

# HOW TO RESERVE SPACE AS A STUDENT ORG:

## Request Event Space

Student and Campus Event Centers

Student Center, Exhibition Hall, West Village: [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu)

1. Go To <https://studentcenter.gatech.edu/event-services>

Georgia Tech

### Student and Campus Event Centers

Home | Buildings | Our Programs | Event Services | Postal Services | Our Team | Campus Tickets | Contact Us

#### Plan an Event

Event Services team supports reservable spaces in the John Lewis Student Center and Stamps Commons, Exhibition Hall, West Village, Historic Academy of Medicine, outdoor event and table spaces, and classrooms for non-academic meetings and events. Our office suite is staffed Monday – Friday from 8 a.m. - 5 p.m. and is located on the third floor of the Student Center. To reach a member of our team, please contact:

- For events in the Student Center, Exhibition Hall, or West Village: [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu)
- For events in the Historic Academy of Medicine: [academyofmedicine@gatech.edu](mailto:academyofmedicine@gatech.edu)
- For class reservations: [classroomreservations@stucen.gatech.edu](mailto:classroomreservations@stucen.gatech.edu)
- For outdoor events: [outdoorevents@stucen.gatech.edu](mailto:outdoorevents@stucen.gatech.edu)

2. Scroll Down and Click on “Start a Reservation”



3. Click on “Registered Student Organizations”

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#### Start Your Reservation

▼ <a href="#">Registered Student Organizations</a>
▼ <a href="#">Students</a>
▼ <a href="#">GT Departments and Colleges</a>
▼ <a href="#">External Clients</a>

4. Click on “GT Events” Hyperlink

## Registered Student Organizations

Registered Student Organizations may request and reserve spaces on campus through **GT Events**.

### 5. Sign in with User Id and Password (wait 5-10 seconds for page to load after signing in)

The screenshot shows the Georgia Tech Campus Reservation system interface. The top navigation bar includes the Georgia Tech logo and the text "Georgia Tech Campus Reservation ...". Below the navigation bar, there are tabs for "SITE HOME" and "MY HOME". The main content area is divided into two columns. The left column is titled "Sign In" and contains a message about plans for the summer semester, including social distancing and vaccination requirements. Below the message is a "NOTE" stating that Georgia Tech students, faculty, and staff do not need to create an account to sign in. There are two input fields for "User Id \*" and "Password \*", and a "Sign In" button. The right column is titled "Welcome, Guest." and contains a "Create An Account" button.

### 6. Click on "CREATE A RESERVATION" on the sidebar under "HOME"

The screenshot shows the Georgia Tech Campus Reservation system interface. The top navigation bar includes the Georgia Tech logo and the text "Georgia Tech Campus Reservation ...". Below the navigation bar, there are tabs for "SITE HOME" and "MY HOME". The main content area is divided into two columns. The left column is a sidebar with a "HOME" section. The "CREATE A RESERVATION" button is highlighted in yellow. Below the sidebar, there are several buttons for "Events By Type": "Today's Public Lectures", "Campus Events This Week", and "Public Forum Events". The right column is titled "Request a Classroom Space" and contains a list of instructions for students, faculty and staff, and dates for requesting classroom spaces for the summer, fall, and spring semesters. There is a small image of two students in a classroom setting.

### 7. Select "book now" beside "Chartered Student Group – Request Event Space"


### My Reservation Templates

John Lewis Student Center Multicultural Lounge	book now	about
John Lewis Student Center Reflection Space	book now	about
Price Gilbert - Media Scholarship Commons	book now	about
Price Gilbert - Teaching Studios	book now	about
Chartered Student Group - Request Classroom Space	book now	about
Chartered Student Group - Request Event Space	book now	about
Clough & Library - Class, Meeting, Rehearsal Rooms	book now	about
MOSE Atriums	book now	about
Outdoor - Tech Walkway Table Space	book now	about
Request Classroom Space (available AS IS only)	book now	about
Request Event Space	book now	about
Student Success Center	book now	about
Request Event Space	book now	about
SC/Ex Hall Special Use-Atl & Cyp Theaters, Midtown	book now	about
Request Classroom space-weekend & breaks use only	book now	about
Clough & Library - Instant Reservation Rooms	book now	about
Outdoor Event Spaces (3 Weeks Advance Booking)	book now	about
Request a room in EBB	book now	about

