



AFTER HOURS REQUESTS

The following guidelines are for any after-hours requests held within the Georgia Tech Student Center, Exhibition Hall, West Village, or Academy of Medicine. “After-hours” refers to any event with a scheduled arrival time earlier than 7 a.m. or a scheduled departure time later than 11 p.m. Monday - Sunday. These guidelines are in place for the safety and protection of Georgia Tech students, faculty, staff and visitors to the Institute.

Requesting Space

Sponsoring organizations must **request** the space at least **four (4) weeks in advance of the event**. Note, this is a request that may be denied at the discretion of the Student and Campus Event Centers team.

A member of the sponsoring organization must meet with a member of the Student and Campus Event Centers team to discuss the details of the event. At this meeting, the following items related to the event will be discussed:

1. Number of attendees expected
2. Advertising and promotion plan for the event
3. Name and contact information of advisor(s) who will be on site at the event
4. Security and/GTPD presence requirement (if applicable)
5. Entry fee collection/cash handling (if applicable)
6. Event details, including audio/visual needs, decorations, setup, etc.
7. Student and Campus Event Centers and Georgia Tech’s Food, Catering and Alcohol Policy (if applicable)
8. Georgia Tech’s Youth Program Policy (if applicable)
9. Payment

Police and Security

At the discretion of the Student and Campus Event Centers team, at least one (1) uniformed Georgia Tech Police or an **approved** security officer may be required during the duration of the event. The Georgia Tech Student and Campus Event Centers team will arrange for Georgia Tech police. Security costs associated with the event will be added to each reservation and payment must be received prior to the start of each event.

Guests Services Manager

After-hours events are charged \$50 per hour outside of the standard facility hours (7 a.m. – 11 p.m.). One (1) Guest Service Manager (GSM) will be present and is included in the extended building hour cost. Additional GSM’s could be required at an additional cost at the discretion of Student and Campus Event Centers team.

Maximum Attendance

The maximum attendance for each event is determined by the capacity of the scheduled room. The Institute’s Fire Marshall sets room capacities. Please note that the room capacity is strictly enforced.

Event Closing Procedures

Fifteen (15) minutes prior to the conclusion of a late-night event (after 11 p.m.), full lighting will be turned on; ten (10) minutes prior to the conclusion of an event, music will stop (if applicable). Guests will depart the facility in an orderly fashion. Loitering in the building, outside of the building or in the adjacent parking lots at the conclusion of an event will not be permitted.