



CLARK ATLANTA  
UNIVERSITY

# Venues & Spaces

University Meetings & Events

223 James P. Brawley Dr. Atlanta, GA 30314  
email: [universityevents@cau.edu](mailto:universityevents@cau.edu)  
404-880-6936

# General Event Information

## CAU CATERING - SODEXO

When you have a catered event in mind, please contact us as soon as your event space is confirmed. Even if you are not yet sure of such details as the exact event date, event location and number of guests attending, it is a good idea to contact us as early in the process as possible. Most catering arrangements can be handled by CAU Catering by phone, email, or online. It's easy to contact Flavours by Sodexo about your catering needs.

**Here are the options:**

Call the office at (404) 880-6989 web address: <https://caucatering.catertrax.com/>

**Visit Our Office:** You may visit us in-person. Our office is located on the Promenade in Trailer #1. Our office hours are Monday through Friday, 8 a.m. to 5 p.m. Please note: We are closed on weekends and most holidays.

Catering inquiries received after 5:00 p.m., will be responded to promptly on the next business day.

Email: [catering@cau.edu](mailto:catering@cau.edu)

Office Phone Number: (404) 880-6989

Online: <https://caucatering.catertrax.com>

## LINENS AND RENTALS

All tables must be covered with linens for the duration of your meeting or event. This includes all registration and miscellaneous tables in your event spaces. Our caterer can provide linens for a charge per day as well assist you with specialty linens.

Linen orders must be placed at least ten (10) business days in advance with the caterer. This cost should be considered as part of your budget for the event. Inventory of linens are not offered onsite; therefore, last minute requests can rarely be accommodated.

The caterer will provide linens for all food tables. Standard tablecloths are available starting at \$15.00 each. Floorlength tablecloths are available starting at \$17.00 each. We can also provide napkins to meet your color scheme. Specialty linens are available upon request for an additional charge. Ten (10) business day lead time is required.

You are welcome to bring your own linen in lieu of ordering the linen from Sodexo for the non-food and beverage tables.

## AUDIO -VISUAL SUPPORT

At CAU, most event spaces have basic audio -visual equipment such as microphones and projectors. We have external vendors who provide additional related products and service, and they will independently quote for those additional products or services. There is an additional charge for A/V tech support and equipment.

## CAU PARKING - LAZ

The CAU Parking Office is located on the first level of the Visitor's parking deck on the corner of Atlanta Student Movement Blvd. and Mildred Street at 190 Mildred St SW, Atlanta, GA 30314.

Hours of Operation

Office: Monday-Friday 9 a.m.- 5 p.m.

Phone: 404-880-6295

Online: <https://caucatering.catertrax.com/>

Parking Manager: Fasil Cherenet, [fcherenet@lazparking.com](mailto:fcherenet@lazparking.com)

Assistant Manager: Jeremiah Weaver, [jweaver@lazparking.com](mailto:jweaver@lazparking.com)



# Henderson Student Center Promenade



## CAPACITY

**1,500**

## TYPE OF EVENTS FOR THE SPACE:

Registration  
Food Area and beverage service  
Food Trucks  
Markets  
Vendors/Trade shows

## ACCOMMODATES:

50 - 6ft Tables  
100 - chairs



# Henderson Student Center

## Student Lobby



### CAPACITY

400

### TYPE OF EVENTS FOR THE SPACE:

Red carpet affair  
Meet and greet  
Registration  
Tablings

### ACCOMMODATES:

2 - 6 ft. tables  
4-6 - chairs  
Sofas  
Phone charging stations



# Henderson Student Center

## Pre-Function Area



### CAPACITY

**400**

### TYPE OF EVENTS FOR THE SPACE:

Registration area  
Food area and beverage  
Vendor/Exhibits  
Red carpet affair  
Meet and greet

### ACCOMMODATES:

10 - high boys  
15 - 6 ft. tables  
30 - chairs



# Henderson Student Center

## Juanita P. Baranco Multipurpose Room



### CAPACITY

# 700

#### MULTIPURPOSE ROOM FRONT:

400 ppl - theater style seating  
30 - banquet rounds  
17- 6 ft. tables - exhibition-style

