

GEORGIA INSTITUTE OF TECHNOLOGY

Classroom and Conference Space Contact Information

***Asterisk indicates that these venues are Events / Conference venues**

**** Indicates Academic Classrooms / lecture halls and small conference venues**

*****All Academic Buildings on Campus are Closed on Institute Holidays*****

1. ***Academy of Medicine #198**
875 W. Peachtree St. NW Atlanta, GA
Conference & Special Event Venue
Programs Manager: Shawn Stinson: 404 894-1414
shawn.stinson@stucen.gatech.edu
www.academy.gatech.edu
Event Coordinator II: Anne Minty: 404-894-1414
anne.minty@stucen.gatech.edu
Building hours: 8:00am-5:00pm office hours
Rental hours: 6:00am-2:00am 7 days a week
Contact either Event Coordinator or Programs Manager for reservations.

2. ***Alumni House #003**
190 North Ave. Atlanta, GA
Conference/Meeting Rooms/Courtyard
Director of Facility Services: Chris Rettkowski Cell: 404-431-8497
crettkowski@gatech.edu
Building business hours: 8:00am-5:00pm M-F
All rooms/spaces are available after business hours and on weekends.
Courtyard- Basil Garden: contact Nicole Ikeda for reservations.
Food permitted by GT approved caterers
Equipment: Nicole Ikeda 404 894-0783

3. ****Architecture (College of Design) - #75 and #76**
245 Fourth St. Atlanta, GA
Classrooms/Atrium/Courtyard
1 large lecture hall seats 242.
Building Manager: Bryan Croy 404 385-0720
bryan.croy@design.gatech.edu
Building hours: 7:30am-7:30pm
After-hours access: Buzzcard
Atriums reserved by Barbara Rodgers 404 894-3880.

4. *Bill Moore Student Success Center #31

Conference Rooms & Meeting Space(s)/Theater (seats 140)/Sky Box Rentals

Event Coordinator: Cuyler Beall 404 385-3495

Cuyler.beall@ssc.gatech.edu

Building Manager: Mitch Gartenberg: 404-385-1285 wk cell: 404-984-3945

mitch.gartenberg@ssc.gatech.edu

Event Hours:

Monday - Thursday 8am-11:00pm

Friday and Saturday 8am until 1:00am the following day (Weekend Fees Apply)

Sunday: 8am-11pm (Weekend Fees Apply)

External Clients reservation and general Information: www.ssc.gatech.edu

5. **Boggs Classroom Building #103

770 State St. Atlanta, GA

Classrooms/Atriums/Courtyard

2 large lecture halls

Building Manager: Mike Riley 404 385-4538

mike.riley@chemistry.gatech.edu

Building hours: 7:00am-7:00pm (Monday – Friday) No weekend use

After-hours access: Buzzcard

Atrium reserved by building manager.

6. **Bunger Henry Classroom Building #86

778 Atlantic Dr. Atlanta, GA

Classrooms

Building Manager: Rod Sefton 770 900-5249

rod.sefton@coe.gatech.edu

Building hours: 7:00am – 8:00pm M-F, closed weekends

After-hours access: Lobby doors can be programmed for use after hours.

7. *Charles A. Smithgall Student Services (aka Flag Building) #123

Auditorium (room 117) seats 109

Building Manager: Mary Brunson 404 385-0430

mary.brunson@vpss.gatech.edu

Building hours: M-Th. 7:00am-10:00pm and Friday 7:00am-6:00pm; closed on weekends.

Restrictions: Only Division of Student Life staff can use the atrium space with permission from the VPSL/DOS of Student Life. All groups and departments can reserve the auditorium (room117) for GT events. For other special event information please contact the building manager.

