



# RESERVATION POLICY

## REGISTERED STUDENT ORGANIZATIONS & GT DEPARTMENTS

### Requesting Space

Space in the Student Center, Exhibition Hall, and West Village are available for reservations one year in advance to Registered Student Organizations (RSO), Georgia Tech (GT) Departments, and External Clients. Reservations are confirmed on a first-come, first-served basis. Please note that an event request submission does not guarantee that the room is available for the date and time you requested.

Reservations must be made online via [GT Events](#). Event requests are processed Monday – Friday between 8 a.m. and 5 p.m. You will receive a response from [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu) responding to your request for space within two (2) business days. Completed reservation requests must be received at least three (3) business days in advance of the requested reservation date. Please read your reservation response thoroughly, as all of your requested space and/or equipment may not be confirmed. Your event is not confirmed until the status of the reservation is listed as “confirmed”. Please do not announce or publicize any event until your event has been confirmed.

### Institute-Level Event Exceptions

Institute-Level Events are defined as events that benefit the mission of the Institute; Promote the recruitment and/or retention efforts of the Institute; And are open to the general campus community. Institute-Level Event Exceptions may reserve space in the Student Center, Exhibition Hall, and West Village facilities more than one year in advance. Each event reserved more than one year in advance is subject to a non-refundable fee of \$125 (RSO) or \$250 (GT Departments). The fee will go towards event reservation and cannot be transferred or refunded in the event of cancellation. Other facility rental, equipment, and staffing charges will apply.

Groups wishing for an event to be considered as an Institute-Level Event may apply via [this form](#) to reserve space more than one year in advance. Relationships will be evaluated bi-annually for an effective date of January 1 and July 1.

### Wait List

If the event space is not available, you may choose to remain on the wait list for the requested reservation. You will receive a confirmation of your wait list status from the Event Services Team, who will contact you if the space becomes available. It is recommended that groups on the wait list seek alternative space for their event. **Groups on the wait list may not directly communicate with other groups to trade or share dates. All event details must be coordinated directly through the Event Services team.**

### Logistics Meeting

To ensure the success of a large event, all large events (100 or more attendees), conferences, and special events will require a logistics meeting four (4) or more weeks prior to the event. In addition, all events in the Exhibition Hall Midtown Ballroom, Student Center Atlantic Theater, or Student Center Cypress Theater will require a logistics meeting four (4) or more weeks prior to the event. Smaller meetings and events may also require a logistics meeting at the discretion of the Event Services team.

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## Facility Rental Rates

In most cases, RSO and GT Departments may use the Student Center and Exhibition Hall spaces at no charge. Room charges will apply to RSO and GT Departments on two occasions:

1. RSO and GT Departments who are charging admission or collecting fees (to attendees or vendors) for an event. Events for the sole purpose of fundraising for a RSO are included; or
2. RSO and GT Departments who are co-sponsoring with an off-campus organization. RSO who are directly affiliated with an off-campus organization are excluded if the event/meeting directly relates to the mission of the RSO.

All RSO and GT Departments will be subject to room reservation rates in the West Village Ensemble Room.

## Event Co-Sponsorship

Co-sponsorship occurs when a RSO or GT Department collaborates with an off-campus organization for an event. This joint initiative must be consistent with the mission of the RSO or GT Department. **All event details and arrangements must be made by the RSO or GT Department representative.** Arrangements will not be coordinated with the off-campus group or persons. Facility rental and equipment fees will apply at the on-campus organization's rate (either RSO or GT Department).

## Reduced Set-Up Window

Each space has a designated set-up window between events for the Operations team to properly set for the next event. Requests to reduce the set-up window will incur additional fees at the rate of \$75 per hour (minimum of one hour charge). Multiple set-up changes during a reservation will also incur reduced set-up window fees. Reduced set-up window fees always apply for RSO and GT Departments.

## Overnight Storage

RSO and GT Departments may request to store items in their reserved location(s) for either the day before or day after their event (this is inclusive of equipment from a third party vendor). Approval is based on availability of the space; it is recommended that the group includes the additional date for storage in their initial reservation request. Overnight storage fees apply to all groups. The overnight storage fee is assessed once per night, regardless of the amount of spaces being utilized for overnight storage.

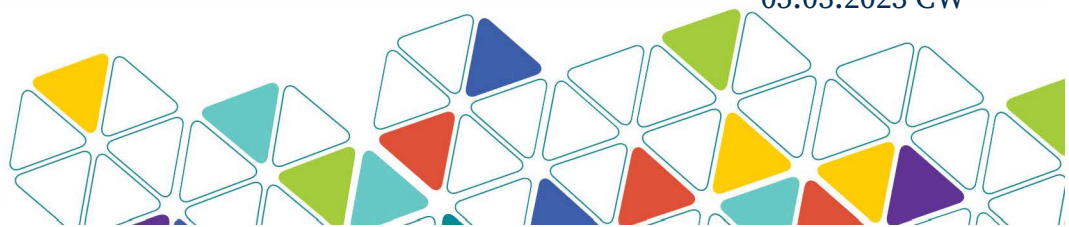
## Green Room Fee (Exhibition Hall)

The Green Room in the Exhibition Hall is available for reservations in conjunction with events in the Midtown space. This space is not available on GT Events, but can be requested via email to [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu). The flat daily rate for the Green Room applies to all groups.

