JONES ROOM RESERVATION FEES TO INCREASE
Helps Recoup Room Set-up Expenses, Keeps Room Available for Larger Groups, Events

Reserving the popular Joseph W. Jones Room in the Robert W. Woodruff Library building will cost more beginning with new reservations made in 2009 and beyond.

Four-hour use of the room -- beginning with any pre-event staging and ending when the users have exited and all associated items have been removed from the room --will cost $300. The rate for more than four hours per day up to an entire day will be $600, says Michael Williamson, director of finance and business planning for the Emory Libraries.

“The Jones Room is one of the most frequently used large gathering spaces on campus,” Williamson said. “Fees collected are used to maintain and enhance this important campus asset.”

Previously, the Libraries charged a flat $150 for using the room for any amount of time. That charge was last revisited in August 2007, Williamson said.

Reservations that are already approved are grandfathered in, and thus will remain at the price negotiated upon booking, Williamson said.

Guidelines for Jones Room use follow.

JOSEPH W. JONES ROOM BOOKING AND USE GUIDELINES

1. The Joseph W. Jones Room reservation request form is available by contacting Emily Thornton at egthorn@emory.edu or at 404.727.6861.
2. Room set-up requests must be returned at least one week in advance of the reservation date to Emily Thornton via egthorn@emory.edu; via fax at 404.727.0805; or via postal mail to Administration Office, Woodruff Library, 540 Asbury Circle, Atlanta, GA 30322.
3. A/V equipment is available. Please request instructions for use when making your reservation.
4. While using the room:
   a. Do not tape anything to the walls or podium; tape damages paint and finishes.
   b. The room seats a maximum of 120 chairs; no additional chairs are allowed beyond those provided with the room.
   c. Ensure that caterers, facilities teams and other participants retrieve their materials within the time period for which you’ve booked the room. That way the room is ready for the following event.
5. Please do not turn off the computer; shutting off the A/V system shuts down the computer for you.

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