For more information please see our website at www.studentlife.gatech.edu

- 8. **Cherry Emerson #066**
310 Ferst Drive, N.W. Atlanta GA.
Building Manager: Brent Minter: 404-385-4540
Brent.minter@biosci.gatech.edu
Building Coordinator: Alan Pruitt: 404-824-1226
allen.pruitt@biosci.gatech.edu
Send all email confirmation for events to bio-buildings@list.gatech.edu
Building hours: Mon.-Fri. 7:30am-5:00pm (Only)
- 9. **Clough Commons #166**
266 Fourth St. Atlanta, Ga.
Classrooms/ Conference rooms/ Meeting space/Atriums
Only academic activities are permitted or VIP events approved by the Dean of Libraries.
Facilities Inquiries: building@library.gatech.edu
Marketing & Events Manager: Crystal Rosser: 404 894-8915
Crystal.rosser@library.gatech.edu
Building hours: Clough Commons is open 24 hours a day with Buzz card access.
Building hours for Non GT students, staff, or faculty: 7:30am-10:00pm
VIP galas and receptions spaces are reserved at the discretion of the Dean of Libraries.
The roof garden is not open for events from October 1st through March 31.
The 1st floor Atrium is not available during the week before 4pm.
- 10. **College of Computing #50**
801 Atlantic Dr. Atlanta, GA
Classrooms and 1 large lecture hall
Building Manager: Anthony McCoy Office: 404-385-3164 or Wk. Cell: 404 375-8454
anthony.mccoy@cc.gatech.edu or building@cc.gatech.edu
Building hours: 7:00am – 7:00pm
After-hours access: Lobby doors can be programmed for after-hour use.
This building requires custodial service fees for use of classrooms after 8:00pm weekdays and for use any time on weekends.
- 11. **D.M. Smith Classroom Building #24**
685 Cherry St. Atlanta, GA
Classrooms and 1 large lecture hall
Building Manager: Elizabeth Hyman 404 385-8577
elizabeth.hyman@pubpolicy.gatech.edu
Building hours: 7:50am-5:00pm
Contact Elizabeth Hyman for rooms 108 and room 303.
After-hours access: building doors can be programmed or Buzz Cards can be used.

12. **Engineering Science and Mechanics (ESM) #041**620 Cherry St. Atlanta, GA**

Classrooms

Building Manager: Howard Simpson 404 894-1470

howard.simpson@aerospace.gatech.edu

Building hours: 7:00am-5:00pm

After-hours access: Buzz Card.

13. **Ford Environmental Science & Technology (ES&T) #147**311 Ferst Dr. Atlanta, GA**

Building Manager: Todd Clarkson: 404 385-4867

todd.clarkson@coe.gatech.edu

Classrooms: L1255, L1125, L1105, L1205– Contact: Eric Neville 404 894-4136

eric.neville@chbe.gatech.edu

Classrooms: L1116, L1118, L1175–Contact: Natasha Lawson 404-894-1757

natasha.lawson@eas.gatech.edu

EMS: Events Scheduler: Lori Federico 404-894-2848

lori.federico@chbe.gatech.edu

Atrium: Lori Federico

After hour access: Buzz card

14. *Ferst Center for the Arts

Theater Client Services Manager: Dorcas Ford-Jones 404-894-2787

dorcas.jones@arts.gatech.edu (Rental Inquiries – all)

Theatre Event Coordinator: Rachel Haage 404-385-4684

Rachel.haage@arts.gatech.edu

Building hours for rental: The Center can be rented 8am-12am, 7 days a week.

Additional hours as available.

Theater and lobby space can be reserved for use.

All equipment is operated by Ferst Center employees only.

www.ferstcenter.gatech.edu**15. *Georgia Tech Athletic Association**McCamish pavilion / Boddy Dodd Stadium / O'Keefe Gymnasium/ Mewborn Field
Club Lounge, Suites, Conference, Wedding, special Events, Parties, Athletic Events

External Event Coordinator: Chad Peachey 404-894-9774

cpeachey@athletics.gatech.edu

All spaces available outside of normal business hours and on weekends

Food permitted by Sodexo / Proof of Insurance required

Additional fees may apply based on the event (Security, Medical, etc.)