8. From here, you will be able to search dates, times, locations, specific features, number of people, and specific rooms

a. Search by Date by Clicking on the Calendar Icon and selecting your month (by using the arrows) and day

Date

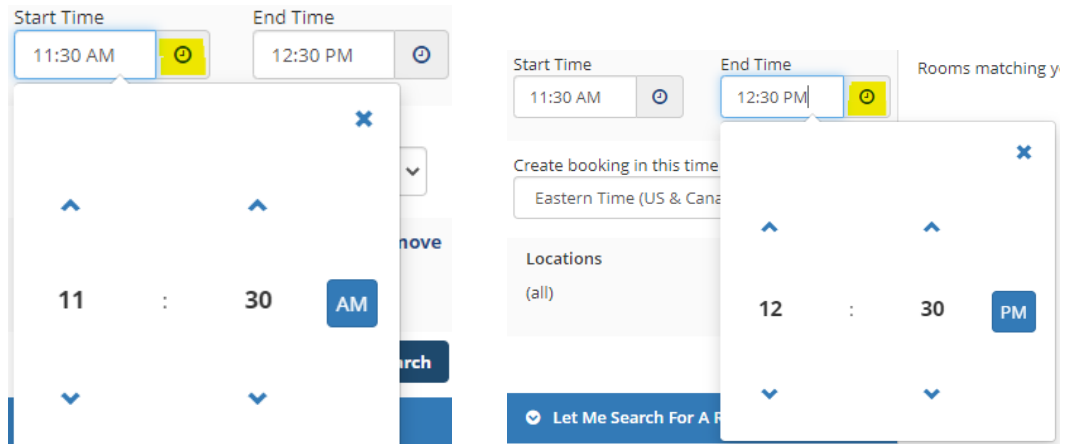
Sun 10/09/2022  Recurrence

October 2022

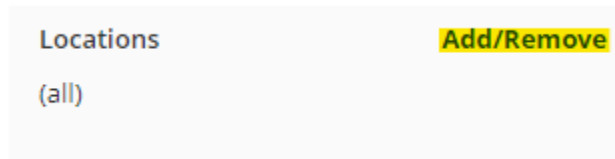
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

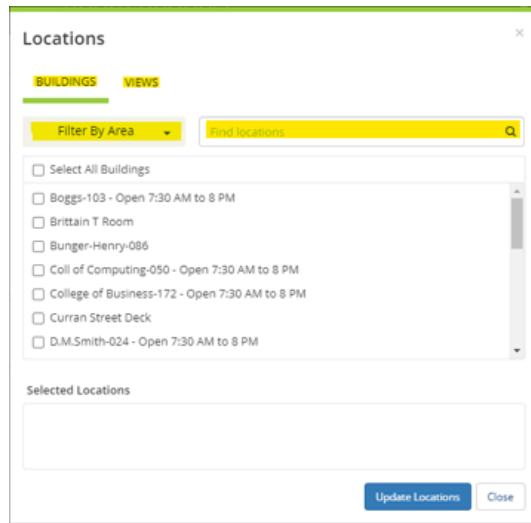
b. Search by Time by Changing Start Time and End Time for Event by Clicking on the Clock Icon (can change times by up/down arrows or by clicking on numbers, change AM/PM by clicking on blue block, can then click blue "x" and time will be saved)



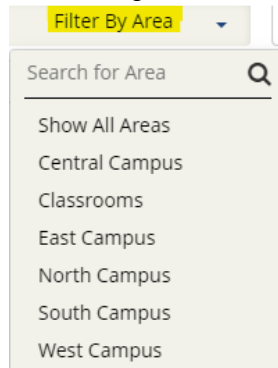
c. Search by Location by clicking “Add/Remove”



