

Emory University

Miller-Ward Alumni House

General Policies

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

This document outlines the general policies of the Miller-Ward Alumni House and may be amended from time to time only by appropriate action of the Emory Alumni Board of the Association of Emory Alumni (AEA). **Appendix A** outlines procedures for donating furniture, art works, and artifacts/memorabilia. The policies and procedures related to day-to-day operations are defined in **Appendix B** and may be amended by the MWAH Advisory Committee and/or the AEA staff as experience and economics dictate.

The general use areas on the main level of The Miller-Ward Alumni House 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 Sam Guy dining room. The upper level contains two board rooms (the Prentice Miller Room and the Jake Ward Room) suitable for meetings and meals; the Schley Family Library, which holds Emory yearbooks and books by Emory Alumni authors; the Luke Clegg Career Center; the Townshend Budd Lobby; and, the Cleburne E. Gregory, Jr. Gallery.

The Miller-Ward Alumni House also contains the non-public administrative offices for the Association of Emory Alumni, the Emory Annual Fund, the Emory Parent Program and the Alumni Career Network.

All general use areas of the MWAH operate under the auspices of the Emory Alumni Board of the Association of Emory Alumni 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. The Miller-Ward Alumni House is not a full service conference center and does not have accommodations for overnight guests. The administrative staff housed in the Miller-Ward Alumni House does not provide support for meetings held in the facility. [Please carefully refer to the **Operating Policy/Procedures (Appendix B)** regarding audio-visual equipment, catering guidelines, and business services in order to insure an appropriate expectation level.] The operation of the Miller-Ward Alumni House is strictly non-profit but the Association of Emory Alumni may charge appropriate and necessary fees to cover facility-use expenses such as janitorial services, wear and tear on the facility, costs associated with alcohol service, and security. These fees are outlined in the operations appendix (**Appendix B**) of this document.

Use of Facilities and Priorities

The Miller-Ward Alumni House will operate with the following priorities, listed in order:

1. Alumni functions sponsored by the Association of Emory Alumni or the Emory Annual Fund.
2. Alumni functions sponsored by the official alumni organizations of the constituent schools of the university.
3. Alumni functions with a university-wide constituency. For example, The University Chorus.
4. Official University, alumni, and functions for Emory University donors sponsored by the Senior Vice President for Development and University Relations and/or offices of Development and University Relations throughout the University.
5. Official University functions sponsored by the President or Provost of the University or other members of the President's Cabinet.
6. Official University functions sponsored by the Deans of the constituent schools of the university, the Vice President and Dean for Campus Life, or heads of University Departments.

Prior to the beginning of each academic year, the MWAH Facility Director will be responsible for reserving all dates required for major AEA activities and major Emory Annual Fund activities for the coming academic year. The AEA staff will work with the alumni bodies of the constituent schools, the President's and Provost's offices, and the office of the Senior Vice President for Institutional Advancement to coordinate dates that will be required for their use.

No activities, except those specifically sponsored by or coordinated through the AEA or the Emory Annual Fund, will be scheduled for the weeks prior to and following Emory's annual Emory Weekend, Homecoming, and Family Weekend. A facility open house should be scheduled during at least once a year. Class reunion parties may be scheduled during Emory Weekend with the fiftieth (50th) and twenty-fifth (25th) year College and Business School reunion classes having priority consideration. Class reunion parties may be scheduled during Homecoming Weekend. The fiftieth (50th) class reunion and Corpis Cordis Aureum activities will be scheduled during Emory Weekend.

All other events will be scheduled no more than six months (180 days) in advance. In extremely unusual or emergency circumstances, the AEA reserves the right to preempt a date no less than three months (90) days in advance of the scheduled function if the facility is needed for Association of Emory Alumni or Emory Annual Fund events.

Events may not be scheduled by non-university organizations or for personal use.

