



Title	GT Events Guide How to Request Classroom Spaces as a Registered Student Org.
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GT Events Guide | How to Request Event Spaces (Meeting Room) as a Registered Student Organization

Classroom Spaces are typically used for weekly meetings, breakout sessions, simple events, or dance practice space. More information about classroom spaces can be found on our [website](#).

Please note the following booking rules for these spaces:

- Requests will not be permitted LESS THAN three business days in advance.
- Reservations are not confirmed until all details are provided. Event Details must be provided at least 2 business days in advance.
- The maximum number of bookings permitted per reservation is fifty.

Step-by-Step Guide

1. Navigate to <https://gtevents.gatech.edu/EMSWebApp/>
2. Sign in with your GT User ID (example – gburdell3) and Password
3. Click "CREATE A RESERVATION" on the left sidebar under "HOME."



4. Click "Book Now" beside "Classroom Space Request - RSO".

5. From here, you will be able to filter by date, time, locations, specific features in the space, number of people, and specific rooms.



6. Select your desired date by clicking the calendar image.

New Booking for Fri Dec 13, 2024

Date & Time

Date *
Fri 12/13/2024  Recurrence

Start Time *
1:30 PM

End Time *
2:30 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations
(all) Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

7. Select the desired, month, date, and year.

Please note request must be submitted at least 3 business days prior to your event date.

New Booking for Fri Dec 13, 2024

Date & Time

Date *
Fri 12/13/2024  Recurrence

Selected Rooms
Your selected Rooms will appear here.

Room Search Results
Rooms matching your search criteria will appear here.

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today

I Know What Room I Want

Room Name



8. Select the desired time by changing "Start Time" and "End Time". Click the clock icon.

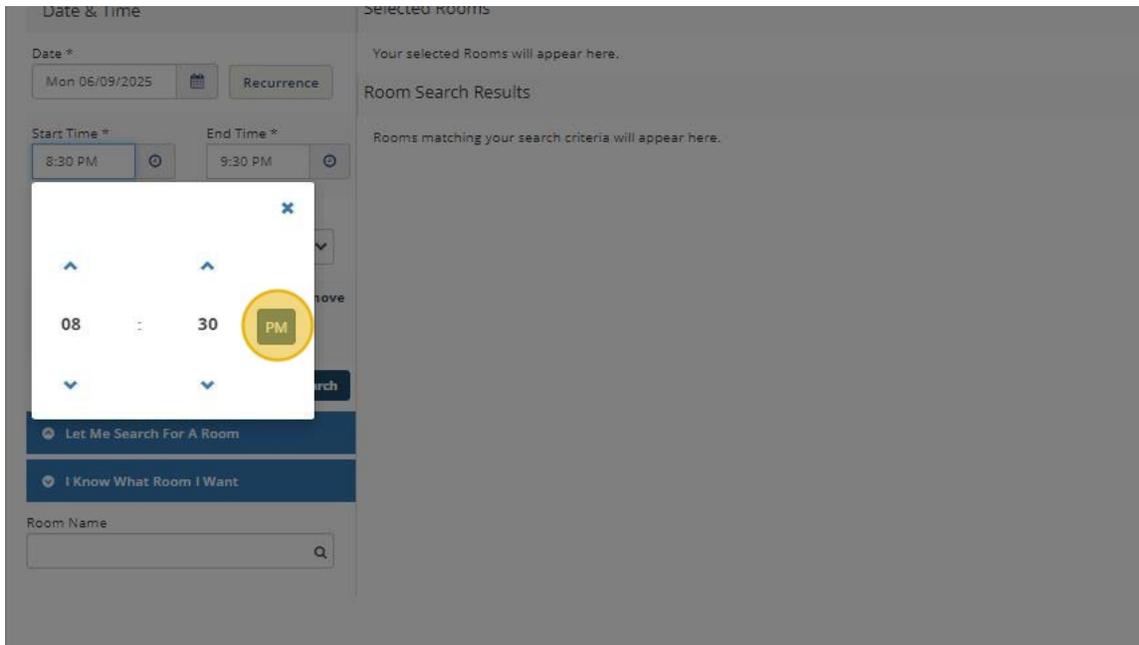
The screenshot shows a booking form titled "New Booking for Mon Jun 9, 2025". The "Date & Time" section includes a date field set to "Mon 06/09/2025", a "Recurrence" button, and "Start Time" and "End Time" fields set to "1:30 PM" and "2:30 PM" respectively. A yellow circle highlights the clock icon next to the start time. Below these fields is a dropdown for "Create booking in this time zone" set to "Eastern Time (US & Canada)", a "Locations" section with "(all)" and an "Add/Remove" button, and a "Search" button. At the bottom, there are two radio buttons: "Let Me Search For A Room" (selected) and "I Know What Room I Want". The right side of the form shows "Selected Rooms" and "Room Search Results" sections, both with placeholder text. A "1 Rooms" indicator is visible at the top right.

