

Miller-Ward Alumni House Policies & Fees



MILLER-WARD
ALUMNI HOUSE

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.

MWAH also contains the non-public administrative offices for the Emory Alumni Association (EAA). All general-use areas of the MWAH operate under the auspice of the Emory Alumni Board (EAB) of the EAA and, more specifically, the MWAH Advisory Committee, which is responsible, in conjunction with University officials, for establishing all policies, procedures, and guidelines for use of the facility. Unless otherwise stated, all general Emory University policies shall apply to the MWAH and all activities held there.

No activities, except those specifically sponsored by or coordinated through the EAA will be scheduled for the weeks prior to and following Emory Homecoming Weekend and Emory Commencement Weekend.

APPENDIX B

OPERATING POLICY AND PROCEDURES

All groups using the facility are expected to understand and agree to the policies set forth in this document prior to the reserved date being confirmed.

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.

Scheduling

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.

Regular departmental and campus meetings should continue to utilize other available campus space. The MWAH will not be available for regularly scheduled meetings. The number of events per academic year by a single organization may be limited.

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 the Miller-Ward Alumni House Events Coordinator, Amber Herring at 404.727.7052 or aherr3@emory.edu. For clarity of communications and ease of coordination, a single contact from the sponsoring organization per scheduled event is preferred.

Deposits

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.

Cancellation and 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).

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.

Room Capacities and Facility Use Fees

The chart in **Appendix B, Exhibit 6** defines the capacities of each available room and the associated facility use fee.

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.

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.

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.

Reservation Confirmation

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

Payment Arrangements

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.

Audiovisual Services

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.

Food and Beverage Service

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**.

Alcohol Service

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.

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.

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.

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

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

Multiple concurrent events

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.

Event Setup

To maintain the integrity of the MWAH, the following general guidelines govern event planning, setup and clean up.

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.

Parking

Very limited parking is available. Contact the MWAH Events Coordinator for parking options. Make any arrangements for parking well in advance of your scheduled event. Costs may be incurred for shuttles or other parking arrangements.

Liability

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.

APPENDIX B, EXHIBIT 1

OPERATING GUIDELINES

1. All Emory alumni are encouraged to visit the Miller-Ward Alumni House (MWAH) during regular operating hours and to use MWAH as a place for informal socializing. During regular business hours, all visitors are asked to register at the reception desk and receive a nametag to be worn while in the facility.
2. The MWAH cannot be utilized for partisan political activity, political or interest group fundraisers. MWAH cannot be used for for-credit, academic classes. All events are intended for those over the age of 18—no children’s birthday parties, sweet 16 parties or bar/bat mitzvahs.
3. Events must be sponsored, organized, and conducted by the same organization. No Client may reserve the facility for a third party. Approved Clients are as follows: University departments, current students, alumni of the University, faculty and staff employed by the University and their immediate family members (daughters, sons, granddaughters, and grandsons).
4. Events held in MWAH should be by invitation only. Events open to the public or by general announcement are subject to the prior approval of the EAA. A copy of any invitation or announcement for an event must be provided to the EAA prior to the event.
5. No advertising or other publicity shall directly or indirectly indicate the availability of beer and/or wine beverages, except to indicate age requirements for admission to an event.
6. Clients should request that invited guests conform to an appropriate standard of personal appearance and attire when attending events at the MWAH. Shoes and shirts are required at all events. Theme parties must be approved, in advance, by the MWAH Events Coordinator.
7. A person under the auspice of the Client must be present at the event from thirty (30) minutes prior to the beginning of the event, until the event is completed. The name of this person must be provided to the MWAH Events Coordinator at least 10 business days before the event.
8. The Client is responsible for any and all damages to the building and its furnishings.
9. The EAA reserves the right to reassign an event to a room different from that reserved if reassignment is more suitable for the number of guests guaranteed.
10. Moving furniture and/or piano in the MWAH is not permitted.
11. Posters, charts, signs, decorations or other items may not be attached to walls, doors, pillars, stairways, or hung from the ceiling or light fixtures.
12. Glitter, table sprinkles, and confetti are not allowed. No rice or birdseed will be permitted. Bubbles and flower petals are allowed outside the building.
13. Florists must arrive with centerpiece/decorations already assembled.
14. The client is responsible for hiring a separate coordinator to direct all wedding ceremony and reception activities if the chosen caterer does not offer this service.