No events with any commercial component may be scheduled. Official functions of the Association of Emory Alumni or the Emory Annual Fund (e. g. Emory Travel Program) are exempt from this restriction.

The Miller-Ward Alumni House will NOT be used as a meeting facility for non-Emory organizations as a 'good-will' gesture. A compelling interest of the University must be served.

Appendix B

Operating Policy/Procedures

The Miller-Ward Alumni House (MWAH) is a non-profit facility whose purpose is to provide the official University headquarters for alumni activities and a place for alumni, faculty, staff, and students to gather. The Miller-Ward Alumni House contains public spaces suitable for meetings, receptions, and other special events and the non-public administrative offices for the Association of Emory Alumni, the Emory Annual Fund, the Emory Parent Program and the Alumni Career Network.

The operation of the Miller-Ward Alumni House is strictly non-profit. This operations policy is set forth to help insure that proper expectation levels are set for all groups who use the facility. The Miller-Ward Alumni House is not a full service conference facility and does not have accommodations for overnight guests. 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 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, the Schley Family Library, the Luke Clegg Career Center, the Cleburne E. Gregory Gallery, and the Townshend Budd Lobby 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 Facility Director. The event sponsor is responsible for ensuring that all events conclude no later than the time specified on the Facility Use Agreement (**Appendix B, Exhibit 3**). Additional charges may be incurred if an event runs beyond the time specified. See policy statements that follow regarding security and catering requirements and responsibilities.

The Miller-Ward Alumni House 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 Miller-Ward Alumni House will be scheduled by the MWAH Facility Director 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, the Miller-Ward Alumni House reserves the right to reassign the event to a more suitable space. Should the number of guests increase after a reservation is confirmed, the Miller-Ward Alumni House 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.

Except for events sponsored by the Association of Emory Alumni or the Emory Annual Fund the facility may be scheduled no more than six months (180 days) in advance. In extremely unusual or emergency situations, the AEA reserves the right to preempt a date no less than three months (90 days) in advance of the scheduled function if the facilities are needed for Association of Emory Alumni or Emory Annual Fund events.

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 event sponsor is responsible for arranging, in accordance with this appendix, all audio-visual, food and beverage, and parking services. 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 Facility Director, Missy Rodil, at 404/712-8995 or mrodil@emory.edu or through the Association of Emory Alumni at 404/727-6400. For clarity of communications and ease of coordination, a single contact from the sponsoring organization per scheduled event is preferred.

Facility Use Fees

The operation of the Miller-Ward Alumni House is strictly non-profit. However, facility use fees to cover items such as wear-and-tear and basic janitorial service will be charged for all events held in the Miller-Ward Alumni House except for those events sponsored by the Association of Emory Alumni or Emory Annual Fund. Any costs for items such as additional setup, staging, or custodial services will be charged to the sponsoring organization directly by the Facilities Management Division (FMD).

Deposits

A facility use deposit (which will be credited toward the final facility use fees) will be collected for all events not sponsored by the Association of Emory Alumni or Emory Annual Fund. For events under \$500 the entire facility use fee will be required as deposit. For events over \$500, 50% of the facility use fee will be required as deposit. Interdepartmental transfer deposits will be debited when the executed Facility Use Agreement is acknowledged by the MWAH Facility Director. The right to specify other forms of payment is reserved by the MWAH Facility Director.

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 through an Emory interdepartmental transfer.

If damage occurs during an event, all charges associated with repairing the damage will be billed to the sponsor. 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 sponsor. A minimum charge of \$100 will be levied in all cases of damage.

If damage occurs during an event the sponsor may be denied future use of the facility.