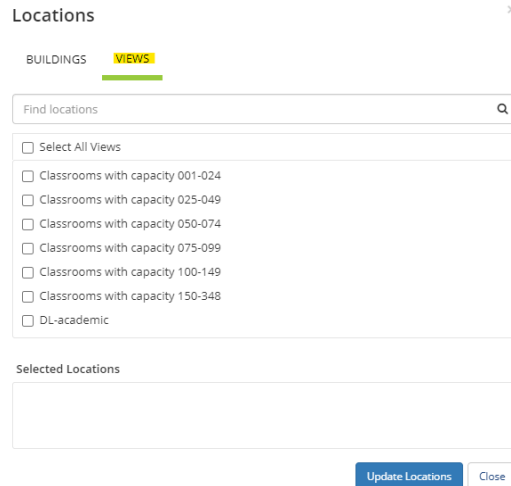
i. Can change search through “Buildings” “Views” “Filter By Area” or by “Find Locations”



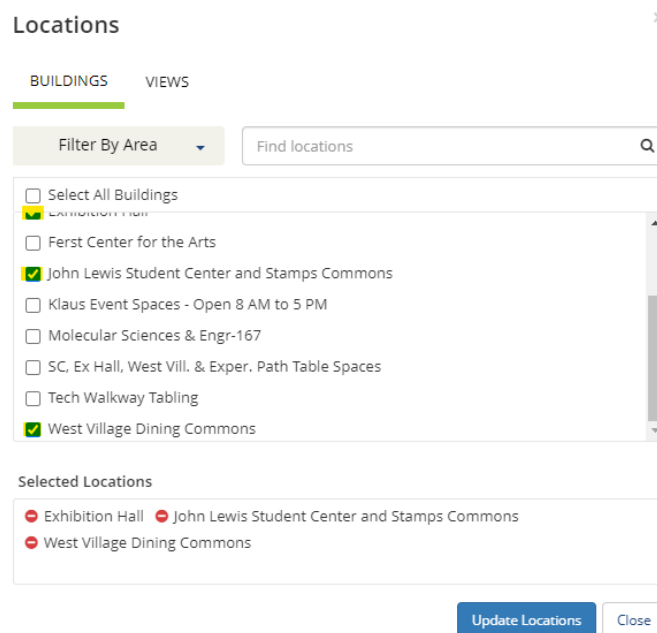
ii. Can change “Filter By Area” to different Areas of Campus



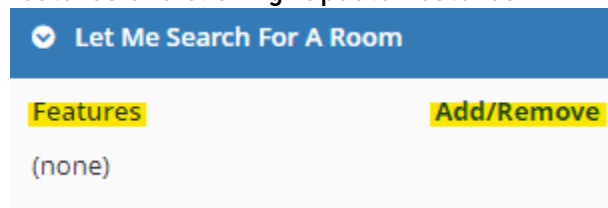
iii. Can change “Views” to different Classroom Capacities



- iv. Can Add Locations by Clicking on the Black Square Next to the Building (which will then fill with a blue check) and will now show under “Selected Locations” (which you can delete by selecting the red minus circle) and then click “Update Locations”



- d. Can Add Features by Clicking “Add/Remove” next to “Features” and selecting features and clicking “Update Features”



**Features** ×

Find features Q

- Select All features
- ADA Compliant
- Auditorium Seating
- Chalkboard
- Fixed Tables/Fixed Chairs
- Fixed Tables/Movable Chairs
- Marker Board
- Movable Tables/Movable Chairs

Selected Features

Update Features
Close

e. Can Search Number of People by adding Number in box below “Number of People” and clicking “Search”

**Number of People**

↑
↓

Search

f. Can Search Specific Rooms by Typing in Room Name Under “I Know What Room I Want”

▼
I Know What Room I Want

**Room Name**

Q

9. All Available Rooms Based on Your Inputs will then be Displayed under “Rooms You Can Reserve” or “Rooms You Can Request” in which you can Add that Room to Your Reservation by Clicking the Green Plus Circle Next to the Room You Want

Chartered Student Group - Request Event Space

1 Rooms 2 Services 3 Reservation Details

My Cart (0) Create Reservation

New Booking for Tue Nov 8, 2022 [Next Step](#)

Date & Time  
 Date: Tue 11/08/2022 Recurrence  
 Start Time: 1:00 PM End Time: 2:00 PM  
 Create booking in this time zone: Eastern Time (US & Canada)  
 Locations: Exhibition Hall, John Lewis Student Center, etc.  
 Add/Remove  
 Let Me Search For A Room  
 I Know What Room I Want  
 Room Name:

Selected Rooms  
 Your selected rooms will appear here.

