



RESERVATION POLICY

Registered Student Organizations & Georgia Tech Departments

Reserving Space

Space in the Student Center, Exhibition Hall, and West Village are available for reservation one year in advance to the Registered Student Organizations, Georgia Tech 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. If the event space is not available, you will be contacted by the Event Services Team with an alternative date, time, or space.

Reservations may be made online via GT Events. Event requests are processed Monday – Friday between 9 a.m. and 5 p.m. Completed reservation requests must be received at least three (3) business days in advance of a requested reservation date. You will receive a response from SCreservations@mail.gatech.edu responding to your request for space within two (2) business days. 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.

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. 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 meetings (100 or more attendees), conferences, and activities 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.

Facility Rental Rates

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

1. Registered Student Organizations 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 Registered Student Organization are included;* or
2. Registered Student Organizations and GT Departments who are co-sponsoring with an off-campus organization. *Registered Student Organizations who are directly affiliated with an off-campus organization are excluded if the event/meeting directly relates to the mission of the Registered Student Organization.*

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

Event Co-Sponsorship

Co-sponsorship occurs when a Registered Student Organization or GT Department collaborates with an off-campus organization for an event. This joint initiative must be consistent with the mission of the Registered



Student Organization or GT Department. **All event details and arrangements must be made by the on-campus 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 Registered Student Organization or GT Department).

Fronting

Registered Student Organizations 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 Registered Student Organization, 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.

Instant Reservations

The Event Services Team offers instant reservation space to Registered Student Organizations and GT Departments through GT Events. The Cabbagetown Boardroom in the Exhibition Hall and the Juniper Boardroom and the 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. Instant reservation rooms are not designed for weekly organization meetings or weekly events; they are intended for last minute meeting needs. Rooms have a fixed boardroom setup and technology and additional equipment is not permitted for instant reservations. **Catering is not permitted for instant reservations.** Rooms should be returned to same condition as found.

Special Use Spaces

The Student Center Atlantic Theater and Cypress Theater and Exhibition Hall Midtown spaces are considered "Special Use 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.

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 for special use spaces will incur additional staffing fees at the rate of \$75 per hour.

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.

Hold Policy

Registered Student Organizations 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 Registered Student Organization 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.



Cancellation Policy

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

Cancellations must be received online via GT Events or in writing by emailing SCreservations@mail.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 in a meeting room 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 the Exhibition Hall Midtown are considered “Special Use Spaces”. Cancellations must be received online via GT Events or in writing by emailing SCreservations@mail.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.

1st Violation	Warning of the policy violation to the event contact via email.
2nd Violation	Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply.
3rd Violation	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 rd policy violation date.

A late cancellation is preferred over a no-show.

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. Notification must either confirm use of the space or cancel the space reservation. These spaces must be designated clearly when booking by placing “Rain Plan” after the event name.

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.



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.

1st & 2nd No-Show	Email notification of the policy violation to the event contact. All room, equipment, and labor fees apply for no-shows.
3rd No-Show	<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 3rd no-show violation date.</p>

Appeals Process

Groups who wish to appeal a no-show violation must do so to the Event Coordinator at SCreservations@mail.gatech.edu within three (3) business days from the notification for violation.