



LATE NIGHT EVENT HOURS

The following guidelines are for any late-night event held in the Georgia Tech Exhibition Hall & West Village Dining Commons. "Late Night" refers to any event with a scheduled ending 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**.

A member of the sponsoring organization must meet with a member of the Student Center Event Management 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 Center 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 Center Event Services 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 Center Event Services Team will arrange for security and/or 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

Events ending after 11 p.m. Monday - Sunday will be charged \$50 for late night event hours. 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 Center Event Services 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.

All guests will enter and leave the event through an entrance designated for that purpose. Loitering is not permitted outside of the buildings or in the adjacent parking lots.

Event Closing Procedures

Fifteen (15) minutes prior to the conclusion of a late night event, 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.