Rental Request: <http://www.ramblinwreck.com/facilities/rentals.html>

16. *Georgia Tech Campus Recreation Center (CRC) #160**750 Ferst Drive, Atlanta, GA**

Basketball, Volleyball, Badminton Courts, Auxiliary Gym, Classrooms, Studios, Racquetball Courts, Climbing Wall, Competition Pool, Leisure Pool, Dive Well Ancillary Space - Alumni Park (sand volleyball), Couch Park, Curran Deck (sand Volleyball and basketball) and Leadership Challenge Complex

Assist. Director of Campus Recreation - Facilities & Operations: Jonathan Hart
Dry Areas- Jonathan Hart 404 894-3987

jonathan.hart@crc.gatech.edu

Pool Space – Dave Williams 404 894-8825

david.williams@crc.gatech.edu

Leadership Challenge Complex – David Knobbe 404 894-6267

david.knobbe@crc.gatech.edu

Building Hours (Rental Hours)

Fall/Spring: Monday – Thursday: 5:30am – 12:00am

Friday: 5:30am – 10:00pm/ Saturday – 9:00am – 10:00pm/ Sunday – 12:00pm – 12:00am

Summer: Monday-Friday: 5:30am – 10:00pm/Saturday: 9:00am – 10:00pm /Sunday: 12:00pm – 12:00am

Space Reservations link: For more information on reserving space at the CRC please visit our Website at www.crc.gatech.edu

17. *Georgia Tech Research Institute (GTRI) 250 Building**250 14th St. Atlanta, GA**

Conference Rooms

Building Manager: Everton Smith 404 407-8775

Everton.smith@gtri.gatech.edu

Conference Event Coordinator: Shelly Ward 404 407-6017

shelly.ward@gtri.gatech.edu

Building hours: 7:00am-5:00pm

After-hours access: Buzz Card

Available space: One auditorium seats 220. 3 break-out rooms can be Combined or Separated

Building Use Policy: Events must be State, Federal or University groups only.

<http://gtrievents.gtri.gatech.edu/EPWeb/BookingCalendar/>

18. *Global Learning Center #170**84 Fifth Street NW, Atlanta, GA**

Professional Education and Corporate Meetings Venue

Operations Director: Phyllis Harris 404 385-4970

Phyllis.harris@pe.gatech.edu

Sales Manager: Tim Gargis 404 385-3532

<https://pe.gatech.edu/global-learning-center>

Building Hours: 7:00am-5:00pm Mon-Fri.

Open weekends for contracted meetings only.

Complete meeting packages includes CFB for meeting space rental:

Continuous Food Break (CFB) purchase for all attendees is required to book space in the GLC

Food permitted by GT approved caterers. Permitted based on availability of staging area.

GLC has alcohol beverage license. Alcohol must be purchased from GLC.

19. **Guggenheim Classroom Building #40**265 North Ave. Atlanta, GA**

Classrooms

Building Manager: Howard Simpson 404 894-1470

howard.simpson@aerospace.gatech.edu

Building hours: 7:00am-5:00pm

After- hours access: Buzz Card

20. **Howey Physics Classroom Building #81**800 Atlantic Dr. Atlanta, GA**

Classrooms and 4 large lecture halls

Building Manager: Keith Garner 404 894-5284

keith.garner@physics.gatech.edu

Building Hours: 7:00am-8:30pm

After-Hours Access: Front doors programmed for after-hour events.

21. **Instructional Center Classroom Building #55**759 Ferst Dr. Atlanta, GA**

Classrooms/lecture halls/Auditoriums

Facilities Manager Sr: Jonathan Etrass 404-385-1489

jonathan.etrass@isye.gatech.edu

Building Hours: 7:30am-9:00pm M-F (Event Hours are until 11pm)

Summer Hours: 7:30am- 6:00pm M-F (Event Hours are until 11pm)

For after hour and weekend events the doors will be programmed.