#### MULTIPURPOSE ROOM FRONT & BACK:

700 ppl - theater style seating  
50 banquet rounds  
75 - 6 ft. tables - exhibition-style

#### MULTIPURPOSE ROOM BACK:

150 ppl - theater-style seating  
10 - banquet rounds  
15- 6 ft. exhibition-style

#### ROOM FEATURES:

Stage  
Four (4) screens  
Built-in sound system  
2 Lecturn  
LED lighting on stage  
Four (4) wireless or wired  
microphones Six (6) stage  
monitors

PA System  
Two (2) Dressing  
Rooms & Restroom



# Haven Warren Hall

## Pre-Function Area



### CAPACITY

**50**

### TYPE OF EVENTS FOR THE SPACE:

Registration area  
Red carpet affair  
Step and repeat

### ACCOMMODATES:

6 - 6 ft. tables  
12 - chairs

FOOD & BEVERAGE NOT ALLOW IN THIS SPACE

# Haven Warren Hall

## Davage Auditorium



**CAPACITY**

**500**

*MAIN LEVEL SEATS 400*

*BALCONY LEVEL SEATS 100*

### TYPE OF EVENTS FOR THE SPACE:

Movie screenings  
Lectures  
Conferences  
Ceremonies

### ACCOMMODATES:

(2-4) - 6ft tables on stage  
(2-12) - chairs on stage

### ROOM FEATURES:

Stage  
1 center screen  
Built-in sound system  
LED lighting on stage  
4 wireless/ wired microphones  
Lecturn with microphone  
Computer w/HDMI connection

Sound booth  
25 Red stackable chairs  
for stage

**FOOD & BEVERAGE NOT ALLOW IN THIS SPACE**



# Carl and Mary Ware Academic Building

## Lobby Area



### CAPACITY

**200**

### TYPE OF EVENTS FOR THE SPACE:

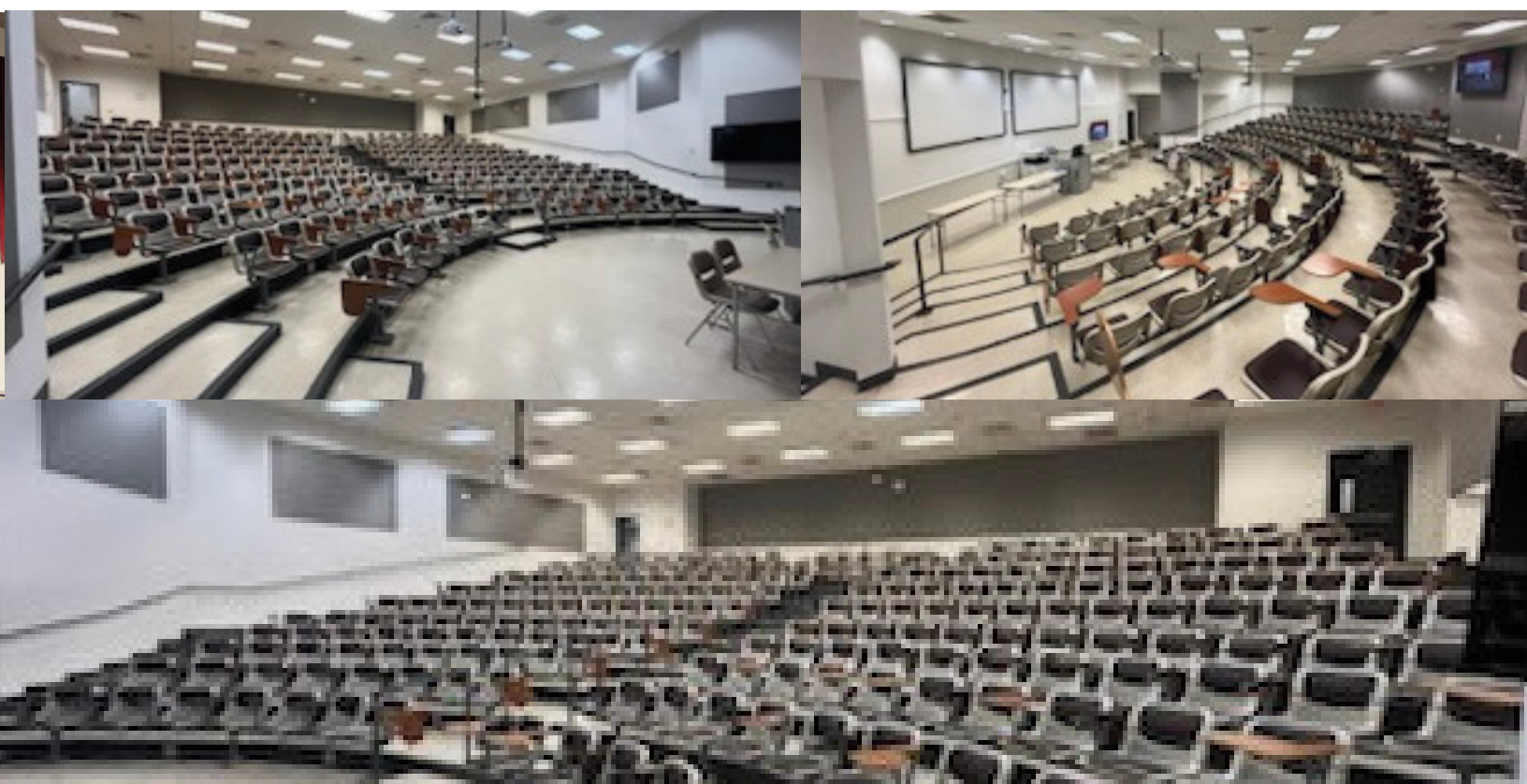
Registration area  
Red carpet affair  
Tradeshow/ Exhibits

