

# RESERVATION POLICY

The Student Center and Stamps Commons have a variety of facilities and equipment options to meet your event needs.

## STUDENT ORGANIZATIONS & INSTITUTE DEPARTMENTS

Reservations may be made online at [gtevents.gatech.edu](http://gtevents.gatech.edu). Please provide information requested in all fields, as incomplete requests cannot be processed. Completed reservation requests must be received at least three (3) business days in advance of a requested reservation date. All large meetings (100 or more attendees), conferences and activities, will require a logistics meeting four (4) or more weeks in advance of the event. Late night dance parties and other activities require additional approval. Please contact the Event Services team at 404.385.2275 to schedule an appointment as far in advance of your scheduled event as possible.

Reservations are confirmed on a first-come, first-served basis.

The Event Coordinator must issue a written confirmation before a reservation is valid. Correspondence will be sent via email within three (3) business days of the initial request confirming your request has been received. Please read your reservation response thoroughly, as all of your requested space and/or equipment may not be confirmed. **Please do not announce or publicize any event until reservation response has been received and your request has been confirmed.**

Institute departments and student organizations may not reserve Student Center space or equipment for, or on the behalf of, an outside organization, person or for a personal event. This behavior constitutes fronting and is not allowed. Fronting is when a student organization, faculty or staff member reserves a space for an outside business/organization, person or for a personal event with no authentic connection to the Institute or the chartered student organization or campus departments mission. If fronting is discovered, standard/non-institute space and equipment rental rates will apply and future reservation privileges will be impacted.

The Student Center at its sole discretion reserves the right to deny use of Student Center facilities and/or equipment.

## INSTANT RESERVATIONS FOR CHARTERED STUDENT ORGANIZATIONS

The Student Center offers Instant Reservation spaces to chartered student organizations. Instant reservation rooms may be reserved up to one (1) hour prior to room use, during normal building hours, 7 days a week, pending availability. Rooms have a fixed setup and are not equipped with technology (projector or flat panel displays). **Catering setups for Instant Reservations is prohibited.** Rooms should be returned to the same or better condition than found at the time of reservation.

## OFF-CAMPUS/UNAFFILIATED ORGANIZATIONS

The Student Center at Georgia Tech allows use of facilities by non-affiliated Georgia Tech persons and/or organizations. Non-affiliated persons and/or organizations may request a reservation in writing and confirmations will be made on a space available basis. To ensure the success of an approved event, an on-site consultation will be required prior to space confirmation. Upon approval, the non-affiliated person and/or organization must enter into a contractual agreement with the Georgia Institute of Technology for use of the space.

For more information, please visit our page online at [\[redacted\]](#) or contact the Event Services team at 404.385.2275.