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## Equipment Rates

The Event Services team offers a wide array of equipment that RSO and GT Departments may request as part of their facility reservation. Available equipment and rates can be found on our [website](#). Equipment is subject to availability and should be requested prior to the event. Rates listed on the website are always assessed for RSO and GT Departments.

## Staffing Rates

The Student and Campus Event Centers provides on-site staff for assistance with your event at no cost to the group. These Guest Services Managers (GSM) can assist with room access, trouble-shooting AV issues, and/or assist with changes to set-up or equipment. A phone number to reach the GSM will be provided on your final confirmation, as well as listed outside of each meeting room space.

Groups wishing for personal attention to their event can also request a dedicated staff member for an additional fee. Requests for dedicated staff must be received at least two (2) weeks in advance of the event and are subject to availability. More information about fees and services can be found on our [website](#).

## Payment

RSO and GT Departments will receive a finalized invoice for their event after the event concludes. The Event Services team generates and sends invoices bi-weekly and RSO and GT Departments are responsible for submitting payment 30 days after the invoice is received. Payments are accepted in the form of Departmental Worktag, Credit Card, Business or Certified Check, or Money Order. Future reservation privileges will be impacted for groups with past-due balances for events.

## Fronting

RSO and GT Departments may not reserve space or equipment for, or on the behalf of, an off-campus organization or for a personal event. This behavior constitutes fronting and is not permitted. Fronting is when a RSO, faculty, or staff member makes a reservation for an off-campus organization, person, or for a personal event with no authentic connection to the Institute or their department's mission. If fronting is discovered, standard/off-campus client space and equipment rental rates will apply, and future reservation privileges will be impacted.

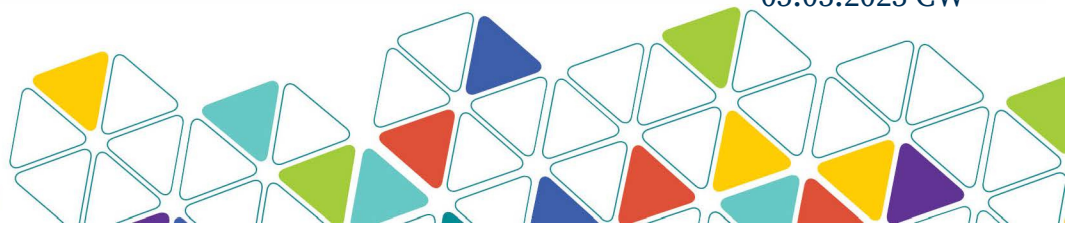
## Hold Policy

RSO and GT Departments are permitted to hold space on multiple dates for the same event while finalizing event details. The maximum amount of dates that can be held for the same event by a RSO or GT Department at a time is two (2). The Event Services team will reach out to groups before any spaces are released. Once the event date is finalized, the group is responsible for cancelling the holds placed on spaces that will not be used.

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## Special Use Spaces

The following spaces are considered "Special Use Spaces": **Student Center:** Atlantic Theater, Cypress Theater; **Exhibition Hall:** Midtown spaces. Activities in these spaces should be distinctive in nature; typical weekly meetings will not be confirmed in these locations. All events in Special Use Spaces will require a logistics meeting four (4) or more weeks prior to the event.

## Wait-List for Special Use Spaces

RSO and GT Departments wishing to utilize special use spaces for typical weekly meetings are permitted to remain on the wait-list for the space. If the space is available four (4) weeks in advance, the Event Services team will confirm the event on a week-by-week basis. It is recommended that groups seek alternative spaces for their weekly meetings.

## Rain Plan

Space(s) held for back-up to an outside event as a rain plan must notify the Event Services team at least 48 hours in advance from the start of the event. Rain plan events scheduled on Mondays must notify the Event Services team by Friday at noon to confirm use of the space or cancel the space reservation. Notification must either confirm use of the space, or cancel the space reservation. Rain plan events will remain in the "Rain Plan" status until notification is received by the Event Services team.

When making the space request in GT Events, these spaces must be designated clearly by placing "Rain Plan" in the event name.

## Room Changes

The Event Services team reserves, at its sole discretion, the right to relocate an event to a space similar in size and layout. This right will only be exercised in emergency or extreme situations after other options have been exhausted and after consultation with the reserving/affected group.

