



CLASSROOMS

CENTRALLY SCHEDULED

Georgia Tech Students, Registered Student Organizations and Georgia Tech Departments are permitted to reserve space in centrally scheduled classroom spaces. Centrally scheduled classrooms are first and foremost, intended for academic purposes. Your reservation can be changed at anytime to the status of "cancelled" if an academic course must be scheduled. Be sure to review the final status of your reservation prior to your event.

Reservation Policy

Classrooms will open for reservations to the Georgia Tech community in [GT Events](#) based on the following timeline:

- Summer Semester: Beginning at 8 a.m. on the first Monday in April of each year
- Fall Semester: Beginning at 8 a.m. on the first Monday in August of each year
- Spring Semester: Beginning at 8 a.m. on the first Monday in December of each year

Reservations must be made online via [GT Events](#). Event requests are processed Monday – Friday between 8 a.m. and 5 p.m. Completed reservation requests must be received at least 72 hours in advance of a requested reservation date. Please allow at least 48 hours for us to review your reservation request.

Event Co-Sponsorship

Co-sponsorship occurs when a Registered 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.

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.

Room Setup

Centrally scheduled classrooms come "as is." Moving desks/tables or removing or adding furniture is strictly prohibited, without the prior approval of the SCEC Department.

10.12.2022 TW



Student and Campus
Event Centers





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Cancellation Policy

Centrally Scheduled Classroom cancellations must be received online via GT Events or in writing by emailing classroomreservations@stucen.gatech.edu at least three (3) business days prior to the scheduled event to allow for rebooking of the space.

Food Policy

Food is permitted in centrally scheduled classrooms with the exception of the Molecular Science and Engineering Building (MoSE) and the Sustainable Education Building (SEB). Catered meals are permitted in our centrally scheduled classrooms, however, meals requiring hot plates or sterno burners (open flames) are prohibited. Please visit our website to view the complete food policy [HERE](#).

Custodial Fees

Custodial fees will apply to all centrally scheduled classrooms Mon-Fri after 8pm and all day Sat & Sun. The only exception to this is the Instructional Center (IC). The Instructional Center requires custodial fees to be paid Sun-Thur after 11pm and all day Fri & Sat. Please visit our website to view our custodial fees policy [HERE](#). If you have any questions regarding custodial fees, contact buildingservices@facilities.gatech.edu, or visit the [facilities website](#).

Excessive Cleaning Fees

The Building Services Team are responsible for refreshing rooms in between reservations, which include pulling trash, vacuuming floors, and wiping down tables and chairs. Groups, organizations, or individuals reserving space in centrally scheduled classrooms will be subject to incur hourly custodial fees for excessive cleaning.

Property Damage

The group, organization or individual reserving space in centrally scheduled classrooms agree to abide by, and make other members participating in the event aware of, all laws, rules, regulations, policies, ordinances, etc. pertaining to the use of Institute property, furnishings and equipment as notated below:

- **Damage:** The group, organization, or individual reserving the space is responsible for any damage to the area reserved, including property, furnishings and/ or equipment. If damage should occur, the group, organization, or individual reserving the space or facilities shall be held responsible for costs incurred and repair or replacement of said damaged property, furnishings, or equipment.

10.12.2022 TW



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Property Damage Cont.

- **Removal:** Removal of property, furnishings or equipment assigned to Institute facilities is strictly prohibited except in instances where proper removal procedures are followed.
- **Liability:** The Institute disclaims responsibility for any injuries occurring in the use of preparation of reserved space for special events that require the alteration of rooms, setup, or decoration. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the Institute or its officials.

Failure to comply with policies and procedures governing use will result in the denial of future reservation requests and damage charges.

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