Alcohol Service Fee

Alcohol service in the Miller-Ward Alumni House is limited to beer and/or wine only. For all events where beer or wine will be served, a \$50 Alcohol Service Fee will be charged and will be paid as part of the facility use deposit. This fee allows the serving of beer or wine on Miller-Ward Alumni House premises during the scheduled event. This fee does not cover the sponsor's costs for servers or for the beverages themselves. All beer or wine service must comply with the Miller-Ward Alumni House operations policy on food and beverage service. Due to alcohol licensing requirements, all alcoholic beverages to be served at the Miller-Ward Alumni House must be purchased through the Miller-Ward Alumni House. Arrangements for alcoholic beverages must be made through the MWAH Facility Director at the time of schedule confirmation. A list of available alcoholic beverages is available from the Facility Director. All alcohol orders must be submitted to the Facility Director no less than two weeks from the date of the event.

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 will receive a full refund of the facility use deposit. Refunds of deposits paid to caterers and other outside contractors are to be resolved between the event sponsor and the outside contractor(s).

Security Fees

Each sponsor will be required to pay for building security when the Miller-Ward Alumni House 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 the Miller-Ward Alumni House 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 this date (January 1, 2007), the security fee is \$20 per security officer per hour (or part thereof) with a four (4) hour minimum (\$80 minimum for each security officer). Security fees are subject to change without notice.

Room Capacities and Facility Use Fees

The following chart defines the capacities of each available room and the associated facility use fee. The facility use deposit, paid at the time of confirmation, will be credited against these facility use fees. These fees apply to all sponsoring organizations except the Association of Emory Alumni and the Emory Annual Fund. The MWAH has a limited supply of tables and chairs available for an event. These will be provided at no-charge. When required, the MWAH Facility Director, through Emory's Facility Management Division (FMD), 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 organization directly by FMD. In some situations, the sponsor's chosen caterer may provide the necessary set-up and breakdown; this will be determined at the time the facility reservation is confirmed. In these situations the caterer will follow the guidelines defined in **Appendix B, Exhibit 2**.

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, Dooley's Den, the Townshend Budd Lobby, or the Cleburne E. Gregory Gallery and 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, the Schley Family Library, and the Luke Clegg Career Center may not be reserved for events. Upon special arrangement with the MWAH Facility Director, the Schley Family Library may be open during an event.

Reservation Confirmation

Reservations will be confirmed upon receipt and acknowledgment thereof by the MWAH Facility Director of an executed Facility Use Agreement (see **Appendix B, Exhibit 3**) and the required deposit(s). Interdepartmental transfer deposits will be debited when the executed Facility Use Agreement is acknowledged by the MWAH Facility Director. Reservations will be held without receipt of the executed Facility Use Agreement for no longer than two (2) weeks at which time the reservation will be canceled without notice.

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 Facility Director.

Audio-Visual Services

The Miller-Ward Alumni House has permanently installed front projection screens in Governors' Hall and the Jake Ward Room. Audio equipment with a microphone is provided in Governors' Hall. No other audio-visual equipment is available in the Miller-Ward Alumni House. Sponsors must arrange for any other audio-visual equipment through a supplier from the approved list provided in **Appendix B, Exhibit 5**. This includes flip-chart easels, markers, and paper.

Food and Beverage Service

All food and beverage service must be obtained from an approved caterer listed in **Appendix B, Exhibit 4**. Caterers must follow the guidelines set forth in **Appendix B, Exhibit 2**.

Alcohol Service: Alcohol service in the Miller-Ward Alumni House is limited to beer and/or wine only. For all events where beer or wine will be served a \$50 Alcohol Service Fee will be charged and will be paid as part of the facility use deposit. This fee allows the serving of beer or wine on Miller-Ward Alumni House premises during the scheduled event. This fee does not cover the sponsor's costs for servers or for the beverages themselves. The serving of alcohol on Miller-Ward Alumni House 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 the Miller-Ward Alumni House must be purchased through the Miller-Ward Alumni House.

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

Food service, including alternative beverages, is required for all events at which alcohol (beer or wine) is served. Neither beer nor wine may be served at student events unless all of those attending are over the age of 21.

At the sole discretion of the MWAH Facility Director, assigned Association of Emory Alumni Staff, or the designated servers, beer or wine service may be denied to anyone.

