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.
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  
dave.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-bu@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, 1\textsuperscript{st}, 2\textsuperscript{nd} floors)  
Kimberly.jones@math.gatech.edu  
Building Manager: Kenya Devalia (3\textsuperscript{rd} 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 Etress 404 894-2804  
**jonathan.etress@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