Room Search Results

Favorite Rooms only Find A Room Search

Room	Location	Floor	TZ	Cap	Filter Match
<b>Rooms You Can Reserve</b>					
<input type="checkbox"/>	Cabbagtooth Boardroom	Exhibition Hall	Second Floor	ET 28	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Krog Boardroom	John Lewis Student Center and Stamps Commons	Third Floor	ET 16	<input type="checkbox"/>
<b>Rooms You Can Request</b>					
<input type="checkbox"/>	Highlands	Exhibition Hall	Second Floor	ET 35	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Buckhead	Exhibition Hall	Second Floor	ET 50	<input type="checkbox"/>
<input type="checkbox"/>	Home Park	Exhibition Hall	Second Floor	ET 96	<input type="checkbox"/>
<input type="checkbox"/>	Old 4th Ward	Exhibition Hall	Second Floor	ET 32	<input type="checkbox"/>
<input type="checkbox"/>	Centennial	Exhibition Hall	Second Floor	ET 96	<input type="checkbox"/>
<input type="checkbox"/>	Sweet Auburn	Exhibition Hall	Second Floor	ET 48	<input type="checkbox"/>
<input type="checkbox"/>	Summerhill	Exhibition Hall	Second Floor	ET 24	<input type="checkbox"/>
<input type="checkbox"/>	Little Five Points	Exhibition Hall	Second Floor	ET 16	<input type="checkbox"/>
<input type="checkbox"/>	Irishman Park	Exhibition Hall	Second Floor	ET 35	<input type="checkbox"/>

10. After Clicking on the Green Plus Circle, a box titled “Attendance & Setup Type” will pop up in which you add the Number of Attendees in the box below “No. of Attendees” and click which Setup Type Under “Setup Type” (unless you cannot change the setup for that room) and click “Add Room”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees \***

**Setup Type \***

- Banquet Rounds of 8
- Boardroom Style
- Classroom
- Closed U
- Exhibit
- Lecture
- Open U
- Team Table

11. The Room(s) that you have Selected will now Appear Below “Selected Rooms” in which you can now click “Next Step” to Proceed with your Reservation

New Booking for Tue Nov 8, 2022 [Next Step](#)

Date & Time Selected Rooms Attendance & Setup Type

Rate: Tue 11/08/2022 Recurrence

Krog Boardroom

Room Search Results

12. If Needed, any Services will pop up under “Services For Your Reservation” including (but not limited to) the Target Audience in which you can select your Target Audience by clicking “here” under “Who is the target audience at the event?” which will then show up under “Services Summary” and can click “Next Step”

Chartered Student Group - Request Event Space

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation

Next Step

**Student Center Target Audience**

Who is the target audience at the event?

Click [here](#) to select target audience

**Services Summary**

Student Center Target Audience

1 Click here to select target audience

Target Audience

- Students

13. All of the Details needed for your Reservation will now appear under “Reservation Details” including “Event Details” “Group Details” and “Additional Information”

Chartered Student Group - Request Event Space

1 Rooms 2 Services 3 Reservation Details

My Cart (1) Create Reservation

**Reservation Details**

**Event Details**

Event Name \*

Event Type \*

Meeting

**Group Details**

Group \*

Student

1st Contact

2nd Contact (GA Tech Advisor Name)

(Phone)

2nd Contact (GA Tech Advisor Name) Phone

2nd Contact (GA Tech Advisor Name) Fax

2nd Contact (GA Tech Advisor Name) Email Address

**Additional Information**

Food/Catering Notes: If you are providing food or ordering catering, please tell us which catering service you are ordering, or what kind of food or drink you intend to serve. \*