### ACCOMMODATES:

6 - high boys  
7 - 4 ft. tables  
6 - 6 ft. tables

# Carl and Mary Ware Academic Building

## Lecture Halls



### CAPACITY

Room 101 - 138 ppl

Room 102 - 120 ppl

Room 103 - 215 ppl

### ROOM FEATURES:

Built in Sound System

One (1) wireless/ One (1) lapel  
microphone

Lecturn microphones

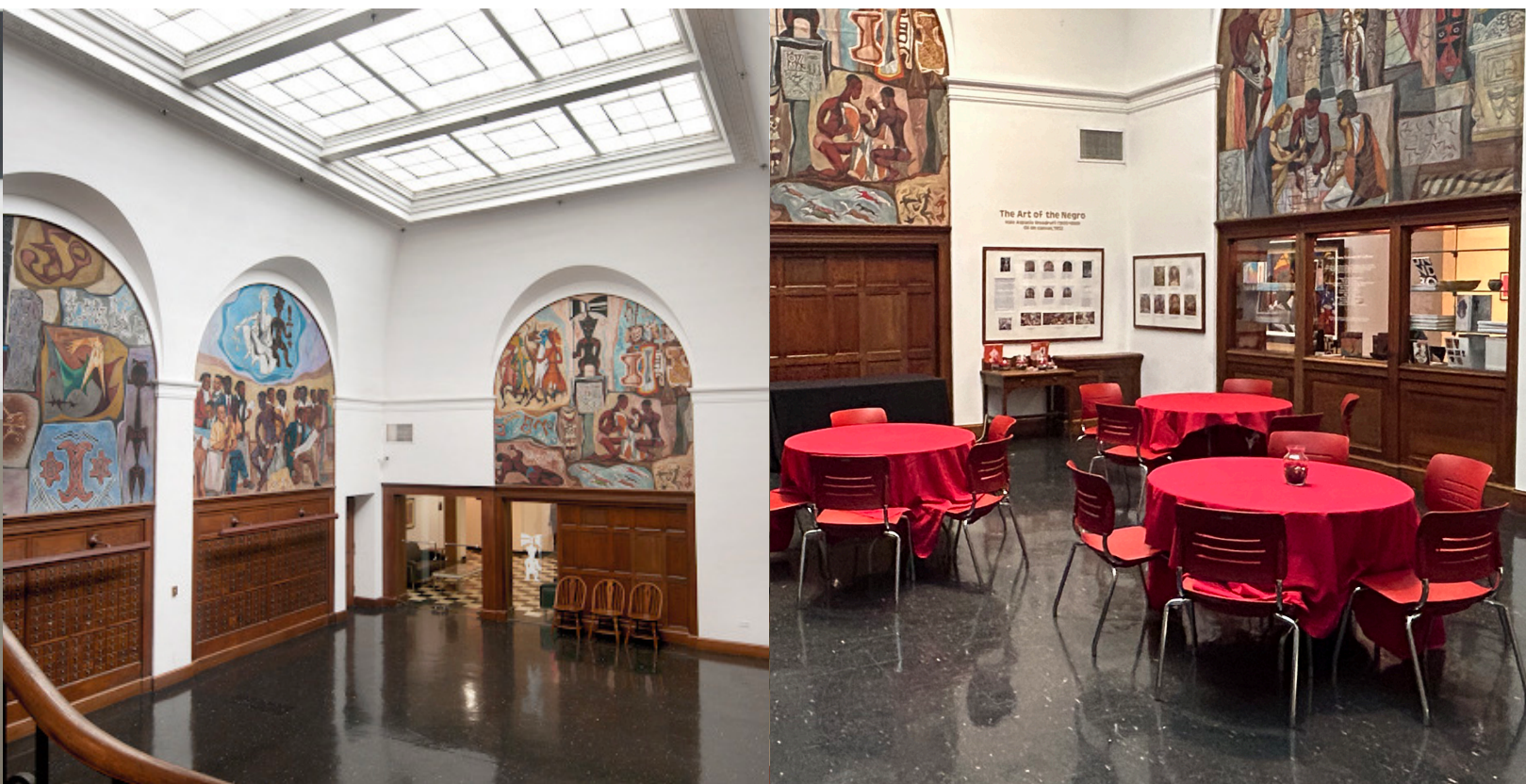
Computer w/HDMI connection

Hi-Flex Room (Zoom Capability)

FOOD & BEVERAGE NOT ALLOW IN THIS SPACE



# Trevor Arnett Art Museum Atrium



## CAPACITY

70

## TYPE OF EVENTS FOR THE SPACE:

Red carpet affairs  
Meet and greet area  
Receptions

## ACCOMMODATES:

65 ppl - theater-style  
4 - 4ft banquet rounds  
5 - high boys

## ROOM FEATURES:

(1) Lectern  
One (1) wired microphone  
PA System

SPECIAL REQUIREMENT FOR FOOD AND BEVERAGES

# Thomas Cole Research Center

## T.Cole Research Lobby



### CAPACITY

70

### TYPE OF EVENTS FOR THE SPACE:

Red carpet affair  
Registration area  
Meet and greet  
Step and repeat

FOOD & BEVERAGE NOT ALLOW IN THIS SPACE



# Thomas Cole Research Center

## Lecture Hall



### CAPACITY

65