All guests may be required to present a valid ID at events where alcohol (beer or wine) is served.

Beer kegs are not allowed on Miller-Ward Alumni House premises. No individual may bring personal beer or wine to events on Miller-Ward Alumni House premises (NO BYOB).

All beer and wine 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 clean up 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 Miller-Ward Alumni House, the following general guidelines govern event planning, setup and clean up.

Planning: Details of all official events must be reviewed by the event sponsor with the MWAH Facility Director and all involved staff at least three days prior to the event. The event sponsor must submit a setup plan with catering and entertainment details to the MWAH Facility Director 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 clean up 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 Facility Director.

Parking

Very limited parking is available. Contact the MWAH Facility Director 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 its Association of Emory Alumni (AEA) shall bear no responsibility or liability for any damage to or loss of any equipment, merchandise, or articles brought on to the premises of the Miller-Ward Alumni House or its surrounding grounds, no matter how caused.

The Emory University department or organization sponsoring the event 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 University alumni are encouraged to visit the MWAH during regular operating hours and to use the 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, or any event resulting in financial gain for the sponsoring organization. The MWAH cannot be used for for-credit, academic classes.
3. Events must be sponsored, organized, and conducted by the same organization. No sponsor may reserve the facility for a third party.
4. Events will be scheduled for a maximum of one (1) day.
5. Events held in the MWAH should be by invitation only. Events open to the public or by general announcement are subject to the prior approval of the AEA. A copy of any invitation or announcement for an event must be provided to the AEA prior to the event.
6. 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.
7. Sponsors 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 Facility Director.
8. A person under the auspices of the event sponsor 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 Facility Director at least three business days before the event.
9. The sponsoring organization is responsible for any and all damages to the building and its furnishings.
10. The Association of Emory Alumni 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.
11. Moving furniture in the MWAH is not permitted.
12. Posters, charts, signs, decorations or other items may not be attached to walls, doors, pillars, stairways, or hung from the ceiling or light fixtures.
13. Glitter, table sprinkles, and confetti are not allowed.
14. Candles must be enclosed in glass. Open flames are not permitted inside or outside the 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.
15. No storage space is available for event materials prior to, during, or after an event. Sponsors must arrange for materials to be delivered during the allocated set-up time and removed immediately after an event.
16. All food and beverage consumed in the 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 Facility Director at the time of schedule confirmation. The Miller-Ward Alumni House reserves the right to request modification to any plans which are deemed inappropriate.
17. Strict compliance with the Alcohol Service policy in the main section of this appendix (**Appendix B**) is required. Alcohol service in the Miller-Ward Alumni House is limited to beer and/or wine only.
18. The MWAH is in compliance with the Americans with Disabilities Act.
19. Except those used by persons with disabilities, no animals are allowed inside or on the grounds.
20. The MWAH is a smoke-free environment. No tobacco products may be used within the facility or within close proximity to any entrance to the building.
21. Bicycles, skateboards, and roller blades are not allowed inside the building, on the patio, or in the garden area.
22. All events involving music must have prior approval from the MWAH Facility Director. Amplification of music outside the building is prohibited. The sponsor is responsible for compliance with the DeKalb County Noise Ordinance.
23. When a sponsor 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. Event sponsors and guests are not allowed to reposition any dance floor.
24. Guests should not reprimand any catering, security, or other contract employee. All complaints or suggestions should be directed to the event sponsor.
25. Third party service providers must be familiar with these MWAH Operating Guidelines. The MWAH Facility Director must be given copies of their business licenses and certificates of insurance at least one week prior to an event.
26. The AEA is not responsible for damages or injury to persons caused by florists, musicians, or other outside contractors arranged by the sponsor.
27. The MWAH is not responsible for lost or stolen items.
28. During an event, the MWAH is not responsible for disturbances from outside noise or from other events.
29. In the event of severe weather, the MWAH will make every attempt to remain open. The MWAH will close when the University closes for inclement weather.
30. Parking conditions are not guaranteed.
31. All non-reserved public spaces and all administrative offices are off-limits to the event sponsor, sponsor's guests, and independent contractors.
32. Copiers, fax machines, staff telephones, staff computers, staff coffee break areas, equipment, and supplies, will not be available to event participants. The event sponsor must make all necessary arrangements for catering, AV, flip charts, pads/pencils, etc.
33. Emory staff members not involved with an event are not to be asked to provide event support.
34. 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 Facility Director. 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 MWAH catering kitchen must visit the facility at least five (5) business days before the scheduled event for facility orientation and a tour. At that time the caterer must provide the MWAH Facility 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 attached statement regarding liability and insurance.
2. Caterers must be thoroughly familiar with the MWAH alcohol policy and must provide the MWAH Facility 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 sub-contractors.
6. The MWAH Facility Director must approve theme decorations, in advance.
7. Moving furniture in the MWAH is not permitted. Set-up of service tables or dining tables/chairs may be required. Specific set-up arrangements should be clearly understood by the caterer, the MWAH Facility Director, and the event sponsor.
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.
10. Candles must be enclosed in glass. Open flames are not permitted inside or outside the 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 the MWAH at the conclusion of an event or in accordance with any special arrangements made with the MWAH Facility Director.
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/set-up 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 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 Facility Director 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. which 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 Governor's 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 Facility Director. The key will not be taken from the premises.

