

GEORGIA INSTITUTE OF TECHNOLOGY

Classroom and Conference Space Contact Information

***Asterisk indicates that these venues are strictly meeting and conference venues**

**** Indicates academic lecture halls**

Reserve space at GTEvents.gatech.edu unless otherwise indicated

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

2. ***Alumni House #003**
190 North Ave. Atlanta, GA
 Conference/Meeting Rooms/Courtyard
 Building Director: Chris Gaddis 404 385-1247
 Event Coordinator: Kathryn Ballou 404 894-0783
chris.gaddis@alumni.gatech.edu
Kat.Ballou@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 Kathryn Ballou for reservations.
 Food permitted by GT approved caterers
 Equipment: Kathryn Ballou 404 894-0783
 Please contact for rental fee(s). In addition, custodial and/or security fees will apply depending upon the event.

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-8:00pm
 After-hours access: Buzzcard

4. *Bill Moore Student Success Center #31

Atrium/Conference Rooms/Meeting Rooms/Sky Boxes/ 100 seat Theater

Facilities Manager: Felicia Trezza 404 894-1953

felicia.trezza@ssc.gatech.edu

Event Coordinator: Sharon Myers 404 385-3495

sharon.myers@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

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.

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 (Flag Building) #123

Auditorium (room 117) seats 140 / Atrium

Reservations: 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.

www.studentaffairs.gatech.edu

8. **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 Manager: Katherine Norris: 404 894-0552

katherine.norris@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 15th through March 15.

The Atrium is not available during the week between the hours of 9:00am-5:00pm.

9. **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

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.

10. **D.M. Smith Classroom Building #24**685 Cherry St. Atlanta, GA**

Classrooms and 1 large lecture hall

Building Information: 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

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

Classrooms

Building Manager: Susan Jackson 404 894-1236

susan.jackson@aerospace.gatech.edu

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

After-hours access: Buzz Card.

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

Building Manager: Todd Clarkson: 404 385-4876

Classrooms: L1255, L1125, L1105, L1118 – Contact: Patricia Wade-Gordon, 404 894-4136

Classrooms: L1116, L1205, L1175-Contact: Hollie Meyer, 404 894-3955

patricia.wade-gordon@chbe.gatech.edu

hollie.meyer@eas.gatech.edu

Atrium: Patricia Wade-Gordon 404 894-4136

After hour access: Buzz card

13. *Ferst Center for the Arts

Theater & Conference Venue

Patron Services Manager: Chris Dreger 404 894-9195

chris.dreger@arts.gatech.edu

www.ferstcenter.gatech.edu/

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.

Food is not permitted in theater.

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14. *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), Roe Stamps Turf Fields/Track and Leadership Challenge Complex
 Building Manager: Jonathan Hart 404 894-3987, cell 770 712-8392

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

15. *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. Also, three break-out rooms can be used separately or can be arranged into one large room.

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

16. *Global Learning Center #170**84 Fifth Street, 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

<http://www.gatechcenter.com/>

Building Hours: 7:00am-5:00pm Mon-Fri. Open weekends for contracted meetings only.

Complete meeting packages for meeting space rental.

Food permitted by GT approved caterers.

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

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

Classrooms

Building Manager: Susan Jackson 404 894-1236

susan.jackson@aerospace.gatech.edu

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

After- hours access: Buzz Card

18. **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.

19. **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.

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

Lecture halls/Conference rooms/Atrium

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

21. **Manufacturing Research Development Center - 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

Event space contact person: Dimetra Diggs-Butler 404 385-4988.

dimetra.diggs-butler@me.gatech.edu

After-hours access: Buzz Card

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

22. **J.Erkstine 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.

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

Classrooms/Conference rooms/5 Atriums/Patio

Acting Building Manager: Vic Summey 404 894-5155

vic.summey@chemistry.gatech.edu

Atriums and Patio managed by: Ashley Edwards 404 894-1252.

ashley.edwards@chemistry.gatech.edu

Conference rooms managed by: Wendy Harris 404 894-4002.

wendy.harris@chemistry.gatech.edu

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

After-hours access: Buzz card

24. **Skiles Classroom Building #002**686 Cherry St. Atlanta, GA**

Classrooms/Courtyard

Building Manager: Kimberly Jones (Ground, 1st, 2nd floors)

Kimberly.jones@math.gatech.edu

Building Manager: Kenya Devalia (3rd floor LCC)

kenya.devalia@lcc.gatech.edu

Building Hours: 7:30am-6:15pm

After-hours access: None

25. *Student Center and Stamps Commons #114**301 Ferst Dr. Atlanta, GA**

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

These two facilities offer 12 meeting rooms, a 196 seat theater, and a ballroom with a capacity of 500.

Operations Manager: Jonathan Etness 404 894-2804

jonathan.etness@stucen.gatech.edu

Event Coordinator: Jeslin Harrigan

Jeslin.harrigan@stucen.gatech.edu

Building Hours:

Sunday - Thursday 7:00am-1:00pm

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

After hour access: Buzz Card

GT catering is required for events in this building.

- 26. **Scheller College of Business #172 (Formerly College of Management)**
800 West Peachtree St. Atlanta, GA
Classrooms/Thornton Atrium/Jennings Courtyard/LeCraw Auditorium
Facilities Manager: Natacha Peters
natacha.peters@scheller.gatech.edu
Building Hours: M-F 7:30am-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.
- 27. **Sustainable Education Building #145**
788 Atlantic Drive. Atlanta, GA
Building Manager: Andy Udell 404 894-2211
andy.udell@ce.gatech.edu
Building Hours: 7:00am-7:00pm
After-hours access: Buzzcard
- 28. **Swann Classroom Building #039**
613 Cherry St. Atlanta, GA
Building Manager: Candise Favors 404 894-7327
candise.favors@modlang.gatech.edu
Building Hours 8:00am-5:00pm - No after hour use.
Room equipment is operated by Derek McKenzie 678 999-6406
After-hours access: Buzz Card
- 29. *Technology Square Research Building (TSRB) #175**
85 5th St. Atlanta, GA
Auditorium/Banquet Hall/Meetings Rooms
Senior Facilities Manager and reservations: Daniel Kim 404 385-4073
Kd73@mail.gatech.edu
Building hours: 8:00am-5:00pm
After-hours access: Buzz Card before 7:00am and after 7:00pm

30. *Wardlaw Center #47**177 North Ave. Atlanta, GA**

Meeting Rooms/Conference Rooms

Building Manager: Darrell Gray 404 894-9399

darrell.gray@dev.gatech.edu

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

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

Contact building manager for reservations.

31.Weber Classroom Building SST3 #098****275 Ferst Dr. Atlanta, GA**

Two lectures halls that seat 116 each

Building Manager: Susan Jackson 404 894-1236

susan.jackson@aerospace.gatech.edu

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

After-hours access: Buzz Card

31. **Whitaker Biomedical Engineering Building #165**313 Ferst Dr. Atlanta, GA**

Classrooms

Building Manager: Rachel Arnold 404 385-0131

rachel.arnold@bme.gatech.edu

helpdesk@bme.gatech.edu

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

After-hours access: Buzz Card

BME Lecture Hall (1103): Elizabeth Suto-Bardoczi 404 385-3901

elizabeth.bardoczi@bme.gatech.edu

Rooms 1214 and 1232 are reserved through GTEvents reservation system.

32. **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