GEORGIA INSTITUTE OF TECHNOLOGY

Classroom and Conference Space Contact Information

*Asterisk indicates that these venues are strictly 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 the either event manager or coordinator for reservations.

1.  *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

2.  **Architecture East & West - #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
3. *Bill Moore Student Success Center #31  
   Atrium/Conference Rooms/Meeting Rooms/Sky Boxes/ 100 seat Theater  
   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

4. **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

5. **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

6. **Scheller College of Business #172 (COB)  
   800 West Peachtree St. Atlanta, GA  
   Classrooms/Thornton Atrium/Jennings Courtyard/LeCraw Auditorium  
   Facilities Manager Sr.: 7:30am-4:30pm Natacha Peters 404-894-9355 Wk: Cell: 678-992-9147  
   natacha.peters@scheller.gatech.edu  
   Facilities Manager I: Evening shift David Albert  
   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
7. *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

8. **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

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
Building Manager: Anthony McCoy 404 375-8454
anthony.mccoy@cc.gatech.edu Office: 404-385-3164
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 (Event hours until 8pm Mon.-Fri.)
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
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
14. *Ferst Center for the Arts
   Theater & Conference Venue
   Theater Production Manager: Thomas Ames 404 385-2288
   thomas.ames@arts.gatech.edu (Internal rentals)
   Theater Client Svcs. 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

15. *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

16. *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/
17. *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.

18. **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

19. **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

20. **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
21. **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

22. **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

23. **J. Erkskine 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

23. **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
24. **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

24. **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
Senior Administrator Professional: 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

25. **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: 404 385-2275
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
26. **Sustainable Education Building (Allen Building) #145**
IT supports Prof. Manager: Mike Anderson: 404-385-1479
mike.anderson@ce.gatech.edu
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

27. **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

28. *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
Building hours: 8:00am-5:00pm
www.tsrb.gatech.edu
After-hours access: Buzz Card (before 7:00am, after 7:00pm)

29. **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
30. *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

31**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
Assist. Director-Admin Operations-Montgomery Knight building: Vickie Brian
Building hours: 7:00am-5:00pm
After-hours access: Buzz Card
Reserve space: gtevents.gatech.edu

31. **Whitaker Classroom Building #165
313 Ferst Dr. Atlanta, GA
Classrooms
Building Manager: Rachel Arnold 404 385-0131
rachel.arnold@bme.gatech.edu
After hour 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

Custodial Contact
buildingservices@facilities.gatech.edu