



## Miller-Ward Alumni House Policies & Fees

### “At a Glance”

#### GENERAL POLICIES

The Miller-Ward Alumni House (MWAH) at Emory University is a nonprofit facility that serves as the official University headquarters for alumni activities and as a place for alumni, faculty, staff, and students to gather. A primary goal of MWAH is to provide an environment that fosters a sense of community through cross-generational interaction among alumni and students, thereby stimulating interest in and support of Emory.

The general-use areas on the main level of MWAH consist of a large hall (Governors Hall), with access to the Oxford Porch and Patio, suitable for meetings, receptions, and dinners; two living-room-like areas (Dooley’s Den and the Walt Davis Room) and the J. Sam Guy dining room. The upper level contains two board rooms (the Prentice Miller Room and the Jake Ward Room), one multi-function suite (the Clegg Suite) and a library (the Schley Library) suitable for meetings and meals.

#### OPERATING POLICY AND PROCEDURES FAQ:

##### ❖ What are the hours of operation?

Normal business hours for the Miller-Ward Alumni House (MWAH) are Monday–Friday from 8:00 a.m. to 5:00 p.m. Events may be held both during these business hours and outside these hours as follows:

***Events held during business hours:*** General access to the Lobby/Reception area, the Walt Davis Room, Dooley’s Den, the Oxford Porch and Patio, and the Schley Family Library will be maintained whenever an event is scheduled during normal business hours.

***Events held before normal business hours:*** These events should be scheduled to begin at 7:30 a.m. or later but may extend into the business day as required. See policy statements that follow regarding security and catering requirements and responsibilities.

***Events held after normal business hours:*** These events should end by 11:00 p.m. Exceptions must have prior written approval of the MWAH Events Coordinator. The event sponsor is responsible for ensuring that all events conclude no later than the time specified on the Facility Use Agreement. Additional charges will be incurred if an event runs beyond the time specified. See policy statements that follow regarding security and catering requirements and responsibilities.

MWAH will be locked during all non-business hours except from one-half hour prior to a scheduled function until the conclusion of that scheduled function. Arrangements for access to the facility by event setup and catering crews will be made when the schedule/reservation is confirmed.

##### ❖ How do I schedule?

All events held in the MWAH will be scheduled by the MWAH Events Coordinator in accordance with the facility policy. Room assignments will be made at the time of scheduling based on the date requested for the event, the number of guests expected, and the type of function. If the planned number of guests decreases, MWAH reserves the right to reassign the event to a more suitable space. Should the number of guests increase after a reservation is confirmed, the MWAH will make reasonable efforts to accommodate the change. Increases in the number of expected attendees may require the event sponsor to reschedule the event or restrict the number of attendees.

The Client is responsible for arranging, in accordance with this appendix, all audio-visual, food and beverage, parking services, and all other necessary vendors. Payment for these services will be arranged directly between the event sponsor and the service provider.

To schedule the facility contact Elle McDonald, Sr. Operations Manager at 404.727.9162 or [elle.mcdonald@emory.edu](mailto:elle.mcdonald@emory.edu). For clarity of communications and ease of coordination, a single contact from the sponsoring organization per scheduled event is preferred.

❖ **Do I need to pay a deposit fee?**

A facility-use deposit (which will be credited toward the final facility use fees) may be collected for all events not being paid for using an internal transfer. For events under \$500 the entire facility-use fee will be required as deposit. For events over \$500, 50 percent of the facility use fee will be required as deposit. The right to specify other forms of payment is reserved by the MWAH Events Coordinator.

Additionally, a damage deposit of \$300 will be collected. This fee will be refunded after the event if no damage to the facility, furniture, or fixtures has been sustained. This damage deposit is waived for events where payment is completed through an Emory interdepartmental transfer.

If damage occurs during an event, all charges associated with repairing the damage will be billed to the Client. Partial refunds of the damage deposit may be made after all repair work has been completed provided charges do not exceed the deposit amount. Charges exceeding the damage deposit will be billed to the Client. A minimum charge of \$100 will be levied in all cases of damage. If damage occurs during an event, the Client may be denied future use of the facility.

❖ **How do I cancel and receive refund of damage and facility use deposits?**

**Facility use deposit refunds will be made as follows:**

Cancellation 90 or more days before an event: 100%

Cancellation 30-89 days before an event: 50%

Cancellation 29 or fewer days before an event: NO REFUND

Full (100%) refund of the damage deposit will be made for all canceled events.