In this event cosponsored with an outside group/company? \*

Choose one

14. After filling in all the Required Information (all boxes outlined red/\* questions), you can click “Create Reservation”

Create Reservation

15. You will then see a Pop-Up Message titled “Help” with any Additional Information Announcements, see a Page that says “Reservation Created” behind that Pop-Up, and will Shortly Receive an Email from “GTEvents” titled “Reservation Summary”

Reservation Created

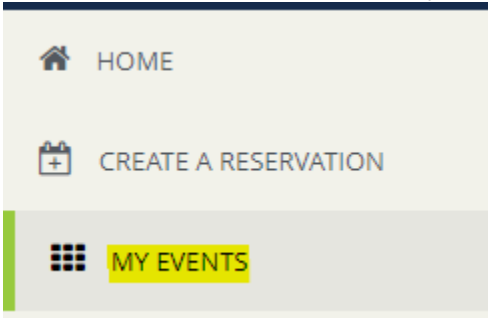


## Reservation Summary

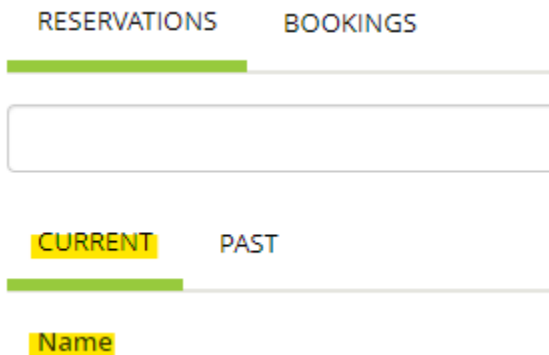


GTevents <GTevents.Notification@gatech.edu>

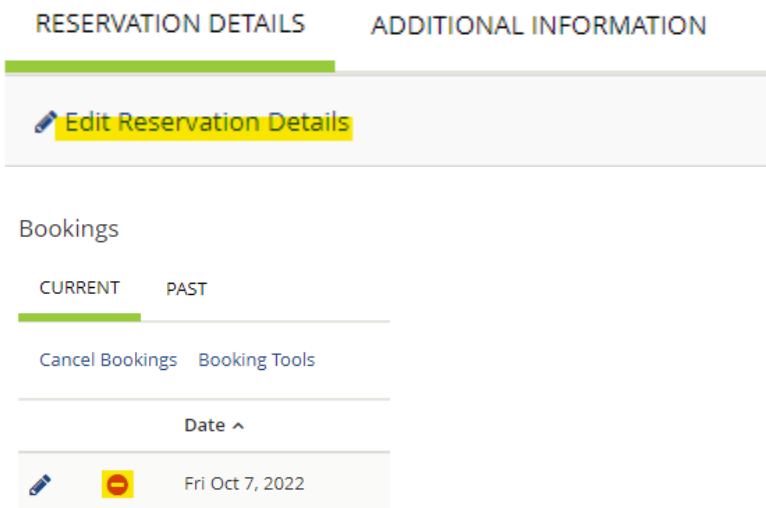
16. TO EDIT OR CANCEL: Click on “My Events” on the Side Panel



17. Click on the Upcoming Reservation/Booking from either “RESERVATIONS” or “BOOKINGS” at the top that you would like to Cancel by Clicking on the “Name” under “CURRENT”



18. From here, you can click on “Edit Reservation Details” to Edit any Aspect of the Reservation or click on the Red Minus Circle by the Booking Date to Cancel



Event Services | [Student & Campus Event Centers](#)  
Division of [Student Engagement & Well-Being](#)

Georgia Institute of Technology

404.894.2828 | [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu) | [gatech.edu](http://gatech.edu)

*This email is monitored Monday - Friday from 8a - 5p.*

***For on-site assistance with your event, please reach out to our Guest Services Managers.***

***For Student Center Guest Services: 404.998.1143***

***For Exhibition Hall Guest Services: 404.894.9505***

***For West Village Guest Services: 470.382.8247***

