTAINMENT**
4725 Fulton Industrial Blvd SW
Atlanta, GA 30336
www.repavservices.com
877-893-4062

**ATLANTA SOUND & LIGHT**
1400 Vijay Dr Atlanta, GA 30341
www.atlantasoundandlight.com
770-445-7695

***** The Recording Service is most acquainted with the Jones Room.**