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
   crettkowsi@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
   (room 117) 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  
  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 Etress 404-385-1489  
jonathan.etress@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.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  
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 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)

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