### ROOM FEATURES:

- 1 - LED display screen
- Built-in sound system
- 1 - wireless microphone
- Computer w/HDMI connection
- Hi-Flex Room (Zoom Capability)

SPECIAL REQUIREMENT FOR FOOD AND BEVERAGES

# Thomas Cole Research Center

## Aldridge Auditorium



### CAPACITY

# 325

### TYPE OF EVENTS FOR THE SPACE:

Movie screenings  
Conferences  
Lectures  
Panel discussions

### ACCOMMODATES:

(6-7) - wide chairs  
(1-2) - 6 ft. tables

### ROOM FEATURES:

Stage one (1) LED wall display  
Built in Sound System  
(1) Lecturn  
(4) wireless / wired  
Microphones PA system  
HDMI computer connector

FOOD & BEVERAGE NOT ALLOW IN THIS SPACE



# Thomas Cole Research Center

## Board Room



### CAPACITY

**80**

### TYPE OF EVENTS FOR THE SPACE:

Meetings  
Workshops  
Receptions  
Conferences  
Luncheons  
Green Room

### ACCOMMODATES:

80 ppl - theater-style seating  
50 ppl - Hollow square meeting  
40 ppl - U - Space meeting  
8 - banquet rounds

### ROOM FEATURES:

One (1) center screen  
Built-in sound system  
Lecturn with lapel microphone  
HDMI connection  
Hi-Flex Room (Zoom Capability)



