

HOW TO RESERVE SPACE AS A STUDENT ORG:

Request Special Use Spaces

Student and Campus Event Centers

Student Center, Exhibition Hall, West Village: 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

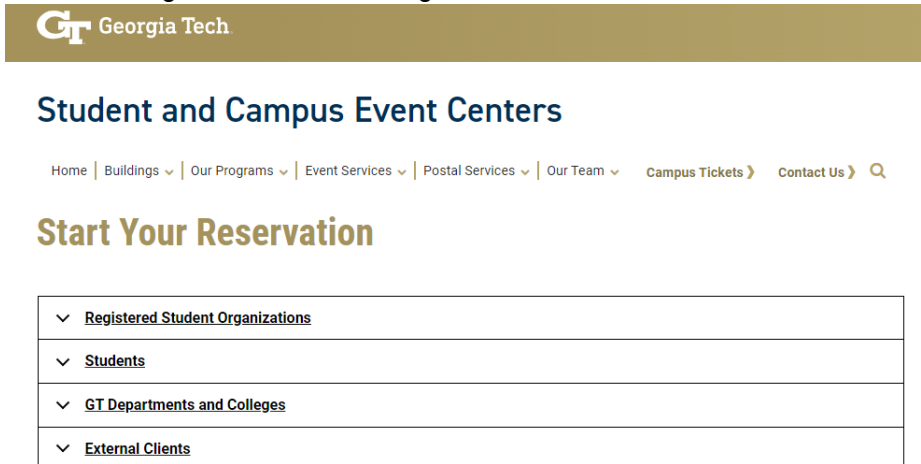
Event Services team supports reservable spaces in the John Lewis Student Center and Stamps Commons, Exhibition Hall, West Village, Historic Academy of Medicine, outdoor event and table spaces, and classrooms for non-academic meetings and events. Our office suite is staffed Monday – Friday from 8 a.m. - 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
- For events in the Historic Academy of Medicine: academyofmedicine@gatech.edu
- For class reservations: classroomreservations@stucen.gatech.edu
- For outdoor events: 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

▼ Registered Student Organizations
▼ Students
▼ GT Departments and Colleges
▼ External Clients

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. It also includes a "NOTE" about account creation and a "Sign In" button. The right column is titled "Welcome, Guest." and contains a "Create An Account" button. The sidebar on the left includes a "HOME" button and a "CREATE A RESERVATION" button highlighted in yellow.

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

The screenshot shows the Georgia Tech Campus Reservation system interface after clicking on "CREATE A RESERVATION". 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 "Request a Classroom Space" and contains a message about the request process, including a "Request a Classroom Space" button. The right column is titled "Events By Type:" and contains a list of event types: "Today's Public Lectures", "Campus Events This Week", and "Public Forum Events". The sidebar on the left includes a "HOME" button and a "CREATE A RESERVATION" button highlighted in yellow.

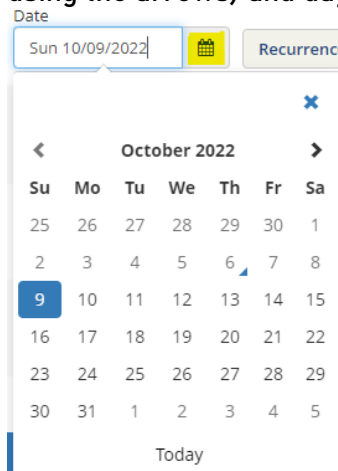
7. Select "book now" beside "SC/Ex Hall Special Use- Atl & Cyp Theaters, Midtown"

