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
Marketing & Event Manager II: Shawn Stinson: 404 894-1414
shawn.stinson@stucen.gatech.edu
www.academy.gatech.edu
Event Coordinator: 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 Manager or Coordinator for reservations.

2. *Alumni House  #003
190 North Ave. Atlanta, GA
Conference/Meeting Rooms/Courtyard
Building Director: Chris Gaddis 404 385-1247
chris.gaddis@alumni.gatech.edu
Event Coordinator: Tara Phouanghet 404 894-0783
tara.phouangphet@alumni.gatech.edu
Building hours: 8:00am-5:00pm M-F All rooms/spaces can be reserved for events before and 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
http://gtalumni.org/House/location.html
Reserve space: gtevents.gatech.edu

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.
Reserve space: gtevents.gatech.edu
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  
Reserve space: gtevents.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.  
Reserve space: gtevents.gatech.edu

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.  
Reserve space: gtevents.gatech.edu

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 Emmerson #066**  
310 Ferst Drive, N.W. Atlanta GA.  
Building Manager: Brent Minter: 404-385-4540  
Brent.minter@biosci.gatech.edu  
Building Coordinator: Alan Pruitt: 404-788-3431  
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)  
Reserve space: gtevents.gatech.edu

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.  
Reserve space: gtevents.gatech.edu

10. **College of Computing #50**  
801 Atlantic Dr. Atlanta, GA  
Classrooms and 1 large lecture hall  
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.  
Reserve space: gtevents.gatech.edu

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.  
Reserve space: gtevents.gatech.edu
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.  
Reserve space: gtevents.gatech.edu

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, L1118 – Contact: Lori Federico 404 894-2848  
lori.federico@chbe.gatech.edu  
Classrooms: L1116, L1205, L1175-Contact: Hollie Meyer 404 894-3955  
hollie.meyer@eas.gatech.edu  
EMS: Events Scheduler: Lori Federico 404-894-2848  
lori.federico@chbe.gatech.edu  
Atrium: Lori Federico  
After hour access: Buzz card  
Reserve space: gtevents.gatech.edu

14. *Ferst Center for the Arts  
Theater Production Manager: Thomas Ames 404 385-2288  
thomas.ames@arts.gatech.edu (Internal rentals)  
Theater Client Services Manager: Dorcas Ford-Jones 404-894-2787  
dorcas.jones@arts.gatech.edu (External rentals)  
Building hours: The Center can be rented 24 hours a day, 7 days a week.  
Theater and two galleries on premises can be reserved for use.  
All equipment is operated by Ferst Center employees only.  
www.ferstcenter.gatech.edu/  
Reserve space: gtevents.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 fess 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  
Reserve space: gtevents.gatech.edu

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.  
Reserve space: gtevents.gatech.edu

21. **Instructional Center Classroom Building #55**  
759 Ferst Dr. Atlanta, GA  
Classrooms/lecture halls/Auditoriums  
Building Manager: Mark Reese 678 761-2386  
mark.reese@isye.gatech.edu  
Building Hours: 7:30am-9:00pm M-F  
Summer Hours: 7:30am-6:00pm M-F  
For after hour and weekend events the doors will be programmed.  
Reserve space: gtevents.gatech.edu

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  
Reserve space: gtevents.gatech.edu
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.
Reserve space: gtevents.gatech.edu

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
Event space contact person: Louise Lowe 404-894-1976 louise.lowe@me.gatech.edu
(Back up person) Joyce Lowe 404 894-5433 joyce.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.
Reserve space: gtevents.gatech.edu

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
Reserve space: gtevents.gatech.edu

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
Reserve space: gtevents.gatech.edu
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
Reserve space: gtevents.gatech.edu

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 and for more information on reserving space in Scheller College of Business.
Reserve space: gtevents.gatech.edu

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
Building Manager: Kenya Devalia (3rd floor LMC)
kenya.devalia@lmc.gatech.edu
Building Hours: 7:30am-6:15pm: Main Office rm #117: 404-894-2700
After-hours access: None
Reserve space: gtevents.gatech.edu

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.
Building Manager: Jonathan Etress 404 894-2804
jonathan.etress@stucen.gatech.edu
Assistant Operations Manager: Jill Cruser 404 385-2275
jillian.cruser@stucen.gatech.edu
Questions about reservations: sccreservations@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
Reserve space at: gtevents.gatech.edu
31. **Sustainable Education Building (Allen Building) #145**
   IT supports Prof. Manager: Mike Anderson: 404-385-1479
   mike.anderson@ce.gatech.edu
   (Always copy him on reservations* he is IT person)
   Building Manager: 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)
   Reserve space: gtevents.gatech.edu

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
   Reserve space: gtevents.gatech.edu

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
   Reserve space: gtevents.gatech.edu
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  
Reserve space: gtevents.gatech.edu

37. **Whitaker Classroom Building #165**  
**313 Ferst Dr. Atlanta, GA**  
Classrooms  
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  
Reserve space: gtevents.gatech.edu

**Custodial Contact**  
buildingservices@facilities.gatech.edu