22. **Klaus Advanced Computing Center (Klaus) #153**266 Ferst Dr. Atlanta, GA**

Lecture halls/Conference rooms/Atrium

Facilities Manager Sr: Daron Foreman 404-385-8128

daron@cc.gatech.edu

Conference Events Coordinator: J. Stacey Grayson 404 385-8130

Jgrayson@cc.gatech.edu

Classroom hours: 8:00am-8:00pm

Conference hours: 8:00am-5:00pm*

*After-hours and weekends available by special arrangements

This building requires custodial service fees for use of classrooms or any space after 8:00pm on weekdays and for use anytime on weekends.

After-hours access: Buzz Card

23. **Manufacturing Related Disciplines Complex - MRDC 1 #135**801 Ferst Dr. Atlanta, GA**

Classrooms/Conference rooms/Atrium/Courtyard

Building Manager: Cary Ogletree 404 385-8612

cary.ogletree@me.gatech.edu

Building hours: 7:00am-5:00pm

Assistant to the Chair II: Melody Foster 404-894-7478

melody.foster@me.gatech.edu

After-hours access: Buzz Card

Policy: only academic events and activities are permitted after hours and weekends.

24. **J.Erskine Love/MRDC 2 #144**771 Ferst Dr. Atlanta, GA**

Classrooms/Conference rooms/Atrium

Building Manager: Cary Ogletree 404 385-8612

cary.ogletree@me.gatech.edu

Love rooms 183, 184, 185 & 295, 299: La Juana Whitner-Bason LaJuana@mse.gatech.edu

(Back up) Renita Washington 404-894-2852 renita.washington@mse.gatech.edu

ME Conference rooms: Louise Lowe 404 894-1976 louise.lowe@me.gatech.edu

Building hours: 7:00am-5:00pm

After-hours access: Buzz card

Policy: only academic events and activities are permitted after hours and weekends.

25. **Mason Building #111**790 Atlantic Dr. Atlanta, GA**

Senior Facilities Manager: Andy Udell 404-894-2211

Andy.udell@ce.gatech.edu

Building Hours: 7:00am-7:00pm Mon.-Fri.

After-hours Access: Buzz Card

26. **Molecular Science & Engineering #167**901 Atlantic Dr. Atlanta, GA**

Classrooms/Conference rooms/5 Atriums/Patio

Building Manager: Vic Summey 404 894-5155

vic.summey@chemistry.gatech.edu

Atriums, Patio and Conference rooms managed by: Wendy Harris 404 894-4002.

Wendy.harris@chemistry.gatech.edu

Building Hours: 8:00am-5:00pm

*No events past 8pm

After-hours access: Buzz card & request door unlock Schedule

28. ** Paper Tercentennial Building #129

Assist. Dir-Business Ops: Lloyd Williams 404-894-6672

Lloyd.williams@rbi.gatech.edu

Building Manger: Jerry Nunn 404-894-5332

Jerry.nunn@rbi.gatech.edu

Building Hours: Mon.-Thurs. 8:00am-5:00pm

27. **Scheller College of Business #172 (COB)

800 West Peachtree St. Atlanta, GA

Classrooms/Thornton Atrium/Jennings Courtyard/LeCraw Auditorium

Facilities Manager: David Alberti 404-385-4090 Wk Cell: 678-992-9147

david.alberti@scheller.gatech.edu

Building Hours: M-F 8:00am-8:00pm

Events outside of normal building hours are not permitted; however, exceptions can be made for special circumstances. Contact the Facilities Manager for after-hours reservation requests.

