

Rollins School of Public Health Student Room Reservation Policy:

The Rollins School of Public Health has a number of classrooms, conference rooms and event spaces within the Claudia Nance Rollins Building, the Grace Crum Rollins Building, and the R. Randall Rollins Building. RSPH students can use the 25Live system to book conference rooms and classrooms during our normal operating hours – 6:30am-7:00pm Monday – Friday.

After Hours Small Group Meetings:

Small meetings of 10 people or less can be held after-hours in our conference rooms located on the Lower Levels, Plaza or 1st floors of the Claudia Nance Rollins Building, Grace Crum Rollins Building, and the R. Randall Rollins Building. These rooms can be reserved using the 25Live system. They include

- Claudia Nance Rollins:
 - CNR 1036
 - CNR 1045
 - CNR 1048
 - CNR 1054
- Grace Crum Rollins:
 - GCR P51
 - GCR 109
- R. Randall Rollins:
 - R105

We have additional small group study rooms on the Lower Level and 1st Floor of the R. Randall Rollins building. These rooms are not reservable in 25Live; they are first come, first serve, and have a 2 hour time limit.

Any after-hours meeting that is larger than 10 attendees and is not hosted by a recognized student organization will require an RSPH faculty or staff member to sponsor the meeting. This sponsor will be responsible for submitting the room request in 25Live, as well as be present for the duration of the meeting or event.

Student Organizations and Student Groups:

The following definitions apply:

- **Recognized Emory University Student Organizations** have satisfied the requirements to be registered as an official Emory University student organization and received a charter through one of the divisional councils.
- **Recognized RSPH Student Organizations** have satisfied the requirements to be registered as an official Emory University student organization and received a charter through the Rollins Student Government Association.

- **RSPH Student Interest Groups with Recognition Under Consideration** are in the process of meeting requirements to be registered as an official Emory University Student Organization and are under consideration for a charter through the Rollins Student Government Association.
- **Unrecognized Student Interest Groups** do not meet requirements to be registered as an official Emory University Student Organization and are not under consideration for a charter through one of the divisional councils.

All student groups must refer to the [Student Organization Event Planning Policies and Guidelines](#) for all event planning requirements.

- **Recognized RSPH Student Organizations** can host meetings and events during business hours and after-hours with prior approval from the Office of Student Affairs.
- **Recognized Emory University Student Organizations, RSPH Student Interest Groups with Recognition Under Consideration, and Unrecognized Student Interest Groups** may host after-hours meetings and events based on availability. Student groups within these categories are required to meet with an advisor from the Office of Student Affairs and their faculty or staff advisor prior to receiving approval.

Students will use 25live to reserve RSPH conference rooms and classrooms. The request form for our special event spaces can be found on our webpage: <https://sph.emory.edu/about/room-reservations/rooms/index.html> This form is used for events held in the spaces listed below:

RSPH Rooms	Room Type
Claudia Nance Rollins 1st Floor Bridge	Multi-purpose Space
RSPH Courtyard	Outside Venue
Rollins Auditorium	Auditorium
Richard M. Levinson, PhD Classroom - CNR 1000	Tiered Classroom
Lawrence P. & Ann Estes Klamon Room - CNR 8030	Multi-purpose Room
Rita Anne Rollins Room - GCR 860	Multi-purpose Room
Margaret H. Rollins Ballroom - RP01	Multi-purpose Room
CNR 2001 - 6001	Conference Rooms
R. Randall Rollins - R800	Multi-purpose Room
The Doctor Armand E. Hendee Jr. Terrace Garden (RRR 2nd Floor)	Outdoor Space
James W. Curran Conference Room - R801	Conference Room
Deborah McFarland Training Room - R809	Training Room
Raymond S. Greenberg Room - CNR 8020	Conference Room

All meeting/event requests will include an acknowledgement link to confirm that all student groups agree to the policies and procedures established by the Office of Student Affairs.

**All meeting/event requests will require a point of contact as well as the organization's advisor's information. Events must be approved by the RSPH Office of Student Affairs.

Once your event is confirmed, if any set-up or assistance is needed, a tikkit will need to be submitted to the Fulfillment Services Department a week in advance.

<https://rsph.tikkit.us/request>

All users of space in the Rollins School of Public Health must abide by the Rollins Safety and Security Building policy. Failure to do so will prevent confirmed reservations within the Rollins School of Public Health Buildings in the future.