Miller-Ward Alumni House
Caterer's Insurance/Liability Statement

The undersigned Caterer, hereby agrees to abide by and to ensure that its employees and agents abide by all applicable policies and procedure for events held in the Miller-Ward Alumni House (MWAH), copies of which policies and procedures have been provided to Caterer, and which Caterer certifies it has read and understands. Caterer agrees to hold harmless and indemnify Emory University and its Association of Emory Alumni and any trustees, directors, officers, employees or agents thereof from and against any and all claims, damages, expenses or costs (including court costs or attorneys fees) arising out of or related to Caterer, or its agents or employees activities on or about the premises of the Miller-Ward Alumni House (MWAH). Caterer agrees to have general liability insurance covering its activities at the MWAH with limits of at least \$1 million per occurrence/\$3 million aggregate, as well as employers liability, workers compensation, and automobile liability insurance with the statutorily required limits. Said insurance shall be with a carrier licensed to do business in the State of Georgia and acceptable to Emory University. At least 15 days prior to the event, caterer shall provide MWAH with a certificate of insurance evidencing such coverage (and in the case of general liability insurance, naming Emory University as an additional insured), and providing that Emory will receive advance written notice of any cancellation or reduction of said insurance.

Caterer:

By:

Title:

Date:

Approved Caterers

Affairs to Remember

680 Ponce de Leon Avenue
Atlanta, GA 30308

Phone (404) 872-7859
Fax (404) 876-6314
Email rich@affairs.com
Contact: Rich Wilner
Website: www.affairs.com

Emory Catering

569 Asbury Circle
Atlanta, GA 30322

Phone (404) 727-8011
Fax (404) 712-8902
Email klambui@emory.edu
Contact: Kathy Lambui
Website: www.campuslife.emory.edu/sodexho/catering/catering.html

Nicole's Events

1658 Beacon Hill Drive
Atlanta, GA 30329

Phone (404) 321-5851
Fax (404) 633-3032
Email nicolesevents@bellsouth.net
Contact: Miguel Fernandez
Website: www.nicolesevents.com

Appendix B, Exhibit 3
Miller-Ward Alumni House Facility Use Agreement

Association of Emory Alumni

DATE OF REQUEST: _____

Thank you for your interest in the Miller-Ward Alumni House. Please complete all information and fax to the Miller-Ward Alumni House Facility Director, Missy Rodil at (404)727-2557. The request may be e-mailed to mrodil@emory.edu. This request is not confirmed until you have received a confirming acknowledgment from the MWAH Facility Director. If confirmation or notice that confirmation will not be granted has not been received within 5 business days of submitting your request, please contact the MWAH Facility Director at the above e-mail or by phone 404/712-8995.