16. Candles must be enclosed in glass. Open flames are not permitted inside or outside MWAH. A cleaning charge of at least \$100 will be assessed if candle wax is dropped on carpets, tables, chairs, linens or walls or if soot appears on the walls or curtains.
17. No storage space is available for event materials prior to, during, or after an event. The Client must arrange for materials to be delivered during the allocated setup time and removed immediately after an event.
18. All food and beverages consumed in MWAH must be provided by an approved caterer; provided, however, that in the case of alcoholic beverages, such beverages must be purchased from the MWAH. Food and beverage plans must be reviewed with and all alcoholic beverage purchase arrangements must be made through the MWAH Events Coordinator no less than three weeks prior to an event. MWAH reserves the right to request modification to any plans which are deemed inappropriate.
19. Strict compliance with the alcohol service policy in the main section of this appendix (**Appendix B**) is required.
20. The MWAH is in compliance with the Americans with Disabilities Act (ADA).
21. Except those used by persons with disabilities, no animals are allowed inside or on the grounds.
22. The MWAH is a smoke-free environment. No tobacco products may be used within the facility or within proximity to any entrance to the building.
23. Bicycles, skateboards, and roller blades are not allowed inside the building, on the patio, or in the garden area. A bike rack is available in the covered garage.
24. All events involving music must have prior approval from the MWAH Events Coordinator. Amplification of music outside the building is prohibited. A limit of three string instruments will be permitted outside. The sponsor is responsible for compliance with the DeKalb County Noise Ordinance. Indoor music must be contained indoors – i.e. the patio doors must remain closed when music is playing.
25. When a Client plans to include dancing as part of an event, a dance floor with a protective pad must be rented to be placed over the carpet surface. All dance floors must be installed and removed by a qualified vendor. Clients and guests are not allowed to reposition any dance floor.
26. Guests should not reprimand any catering, security, or other contract employee. All complaints or suggestions should be directed to the Client or their on-site representative.
27. Third-party service providers must be familiar with these MWAH Operating Guidelines. The MWAH Events Coordinator must be given copies of their business licenses and certificates of insurance at least three weeks prior to an event.
28. The EAA is not responsible for damages or injury to persons caused by florists, musicians, or other outside contractors arranged by the sponsor.
29. MWAH is not responsible for lost or stolen items.

30. During an event, MWAH is not responsible for disturbances from outside noise or from other events.

31. In the event of severe weather, MWAH will make every attempt to remain open. MWAH will close when the University closes for inclement weather.

32. Parking conditions are not guaranteed.

33. All non-reserved public spaces and all administrative offices are off-limits to the event sponsor, sponsor's guests, and independent contractors.

34. Copiers, fax machines, staff telephones, staff computers, staff coffee break areas, equipment, and supplies, will not be available to event participants. The Client must make all necessary arrangements for catering, AV, flip charts, pads/pencils, etc.

35. Emory staff members not involved with an event are not to be asked to provide event support.

36. The following are specific guidelines regarding care and use of the piano located in Governors Hall.

a. The piano will remain in its designated location in Governors Hall at all times.

b. When not in use; the piano will remain covered and locked.

c. Nothing, including flower arrangements, shall be placed on the piano (whether covered or uncovered) at any time.

d. During events, the piano will only be played by a musician specifically engaged for the event.

e. At the conclusion of an event the felt covering the keyboard will be properly placed over the keys, the piano locked, and the instrument covered. The key will be returned as specified by the Events Coordinator. The key will not be taken from the premises.

APPENDIX B, EXHIBIT 2

CATERING GUIDELINES

Caterers should follow the guidelines under event setup in Appendix B. Additional time can be arranged for caterers to have necessary preparation time. Other guidelines for caterers follow:

1. Caterers who have not used the Miller-Ward Alumni House (MWAH) catering kitchen must visit the facility at least ten (10) business days before the scheduled event for facility orientation and a tour. At that time the caterer must provide the MWAH Events Director copies of their business license, their certificate of liability insurance, and their Georgia Department of Health certificate. Caterers will be required to sign the statement regarding liability and insurance.
2. Caterers must be thoroughly familiar with the MWAH alcohol policy and must provide the MWAH Events Director with appropriate licenses (pouring, etc.) when required.
3. Designated servers of alcoholic beverages may at their discretion deny alcohol service to anyone in attendance at an event. (Prudence suggests that the caterer immediately inform the event sponsor whenever such action has occurred.)
4. All catering staff personnel must be clearly identified.
5. Caterers are responsible for the supervision and conduct of their employees and all subcontractors.
6. The MWAH Events Coordinator must approve theme decorations, in advance.
7. Moving furniture in the MWAH is not permitted. Setup of service tables or dining tables/chairs may be required. Specific setup arrangements should be clearly understood by the caterer, the MWAH Events Coordinator, and the Client.
8. Posters, charts, signs, decorations or other items may not be attached to walls, doors, pillars, stairways, or hung from the ceiling or light fixtures.
9. Glitter, table sprinkles, and confetti are not allowed. No rice or birdseed will be permitted. Bubbles and flower petals are allowed outside of building.
10. Candles must be enclosed in glass. Open flames are not permitted inside or outside MWAH.
11. No storage space is available for event materials prior to, during, or after an event. All materials are to be delivered during the allocated set-up time and must be collected and removed from MWAH at the conclusion of an event or in accordance with any special arrangements made with the MWAH Events Coordinator.
12. No tableside cooking is allowed. Electric or Sterno warming trays may be used as required. Electrical cords must not cross any area accessible to guests. Service station cooking is allowed, provided the surrounding area (floors, walls, furniture) is well protected from possible spills, etc. The MWAH reserves the right to require modification to any service plan/setup deemed unsafe.
13. Caterers are required to place an adequate number of busing trays or attractive trash receptacles in all event spaces and have a plan for removal and replacement as required.