My Reservation Templates

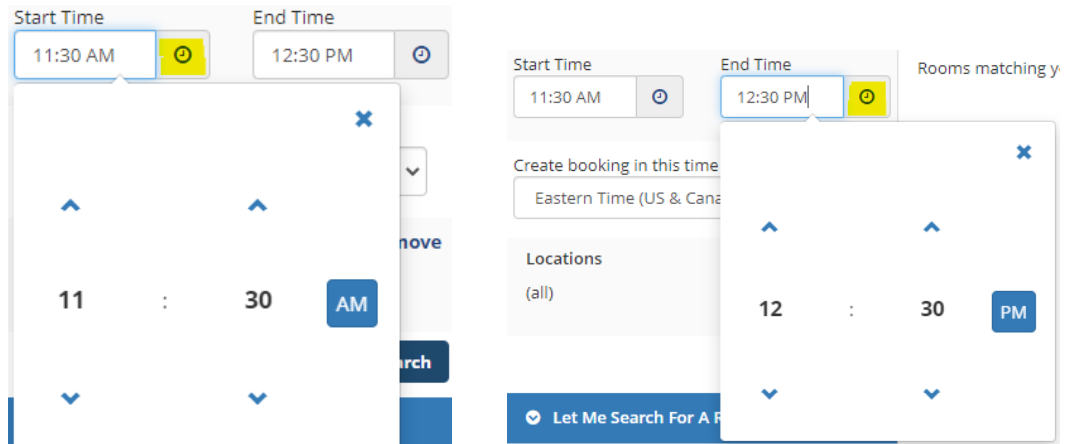
John Lewis Student Center Multicultural Lounge	book now	about
John Lewis Student Center Reflection Space	book now	about
Price Gilbert - Media Scholarship Commons	book now	about
Price Gilbert - Teaching Studios	book now	about
Chartered Student Group - Request Classroom Space	book now	about
Chartered Student 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
SCREX Hall Special Use-Att & 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

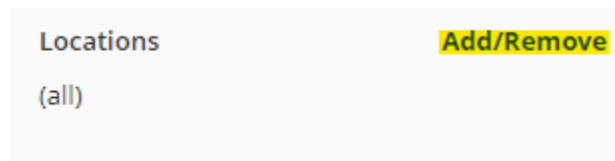
a. Search by Date by Clicking on the Calendar Icon and selecting your month (by using the arrows) and day



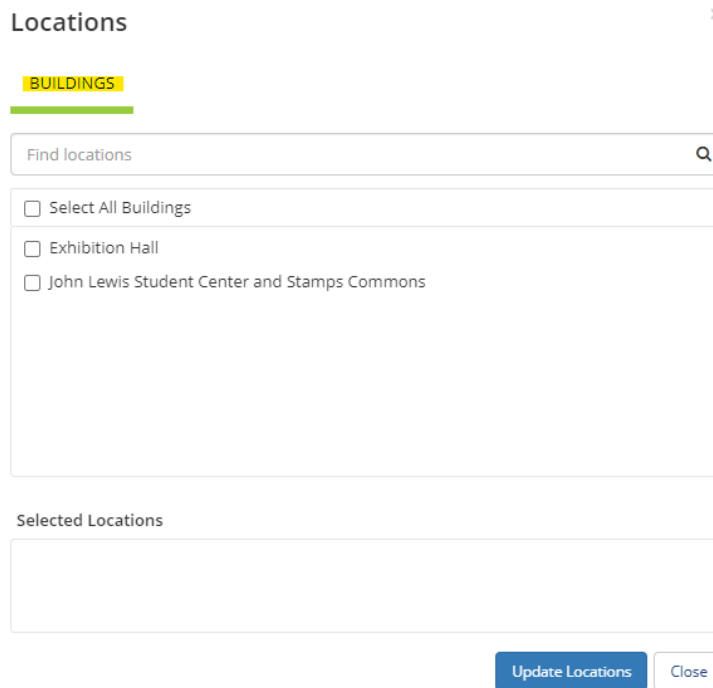
b. Search by Time by Changing Start Time and End Time for Event by Clicking on the Clock Icon (can change times by up/down arrows or by clicking on numbers, change AM/PM by clicking on blue block, can then click blue "x" and time will be saved)



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



i. Can change search through “Buildings” or by “Find Locations”



ii. 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”

Locations ×

BUILDINGS

Find locations Q

Select All Buildings

- Exhibition Hall**
- John Lewis Student Center and Stamps Commons**

Selected Locations

- Exhibition Hall**
- John Lewis Student Center and Stamps Commons**

Update Locations
Close

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

☑ Let Me Search For A Room

Features
Add/Remove

(none)

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

9. All Available Rooms Based on Your Inputs will then be Displayed under “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

New Booking for Mon Dec 19, 2022 Next Step

Date & Time	Selected Rooms
Date Mon 12/19/2022 Recurrence	Your selected Rooms will appear here.
Start Time 1:30 PM End Time 2:30 PM	Attendees There was a problem accessing the Attendee services.
Create booking in this time zone Eastern Time (US & Canada)	Room Search Results
Locations John Lewis Student Center and Stamps Com... Add/Remove	LIST SCHEDULE
Search	<input type="text" value="Find A Room"/> Search
Let Me Search For A Room	<input type="checkbox"/> Favorite Rooms only.
Setup Types (no preference) Add/Remove	
Number of People 0 Search	
I Know What Room I Want	

Room	Location	Floor	TZ	Cap	Filter Match
Rooms You Can Request					
<input type="checkbox"/> Atlantic Theater	John Lewis Student Center and Stamps Commons	Third Floor	ET	298	<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” select the Setup Type from the Dropdown Menu “Setup Type” 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 *

Add Room Cancel

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

SC/Ex Hall Special Use-Atl & Cyp Theaters, Midtown

1 Rooms & Attendees 2 Services 3 Reservation Details

New Booking for Mon Dec 19, 2022

Date & Time Selected Rooms Attendance & Setup Type

Note: You cannot change the date or time after you've added a Room to the cart. If you need to change the date or time, first remove the Room by clicking the minus button next to the Room.