Submission of this request certifies that the sponsoring organization has read and agrees to all operating policies and guidelines contained in Appendix B of the Miller-Ward Alumni House Facility Policy.

Organization and Function Information

Sponsoring Organization: _____

Sponsoring Official/Signature: _____

Type of Function _____

Space Requested**: _____ Estimated Number of Guests***: _____

Day/Date Requested: _____ Alternate: _____

Arrival Time: _____ Departure time: _____

Will food or beverages be served? _____ Alcoholic Beverages? _____

See Facility Director for a list wine list - all alcohol must be purchased through the MWAH.

Caterer, if known: _____

See Facility Director for a list of approved caterers.

Security Personnel Required: _____ A/V Required: _____ A/V Vendor, if known: _____

All A/V and office supply type needs are the responsibility of the sponsoring organization. See list for approved A/V providers.

Contact Information

Event Sponsor/Contact Name: _____ On-Site Contact: _____

Phone Number: _____ FAX Number: _____

E-Mail Address: _____

Emory or Mailing Address: _____

Accounting Information

Emory Account Number: _____

Other Payment Method - Type and Account Number: _____

Setup and Special Requests

Please briefly describe your desired room setup (attach a diagram if appropriate)**.

**Requests should be made a minimum of 14 days prior to the desired event date.
Please submit your room setup requirements as soon as possible but not later than three days prior to your event.
Any change in estimated number of guests must be conveyed to MWAH Facility Director immediately.**
Appendix B, Exhibit 4

Appendix B, Exhibit 5

Approved Audio-visual Suppliers

Larry Wagner
Phone (404) 727-9797

Spectrum Productions

Ernie Dale

Phone (770) 492-9196 x104

SSI Production Services Inc.

Jeff Robertson

Phone (770) 986-0346 x 113

Hourly and block (discounted) rates are defined below. Hourly rates have a one-hour minimum and block rates have a three-hour minimum. Additional time will be billed for each half-hour or fraction thereof.

ROOM	CAPACITY	WEEKDAY RATE <i>(No additional security required)</i>	EVENINGS AND WEEKENDS FEE* <i>(Plus Security - 4 hour minimum)</i>
Governors' Hall Receptions may also use adjacent public spaces.	120 - seated at round tables of 10 400 - reception 220 - theater style	\$125/hr-hourly rate \$95/hr-block rate \$75 Holiday Event Charge	\$150/hr-hourly rate \$120/hr-block rate \$100 Holiday Event Charge
Sam Guy Dining Room	16 - seated meal or meeting requiring tables 40 - reception	\$45/hr-hourly rate \$30/hr-block rate \$25 Holiday Event Charge	\$55/hr-hourly rate \$45/hr-block rate \$50 Holiday Event Charge

Jake Ward Room	12 - single conference table	\$45/hr-hourly rate \$30/hr-block rate \$25 Holiday Event Charge	\$55/hr-hourly rate \$45/hr-block rate \$50 Holiday Event Charge
Prentice Miller Room	20 - seated meal or meeting requiring tables 40 - reception	\$45/hr-hourly rate \$30/hr-block rate \$25 Holiday Event Charge	\$55/hr-hourly rate \$45/hr-block rate \$50 Holiday Event Charge
Gregory Gallery and Budd Lobby	65 - reception	\$45/hr-hourly rate \$30/hr-block rate \$25 Holiday Event Charge	\$55/hr-hourly rate \$45/hr-block rate \$50 Holiday Event Charge

*Rates are subject to change

Because of increased demand all events scheduled between November 15 and January 5 will be subject to the Holiday Event Charge in the above chart. This charge is in addition to the regular room rates defined above.