## Instant Reservations

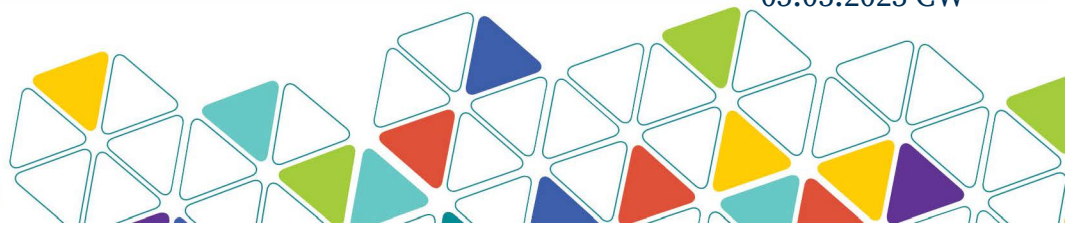
The Event Services Team offers instant reservation space to RSO and GT Departments through GT Events. The Cabbagetown Boardroom in the Exhibition Hall, and the Krog Boardroom, Juniper Boardroom, and Ponce de Leon Boardroom in the Student Center are considered instant reservation spaces.

Instant reservation spaces may be reserved up to one (1) hour prior to room use, during normal building hours, seven (7) days per week, pending availability. Rooms have a fixed boardroom setup; additional equipment and catering is not permitted for instant reservations. Rooms should be returned to the same condition as found.

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## Using External Vendors

RSO and GT Departments may decide to work with external vendors to supply equipment and/or services for their event. It is the responsibility of the RSO or GT Department to ensure the external vendor is compliant to conduct business on Georgia Tech's Campus. A valid business license and certificate of insurance is required for all external vendors conducting business on Georgia Tech's Campus. These documents should be submitted through this [form](#) at least two (2) weeks in advance of the event.

## Cancellations

### Meeting Rooms, Table Spaces, and Off-Site Equipment Rentals

Cancellations must be received online via GT Events or in writing by emailing [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu) at **least three (3) business days prior** to the scheduled event to allow for rebooking of the space. Failure to cancel a reservation will result in a "no-show" violation. All room, equipment, and labor fees apply for no-shows. **A late cancellation is preferred over a no-show.** Instant Reservable spaces are not included in the cancellation policy.

### Special Use Spaces

The Student Center Atlantic Theater and Cypress Theater and Exhibition Hall Midtown are considered "Special Use Spaces". Cancellations must be received online via GT Events or in writing by emailing [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu) at least five (5) business days prior to the scheduled event to allow for rebooking of the space.

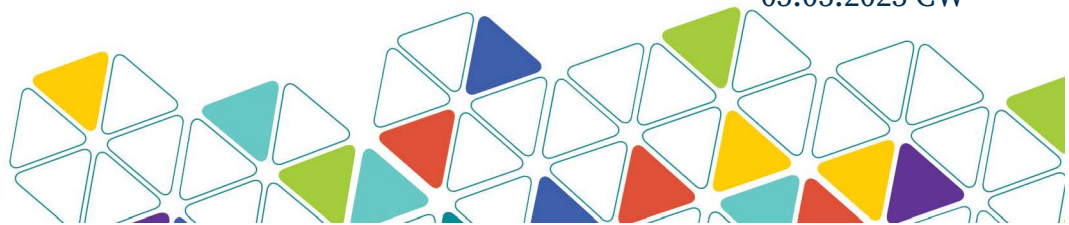
Late cancellation violations in special use spaces are listed below and reset yearly on the first day of the fall academic semester. **A late cancellation is preferred over a no-show.**

<b>1<sup>st</sup> Violation</b>	Warning of the policy violation to the event contact via email.
<b>2<sup>nd</sup> Violation</b>	Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply.
<b>3<sup>rd</sup> Violation</b>	Email notification of the violation to the event contact. All room, equipment, and labor fees apply.  All future bookings by the group in the Student Center, Exhibition Hall or West Village will be cancelled.  Reservations will not be permitted for a period of six (6) months starting from the 3 <sup>rd</sup> policy violation date.

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## No-Show

A group is considered a "no-show" for an event if staff visit the space two (2) times during the reserved event time and find no one in the space. Failure to cancel a reservation in a meeting room will result in a no-show violation. No-show violation penalties are listed below and reset yearly on the first day of the fall semester.

<b>1<sup>st</sup> &amp; 2<sup>nd</sup> No-Show</b>	Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply for no-shows.
<b>3<sup>rd</sup> No-Show</b>	<p>Email notification of the violation to the individual(s) listed on the reservation. All room, equipment, and labor fees apply for no-shows.</p> <p>All future bookings by the group in the Student Center, Exhibition Hall or West Village Dining Commons will be cancelled.</p> <p>Reservations will not be permitted for a period of six (6) months starting from the 3<sup>rd</sup> no-show violation date.</p>

## Appeals Process

Groups who wish to appeal a no-show violation must do so to the Event Services team at [SCreservations@stucen.gatech.edu](mailto:SCreservations@stucen.gatech.edu) within three (3) business days from the notification for violation.

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