Reserving and Programming Space in the new Atwood Addition

How do I make a reservation?
All of the spaces listed above can be reserved using 25 Live.

How do I reserve the Science Commons?
The Science Commons is the open area on the 2nd floor of Atwood encompassing the science library, the main walkways, and the Highland Bakery Café. During the day, this space is not available for events.

The Science Commons is available for events after 6pm on Mon-Fri and on weekends. If you would like to use the atrium space during your event:

1. Reserve Atwood 260, 270, and 280 using 25 Live. You must reserve all three spaces even if you do not plan to use them for your event—an event in the atrium creates enough traffic and noise that these spaces will not be usable for other purposes. If any of these spaces are NOT available, the atrium is not available.
2. Email Jan McSherry with the 25 Live reservation number for your event and “Atrium Request” in the subject line. Jan will contact you to confirm that the atrium is available. If you plan to serve hot food and/or drinks at your event, please include this information in your email.

Is there a cost for reserving chemistry spaces?
Chemistry spaces are free to members of the Emory community. However, you must provide a valid SmartKey and identify an Onsite Coordinator via 25 Live or your reservation will be rejected. Your SmartKey will only be charged if there is damage (including trash left in the space). You will be notified of any charges to your SmartKey.
Can I move the furniture for my event?
You may not move the furniture in any of these spaces. Please keep this in mind when you plan your event. The only exception is Atwood 260, the Engaged Learning Classroom. You may regroup tables and chairs in this room as long as they are returned to their original positions at the end of your event. You may not remove tables and chairs from 260 or any other space. Please do not move the soft seating and café tables in the atrium.

Can I bring in furniture from Meeting Services?
You may bring in additional furniture from Meeting Services. Please be present to meet the delivery of any additional furniture and arrange for it to be picked up in the morning by the next business day.

May I use a sound system for my event?
Lavaliere microphones are permitted in 260 and 360 at any time. Additional sound systems may only be used if your event occurs after 6 p.m. or on the weekend. Please be mindful of the fact that instruction in labs adjacent to the atrium often continues until 9pm.

What are my responsibilities as onsite coordinator?
The Onsite Coordinator listed in 25 Live will be the main point of contact for your event. The Onsite Coordinator should be present for the entire event, including set-up, any deliveries, and clean-up.

May I serve food and drinks at my event?
You may serve bottled drinks and boxed lunches in any of these spaces. If you are serving hot food and/or drink, including coffee, your food must be set up on the tile (rather than any carpeted spaces, including inside of Atwood 260, 270, 280 and 360.) If you serve food at your event, it is your responsibility to ensure that all surfaces are clean following food service. We ask that you hire custodial services to provide wire trash bins and assist with clean up at all events involving hot food and/or drinks (with the exception of boxed coffee). If trash remains after your event, custodial services will be hired at your expense.

May I serve alcohol at my event?
If you serve alcohol at your event, you must follow the Campus Life Alcohol Policy, including hiring a licensed bartender and having a card reader present to check IDs.

How can I reserve spaces not listed on 25 Live?
If you wish to reserve a space not available on 25 Live (such as the chemistry stage and courtyard, the third floor lobby, etc...) please contact our Facilities Coordinator, Jan McSherry. These spaces are available only on a case-by-case basis.

Note: The Department of Chemistry does not provide further meeting support services, such as photocopying, use of a cart, telephone or computer access, kitchen use, utensils, or other supplies.