Full (100%) refund of the alcohol service fee will be made for all canceled events.

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 Client or Emory, will result in a full refund of the facility use deposit. Alternatively, the Client and Emory may reschedule the event at a later date mutually agreed upon by Emory 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).

❖ **What are the security fees?**

Each Client will be required to pay for building security when MWAH is used other than during normal business hours. The nature of some events may require security personnel during regular business hours. Security will be arranged by MWAH and will be present from at least one-half hour before the event through at least one-half hour after the event. Additional time may be required for events requiring extensive setup/cleanup or use of multiple function rooms. As of March 18, 2015, the security fee is \$35 per security officer per hour (or part thereof) with a four (4) hour minimum (\$100 minimum for each security officer). Security fees are subject to change without notice. This fee will be charged to the Client's final bill.

❖ **What spaces are available?**

Room Capacities and Facility Use Fees You can consult the chart in **Appendix B, Exhibit 4** for the available room and the associated facility use fee.

❖ **Are there discounts available?**

Yes. Emory departments will receive a 50 percent discount off the published rate. Emory departments will be charged the full event cost at the end of the month in which the event takes place. These fees apply to all sponsoring organizations except the EAA. MWAH has a limited supply of tables and chairs available for an event. When required, the MWAH Events Coordinator, through Emory's Division of Campus Services, will make arrangements for additional tables and chairs, set-up, breakdown, and extra janitorial service. Fees for these items will be charged to the sponsoring Emory organization directly by Campus Services and for external clients, it will be added to their final bill.

❖ **What goes into the package?**

Organizations reserving Governors Hall will have use of the Walt Davis Room, Dooley's Den, the Guy Dining Room, and the Oxford Porch and Patio at no additional charge. During business hours, sponsoring organizations do not have exclusive use of the lobby and reception area, the Oxford Porch and Patio, the Walt Davis Room, and Dooley's Den; these spaces may be informally used by other guests during the scheduled event.

❖ **What are package exceptions?**

The Oxford Porch and Patio, the Walt Davis Room, Dooley's Den, and the Schley Family Library may not be reserved individually for events. Upon special arrangement with the MWAH Events Coordinator, the Schley Family Library may be open during an event.

❖ **How do I confirm a reservation?**

Reservations will be confirmed upon receipt and acknowledgment by the MWAH Events Coordinator of an executed Facility Use Agreement and the required deposit(s).

❖ **How does payment work?**

Payment of all deposits is due at the time the event is scheduled. Confirmation will not be made until the deposits have been received. Both deposits and final payments may be made through interdepartmental account transfer or any method pre-arranged between the event sponsor and the MWAH Events coordinator.

❖ **Are there audiovisual services available?**

MWAH has permanently installed audiovisual equipment in Governors Hall, the Jake Ward Room, the Prentice Miller Room and the Clegg Suite. The audiovisual systems contain a projection screen and data projector, wireless keyboard and mouse, DVD player, PC and conference call system, all operated by a touch panel or remote. Governors Hall also has a podium, podium microphone, four handheld/wireless microphones and two lavalier microphones. The use of the equipment requires an audio-visual technician. MWAH Events Coordinators will work with the Client to arrange a supplier.

❖ **What are the food and beverage policies?**

All food and beverage service must be obtained from an approved caterer listed in **Appendix B, Exhibit 3**. Caterers must follow the guidelines set forth in **Appendix B, Exhibit 2 found in the Unabridged Catering Guidelines**.

❖ **What is the alcohol service policy?**

Alcohol service in MWAH has two options - beer and wine or a full bar. For all events where alcohol will be served, a \$100 Bar Fee will be charged and will be paid as part of the facility use deposit. This fee allows the serving of alcohol on MWAH premises during the scheduled event. This fee does not cover the Client's costs for servers or for the beverages themselves. The serving of alcohol on MWAH premises will comply with the policies of Emory University, and all city, county, and state laws governing alcoholic beverages. Due to alcohol licensing requirements, all alcoholic beverages to be served at MWAH must be purchased through MWAH. No outside alcohol (purchased or donated) may be brought onto the property.