29. **Skiles Classroom Building #002

686 Cherry St. Atlanta, GA

Classrooms/Courtyard

Building Manager: Kimberly Stanley-Jones 404-894-2701 (Ground, 1st, 2nd floors)

Kimberly.jones@math.gatech.edu

Admin Professional Sr.: Stephanie Cook 404-894-2700 (Ground, 1st, 2nd floors)

Stephanie.cook@math.gatech.edu

Building Manager: Kenya Devalia (3rd floor LMC)

kenya.devalia@lmc.gatech.edu

Building Hours: 7:30am-6:15pm: Main Office rm #117: 404-894-1052

After-hours access: None

30. *Stamps Student Center and Student Commons #114

301 Ferst Dr. NW Atlanta, GA

Atrium/Conference Rooms/Food Court/Meeting Space/Recreation Theater

This facilities offer 12 meeting rooms, (including Peachtree room) a 196 seat Theater and ballroom with a capacity of 500.

GT catering is required for events with a food budget over \$300.

Assistant Operations Manager: Jill Cruser 404 385-2275

jillian.cruser@stucen.gatech.edu

Questions about reservations: screservations@mail.gatech.edu

Event Hours: Sunday - Thursday 7:00am-11:00pm

Friday and Saturday 7:00am until 1:00am the following day.

After hour access: Buzz Card.

31. **Sustainable Education Building (Allen Building) #145

IT supports Prof. Manager: Mike Anderson: 404-385-1479

mike.anderson@ce.gatech.edu

(Always cc Mike on reservations)

Building Manger: Andy Udell 404-894-2211

Andy.udell@ce.gatech.edu

Building Hours: 7:00am-7:00pm Mon.-Fri.

After-hours Access: Buzz Card

(No Centrally Scheduled Event Spaces as of 2015)

32. **Swann Classroom Building #039

613 Cherry St. Atlanta, GA

Building Manager: Candise Favors 404 894-7327

candise.favors@modlangs.gatech.edu

Building Hours: M-F 8:00am-5:00pm - No after-hours use.

Room equipment is operated by Derek McKenzie 678 999-6406

After-hours access: Buzz Card

33. *Technology Square Research Building (TSRB) #175

85 5th St. Atlanta, GA

Conference Rooms/Meetings Rooms

Building Manager: Daniel Kim 404 385-4073

Kd73@mail.gatech.edu

Reservation questions: Daniel Kim 404 385-4073

Building hours: 8:00am-5:00pm

www.tsrb.gatech.edu

After-hours access: Buzz Card (before 7:00am & after 7:00pm)

34. **Van Leer Classroom Building #85

777 Atlantic Dr. Atlanta, GA

Classrooms /Auditorium

Building Manager: Zach Worley 404 894-6227

zach.worley@ece.gatech.edu

Building hours: 7:00am-8:00pm (Monday – Friday)

After-hours access: Buzz Card

35. *Wardlaw Center #47

177 North Ave. Atlanta, GA Meeting / Conference Rooms / Banquet Hall

Facilities Manager Sr.: Darrell Gray 404 894-9399

darrell.gray@dev.gatech.edu

Building Coordinator: Andre Cummings 404-894-8754

Andre.cummings@dev.gatech.edu

Building hours: 8:00am-5:00pm

After hours use: by reservation only. After-hours access: Buzz Card

Please contact Building Coordinator for Information on reserving space.

36. **Weber Classroom Building SST1 #098

218 Ferst Dr. Atlanta, GA &

Weber Classroom Building SST3 #098

275 Ferst Dr. Atlanta, GA

Two lectures halls that seat 116 each

Building Manager: Howard Simpson 404 894-1470

howard.simpson@aerospace.gatech.edu

Admin. Operations-Montgomery Knight building: Vickie Brian

Building hours: 7:00am-5:00pm

After-hours access: Buzz Card

37. **Whitaker Classroom Building #165

313 Ferst Dr. Atlanta, GA

Classrooms

Building Manager: Rachel Arnold 404 385-0131

rachel.arnold@bme.gatech.edu

BME Lecture Hall (1103): rooms@bme.gatech.edu

helpdesk@bme.gatech.edu

After-hours cell phone: 404 213-0370 (For emergencies only)

Building Hours: **8:00am-5:00pm**

After-hours access: **Buzz Card**

Custodial Contact for building Services:

buildingservices@facilities.gatech.edu