



MEETING & RECEPTION SPACE RATES

The capacity listed below is the maximum capacity of each space.

The rental rate includes tables, chairs, and audio/visual equipment existing in the space.

Please contact Aerial Coleman, Assistant Director of Miller-Ward Alumni House Events, for specifics on room setups.

**Limited student organization discounts may be available.

ROOM	CAPACITY	WEEKDAY RATE		EVENING & WEEKEND RATES	
		REGULAR	DEPT. DISCOUNT	REGULAR	DEPT. DISCOUNT
Governors Hall	120 – seated at rounds 200 – theater style 400 – standing reception (includes adjacent public spaces)	\$300/hour	\$150/hour	\$450/hour	\$225/ hour
J. Sam Guy Dining Room	14 – seated meal, catering setup, or meeting requiring a conference table	\$80/hour	\$40/ hour	\$150/hour	\$75/hour
Jake Ward Room	12 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/ hour
Prentice Miller Room	18 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/hour
Luke Clegg Suite	24 – meeting requiring a conference table, classroom style or 2 break out groups of 12 40 – lecture or presentation	\$100/hour	\$50/hour	\$200/hour	\$100/hour
Schley Family Library	8 – seated meal or meeting requiring a conference table	\$80/hour	\$40/hour	\$150/hour	\$75/hour

All events in Governors Hall and meeting rooms requiring catering must include setup and breakdown time.

To reserve the Alumni House today, please contact:

Aerial Coleman | Phone: 404.727.6400

Email: aerial.coleman@emory.edu