❖ **Can I request a special order for alcohol?**

MWAH will be happy to special order alcohol for your event. The brands must be available from our established distributors. The Client will be charged for the full amount whether the alcohol is consumed or not. Unused portions of special orders, opened or unopened, will not leave the premises.

No advertising or other publicity shall directly or indirectly indicate the availability of alcohol, except to indicate age requirements for admission to an event.

Beer kegs are not allowed on MWAH premises. No individual may bring personal beer, wine, or liquor to events on MWAH premises (NO BYOB).

❖ **What if not all the guests are over 21?**

Food service, including alternative beverages, is required for all events at which alcohol (beer, wine or liquor) is served. No alcohol may be served at student events unless all of those attending are over the age of 21. At the sole discretion of the MWAH Events Coordinator, assigned EAA staff, or the designated servers, beer, wine or liquor service may be denied to anyone. All guests may be required to present a valid ID at events where alcohol is served.

All alcohol service will be discontinued thirty (30) minutes prior to the scheduled end of the event. No announcement(s) will be made.

❖ **Is it possible to book multiple concurrent events?**

Yes. Multiple events requiring catering service may be scheduled concurrently. The same caterer must be used for all events scheduled concurrently. Different caterers may be used for events separated by at least four hours (i.e., from the end of cleanup of the first event until the beginning of setup for the second event).

All involved event sponsors should ensure they and their caterer(s) have a clear understanding of the time frames to be considered.

If multiple events are scheduled concurrently, the coordinator of the first event confirmed will have preference in caterer selection.

❖ **How does event setup/cleanup operate?**

**Planning:** Details of all official events must be reviewed by the Client with the MWAH Events Coordinator and all involved staff at least three weeks prior to the event. The Client must submit a setup plan with catering and entertainment details to the MWAH Events Coordinator no later than that time.

**Setup:** For events in Governors Hall and large events on the Oxford Porch and Patio, all setup (excluding placement of food items) should be completed at least one hour prior to the scheduled beginning of the event. For events in smaller rooms, setup should be completed at least one-half hour before the event.

**Cleanup:** Although general cleanup is included in the facility use fee, the caterer is responsible for cleanup of all food related items. See **Appendix B, Exhibit 2** for details regarding caterers' responsibilities in this regard. All items related to the event must be removed immediately following the event unless prior arrangements have been made through the MWAH Events Coordinator.

❖ **What are the parking options?**

We have 97 parking spots. Contact the MWAH Events Coordinator for more parking options. Make any arrangements for parking well in advance of your scheduled event. Costs may be incurred for shuttles or other parking arrangements.

❖ **What do I need to know about liability before I book?**

Emory University through the EAA shall bear no responsibility or liability for any damage to or loss of any equipment, merchandise, or articles brought on to MWAH premises or its surrounding grounds, no matter the cause.

The Emory department or Client shall be responsible for the payment of any and all charges relating to the sponsor's event, including any costs, charges or expenses relating to any claims of third parties arising from or related to the sponsor's event.



## MEETING & RECEPTION SPACE RATES

*The capacity listed above is the maximum capacity of each space. Rate includes tables, chairs, and audiovisual equipment existing in the space. If additional equipment is needed the capacity is reduced and additional fees may apply. Please contact the Events Coordinator for specifics on room setups. Limited student organization discounts may be available. Please contact the Events Coordinator for details.*

ROOM	CAPACITY	WEEKDAY RATE		EVENINGS AND WEEKENDS FEE* (Plus Security - 4 hour minimum)	
		REGULAR	DEPARTMENT DISCOUNT	REGULAR	DEPARTMENT DISCOUNT
<b>Governors Hall</b>	120 – seated at rounds 200 – theater style 400 – standing reception (Includes adjacent public spaces)	\$300/hour	\$150/hour	\$450/hour	\$225/hour
<b>J. Sam Guy Dining Room</b>	14 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/hour
<b>Jake Ward Room</b>	12 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/hour
<b>Prentice Miller Room</b>	18 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/hour
<b>Luke Clegg Suite</b>	24 – meeting requiring a conference table, classroom style or 2 break out groups of 12 40 – lecture or presentation	\$100/hour	\$50/hour	\$200/hour	\$100/hour
<b>Schley Family Library</b>	8 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/hour

*All events in Governors Hall and meeting rooms requiring catering must include setup and breakdown time.*