14. At the conclusion of events, caterers are required to deposit all trash and recycling in the assigned outside area, insuring containers are closed and secure. Entrance to and exit from the kitchen for trash disposal and recycling will be through the elevator to the MWAH lower level and around the building to the trash repository. Catering residue will not be carried through the lobby or administrative areas.

15. No trash receptacles are to be left in public spaces at the conclusion of events.

16. All ice containers will be collected from the event spaces. Ice will be discarded.

17. The catering kitchen and dish room must be cleaned: all counters must be wiped down and appliances turned off. Kitchen floors must be swept and mopped.

18. Caterers must have a clear understanding with the event sponsor and the MWAH Events Coordinator regarding responsibility for setting up and returning tables and chairs to their appropriate storage area.

19. The catering staff must be observant for busing needs. Unattended beverage containers or used plates, etc., that have not been placed on a busing tray are to be picked up regularly and frequently throughout the event. Adequate napkins are to be provided to prevent sweating beverage containers from being placed on wood furniture.

20. The following are specific guidelines regarding care and use of the piano located in Governors Hall.

a. The piano will remain in its designated location in Governors Hall at all times.

b. When not in use; the piano will remain covered and locked.

c. Nothing, including flower arrangements, shall be placed on the piano (whether covered or uncovered) at any time.

d. During events, the piano will only be played by a musician specifically engaged for the event.

e. At the conclusion of an event the felt covering the keyboard will be properly placed over the keys, the piano locked, and the instrument covered. The key will be returned as specified by the Events Coordinator. The key will not be taken from the premises.

APPENDIX B, EXHIBIT 3 APPROVED CATERERS

*The use of a caterer not listed here must be approved by the Miller-Ward Alumni House and a kitchen rental fee of \$800.00 will apply.



Affairs to Remember

404.872.7859

Contact: [Rich Wilner](mailto:Rich.Wilner@affairs.com)
affairs.com



Emory Catering

404.712.8948

Contact: catering@emory.edu
emory.catertrax.com



Avalon Catering

404.728.0770

Contact: [Ann Beaman](mailto:Ann.Beaman@avaloncatering.com)
avaloncatering.com



Nicole's Events

404.321.5851

Contact: [Miguel Fernandez](mailto:Miguel.Fernandez@nicoleseventscatering.com)
www.nicoleseventscatering.com



Bold American

404.815.1178

Contact: [Michelle Michelman](mailto:Michelle.Michelman@boldamerican.com)
boldamerican.com



Proof of the Pudding

Phone: 404.898.1749

Contact: [Jeffrey Hollington](mailto:Jeffrey.Hollington@proofpudding.com)
www.proofpudding.com



C. Parks Catering & Events

404.872.1999

Contact: [Russell Wash](mailto:Russell.Wash@cparkscatering.com)
cparkscatering.com



Soiree Catering & Events

404.467.1699

Contact: [Larry Couzens](mailto:Larry.Couzens@soireecateringatlanta.com)
soireecateringatlanta.com

APPENDIX B, EXHIBIT 4 MEETING AND RECEPTION SPACE RATES

All events in Governors Hall and meeting rooms requiring catering must include setup and breakdown time. Internal transfers will receive 50% off the published rate below.*

ROOM	CAPACITY	WEEKDAY RATE* (No additional security required)	EVENINGS AND WEEKENDS FEE* (Plus Security - 4 hour minimum)
Governors Hall	120 – seated at round tables of 10 200 – theater style 400 – standing reception (Includes adjacent public spaces)	\$300 per hour	\$450 per hour
J. Sam Guy Dining Room	14 – seated meal or meeting requiring a conference table	\$80 per hour	\$150 per hour
Jake Ward Room	12 – seated meal or meeting requiring a conference table	\$80 per hour	\$150 per hour
Prentice Miller Room	18 – seated meal or meeting requiring a conference table	\$80 per hour	\$150 per hour
Luke Clegg Suite	24 – meeting requiring a conference table, classroom style or 2 break out groups of 12 40 – lecture or presentation	\$100 per hour	\$200 per hour
Schley Family Library	8 – seated meal or meeting requiring a conference table	\$80 per hour	\$150 per hour

**Rates are subject to change.*

Limited student organization discounts may be available. Please contact the events coordinator for details.

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.