Use of School of Medicine Buildings

All student activities in the School of Medicine that require the reservation of space must be submitted via FM Scheduler using the following steps:

1. Access FM Scheduler with your University User ID and Password.
2. Login with your Emory NetID and password and request the space. If you do not have access to FM Scheduler, notify Student Affairs somreqi@emory.edu to request access. If time is a concern, let Student Affairs know the request has been placed in the system.
3. If your event requires staging (tables and chairs) requests, custodial services or if changes must be made to the space requested you will need to contact Campus services. (For changes to the space you can submit a diagram of the set-up for your event to the Staging Department in Campus Services. Campus Services will need it in order to set up and return the space to its original order.)
   
   **Campus Services**, Telephone: 404-727-7463, cscsc@emory.edu

4. All users of space in the School of Medicine must abide by the Use of School of Medicine Buildings policy. Failure to do so would prevent confirmed reservations in the future.

Students must use the on-line request procedures.

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