Attendees There was a problem accessing the Attendee services.

Room Search Results LIST SCHEDULE

Favorite Rooms only

Room	Location	Floor	TZ	Cap	Filter Match
Atlantic Theater	John Lewis Student Center and Stamps Commons	Third Floor	ET	298	

Rooms You Can Request

Atlantic Theater John Lewis Student Center and Stamps Commons Third Floor ET 298

Let Me Search For A Room

12. If Needed, any Services will pop up under “Services For Your Reservation” and can click “Next Step”

SC/Ex Hall Special Use-Atl & Cyp Theaters, Midtown

1 Rooms & Attendees 2 Services 3 Reservation Details

Services For Your Reservation

Your selected room(s) and date(s) do not allow for additional Services. Please adjust your selections or continue to the next step.

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

SC/Ex Hall Special Use-Atl & Cyp Theaters, Midtown

1 Rooms & Attendees 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name * Event Type *

Calendaring Details

Add to Calendar/Send Invitations Private

Subject Show Time As Busy Reminder (none)

Message

Attach File

Select your file Drag and drop your file here

Group Details

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”

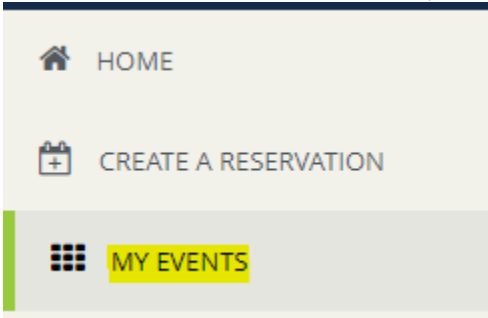
Reservation Created

Reservation Summary

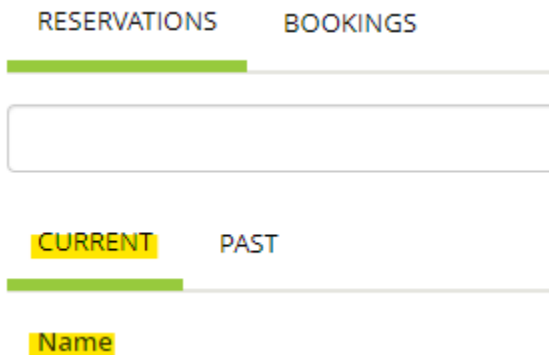


GTevents <GTevents.Notification@gatech.edu>

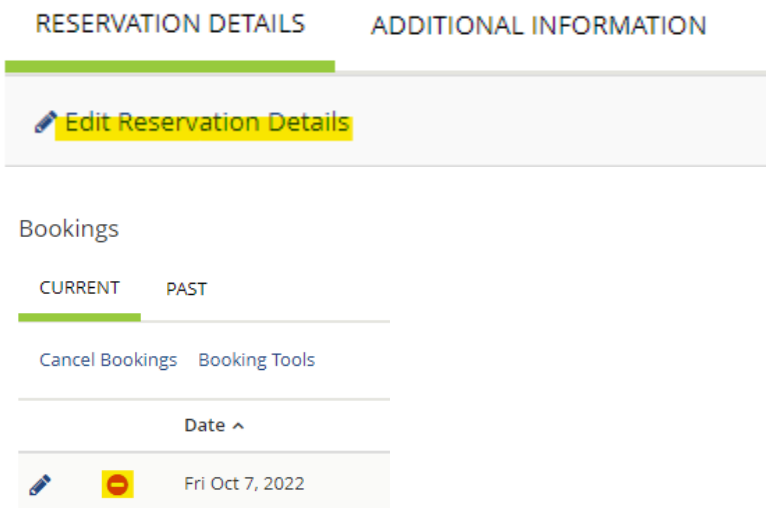
16. TO EDIT OR CANCEL: Click on “My Events” on the Side Panel



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 | 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