# Thomas Cole Research Center

## Exhibition Hall



### CAPACITY

# 140

### TYPE OF EVENTS FOR THE SPACE:

Registration areas  
Red carpet affairs  
Workshops  
Receptions  
Conferences  
Luncheons

### ACCOMMODATES:

180 ppl - theater-style seating  
14 - banquet rounds  
50- 6 ft tables - exhibition-style  
10 - high boys

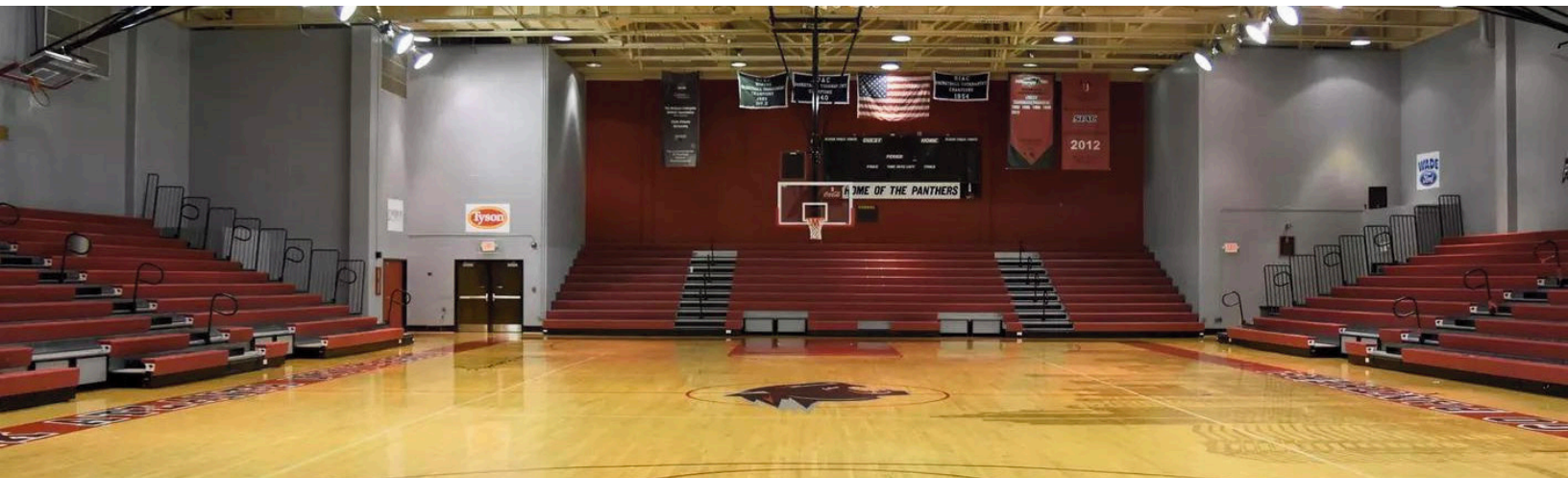
### ROOM FEATURES:

Built-in sound system  
Lecturn with microphone  
Balcony  
Accent lights



# Henderson - Epps Gymnasium

## Epps Gymnasium



**CAPACITY**  
**2,000**

### TYPE OF EVENTS FOR THE SPACE:

Conferences  
Sports Games  
Concerts  
Orientations  
Ceremonies  
Exhibits

### ACCOMMODATES:

900 ppl - floor seating (with back bleachers only)  
700 ppl - floor seating theater style seating  
700 ppl - Bleacher-style seating  
75 - 4 ft. Classroom-style

### ROOM FEATURES:

Built-in sound system  
LED screen  
Locker rooms

A/V TECHNICIAN IS REQUIRED FOR EXTERNAL EVENTS

# Clark Atlanta University

## Panthers Stadium



CAPACITY

5,000

### TYPE OF EVENTS FOR THE SPACE:

Sports Games  
Concerts  
Orientations  
Ceremonies



# CAU Quads



TREVOR ARNETT QUAD

CAPACITY

5,000



HARKNESS QUAD

CAPACITY

1,700



THAYER QUAD

CAPACITY

1,700