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 I 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 the 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: Nicole Ikeda 404 894-0783  
nicole.ikeda@alumni.gatech.edu  
http://gtalumni.org/House/location.html  
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  
Please contact for rental fee(s). In addition, custodial and/or security fees apply depending upon event.  
Reserve space: gtevents.gatech.edu

3. **Architecture - #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@coa.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**  
Atrium/Conference Rooms/Meeting Rooms/Sky Boxes/ 100 seat Theater  
Asst. Dir-Student Success Ctr: Felicia Trezza 404 894-1953  
Felicia.trezza@ssc.gatech.edu  
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  
Business hours: Monday-Friday 7:30am-4:30pm  
For internal Georgia Tech reservations Monday-Thursday and Fridays before 5:00pm please reserve space at GTevents: www.gtevents.gatech.edu/virtualems/  
To reserve space after 5:00pm on Fridays and for Saturday and Sunday please visit our website at 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.  
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. **Scheller College of Business #172 (COB)**  
800 West Peachtree St. Atlanta, GA  
Classrooms/Thornton Atrium/Jennings Courtyard/LeCraw Auditorium  
Facilities Manager: 7:30 am-4:30pm Natacha Peters 404-894-9355 Wk Cell: 678-992-9147  
natacha.peters@scheller.gatech.edu  
Assistant Facilities Manager: Evening shift David Albert  
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
8. *Charles A. Smithgall Student Services (aka Flag Building) #123*
   Auditorium (room 117) seats 140 / Atrium
   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 chartered GT student organizations or Student Affairs events can use the
   atrium space with permission from the V.P. of Student Affairs. All groups and departments
   can reserve the auditorium for GT events. For other special event information please contact
   the building manager.
   For more information please see our website at www.studentaffairs.gatech.edu

9. **Cherry Emmerson #066**
   310 Ferst Drive, N.W. Atlanta GA.
   Building Manager: Brent Minter
   Brent.minter@biology.gatech.edu
   Building Coordinator: Ken Carey: 404-788-3431
   ken.carey@biology.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

10. **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

11. **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
12. **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

13. **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

14. **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: Ami Ivanecky 404 894-2865  
Ami.Ivanecky@chbe.gatech.edu  
Classrooms: L1116, L1205, L1175 – Contact: Hollie Meyer 404 894-3955  
hollie.meyer@eas.gatech.edu  
EMS: Events Scheduler: Amber Burke 404 894-4136  
amber.burke@chbe.gatech.edu  
Atrium: Amber Burke  
After hour access: Buzz card  
Reserve space: gtevents.gatech.edu

15. *Ferst Center for the Arts*  
Theater Production Manager: Thomas Ames 404 385-2288  
thomas.ames@arts.gatech.edu (Internal rentals)  
Theater Client Services Manager: Ivan Schustak  
ivan.schustak@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
16. *Georgia Tech Athletic Association
Multiple Locations
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

17. *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
Building Manager: Jonathan Hart 404 894-3987
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

18. *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/
19. *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.

20. **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

21. **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

22. **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 (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.
Reserve space: gtevents.gatech.edu
23. **Klaus Advanced Computing Center (Klaus) #153
   
266 Ferst Dr. Atlanta, GA
Lecture halls/Conference rooms/Atrium
Facilities Manager Sr: Darin 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

24. **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
Admin Professional: Miffy Grayson 404 385-1855
miffy.grayson@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

25. **J.Erksine 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: 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

26. **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
27. **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. **Skiles Classroom Building #002**  
**686 Cherry St. Atlanta, GA**  
Classrooms/Courtyard  
Building Manager: Kimberly Stanley-Jones (Ground, 1st, 2nd floors)  
Kimberly.jones@math.gatech.edu  
(Back up for Kimberly) Senior Admin. Prof.: Casandra Smith  
smith@math.gatech.edu  
Building Manager: Kenya Devalia (3rd floor LMC)  
kenya.devalia@lmc.gatech.edu  
Building Hours: 7:30am-6:15pm  
After-hours access: None  
Reserve space: gtevents.gatech.edu

29. **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  
Event Coordinator: Jill Cruser 404 385-2275  
jill.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  
Reserve space at: gtevents.gatech.edu
30. **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 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)
   Reserve space: gtevents.gatech.edu

31. **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

32. **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)

33. **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
34. *Wardlaw Center  #47
177 North Ave. Atlanta, GA Meeting / Conference Rooms / Banquet Hall
Building Manager: Darrell Gray 404 894-9399
darrell.gray@dev.gatech.edu
Event Coordinator: 404-894-8754
Building hours: 8:00am-5:00pm
After hours use: by reservation only. After-hours access: Buzz Card
Please contact Building Manager or Event Coordinator for Information

35. **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

36. **Whitaker Classroom Building #165
313 Ferst Dr. Atlanta, GA
Classrooms
Building Manager: Rachel Arnold 404 385-0131
rachel.arnold@bme.gatech.edu
After hours cell phone: 404 213-0370
Building Hours: 8:00am-5:00pm
After-hours access: Buzz Card
BME Lecture Hall (1103): Patricia Jordan 404 385-3901
patricia.jordan@bme.gatech.edu
Rooms 1214 and 1232 are reserved through GT Events reservation system.
Reserve space: gtevents.gatech.edu

Outdoor Space Contacts
Donna Chronic - donna.chronic@facilities.gatech.edu
Mark Harrah – mark.harra@facilities.gatech.edu

Custodial Contact
buildingservices@facilities.gatech.edu