

Procedures and Guidelines for Reserving Space on the Quadrangle (Quad)

Updated – 2/18/2025

Overview

The Quadrangle (“Quad”) is commonly regarded as one of the most historically significant locations on Emory’s Atlanta campus. Since 1916, the Quad has functioned as the symbolic heart of Emory University’s academic life, the site of rich ceremonial traditions, and the place where the campus community gathers. Like all spaces on Emory’s campuses, the Quad is private property and is intended for the enjoyment and benefit of all members of the Emory community.

Emory University schools, colleges, departments and recognized student organizations with a verified University speed-type are eligible to submit a request to reserve the quad for specific meetings or events. Functions that restrict participation through the use of guest lists, admissions fees, or affiliation with a particular school, department or recognized student organization are generally not permitted. The University reserves the right to decline reservation requests.

The University acknowledges that the Respect for Open Expression Policy permits impromptu expression, dissent, and protest. Although impromptu protests may occur on the Quad, they may not unreasonably interfere with pre-scheduled meetings or events or essential operations of the University. When necessary, impromptu protests may be relocated to other areas on campus.

Process

Event requests must be submitted online at least 15 business days prior to the event date via a space reservation form at: <https://rsvp.emory.edu/quadrangle> and must include an authorized speed-type. If approved, a confirmation email will be sent, which may take five business days to process and review. If the planned scope, media interest, or purpose of the event changes, the University reserves the right to require the event to be moved to a more appropriate venue.

Event Logistics and Hours

Approved events must begin no earlier than 7am and be fully concluded by midnight. This includes all vendors and approved rentals for the event. Next day rental pick up may be arranged with the University in advance on a case-by-case basis.

Reservations may be limited or not permitted on the Quad during certain times of the year because of annual University events and routine maintenance of the grounds. These include, but are not limited to:

- a. undergraduate student orientation through the first week of classes (August)
- b. homecoming (October)
- c. final examinations
- d. commencement, including setup (April - May)
- e. grass reseeded, tree maintenance, or other campus services projects
- f. campus holidays, recesses, etc. or anytime the University is closed

Requests that meet the requirements will also be assessed for feasibility, including impact to grounds and other campus services (e.g. electrical, water, etc.). To ensure a wide variety of events, multiple-day events or more than two reservations in week or five in a month are typically not permitted. The following are also prohibited unless explicit authorization has been given:

- a. alcohol
- b. amplified sound
- c. candles, lamps, and open flame sources (including chafing fuel or similar open flame devices)
- d. stakes, flags, and other items placed into the ground
- e. tents and canopies
- f. temporary structures (art installations, inflatables, stages, etc.)
- g. generators/power supplies
- h. vehicles

The event organizer must attend the event in its entirety (from load-in until load-out is complete) and serve as the primary point of contact for the University and is responsible for ensuring all reservation guidelines are followed. If the reserving group is a recognized student organization, the faculty or staff advisor is also required to attend and ensure that all reservation guidelines are followed. Additional responsibilities for the event organizer and faculty/staff advisor (for registered student organizations):

- a. guarantee that the event has sufficient staffing, including security and campus services staff to maintain order, safety, and security, and to prevent damage.
- b. ensure that the event concludes no later than the pre-approved ending time.
- c. ensure that the space is completely cleaned (including the removal of trash, compost, and recycling materials) and returned to the previous condition.
- d. arrange audio-visual, food, and beverage (from University-approved caterers listed in Americas2Go), parking services, and all other necessary vendors, if applicable.
- e. render payment of all charges relating to the organizer's event, including any costs, charges, expenses, or fees arising from or related to the event (payment for services must be arranged directly between the event organizer and the service provider).

Event organizers and event attendees utilizing the Quad must abide by all applicable laws and Emory University policies and guidelines, including but not limited to student or employee codes of conduct, tobacco free environment policy, alcohol and drug abuse policy, respect for open expression policy, and posting guidelines and practices.

Cancellations

Please notify us as soon as possible if your event is canceled or postponed so the space can be rebooked. The University reserves the right to cancel any event at any time due to unforeseen circumstances, inclement weather, scheduling conflicts, public safety concerns, or University emergencies. The event organizer remains responsible for any associated costs from service providers resulting from cancellation for any reason.