9. You can change times by using the up/down arrows or by clicking on the numbers.

This screenshot shows the same booking form as above, but with a time picker overlay open over the "Start Time" field. The overlay displays "01" for the hour and "30" for the minutes, with a "PM" button. Up and down arrows are visible for adjusting the values. The background is dimmed, and the "Search" button and radio buttons are still visible.

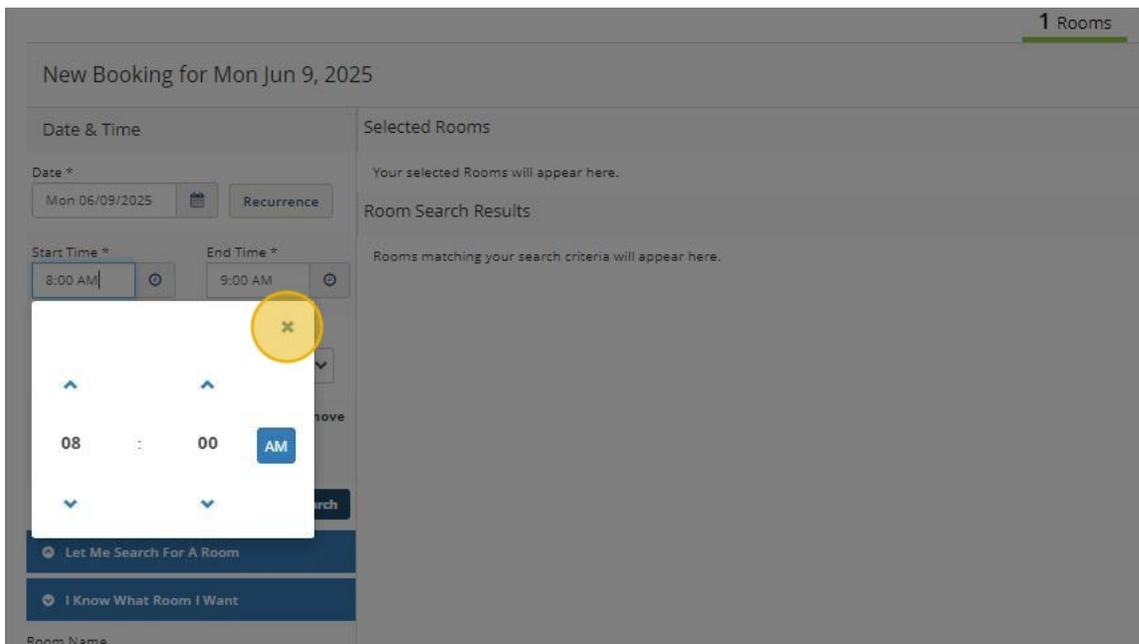


10. Change AM/PM by clicking on the blue block.



11. Click "X" to save your selections.

(Make sure you include the time you need to access the space for your setup and break down).





12. Filter your search by location: Select the "Add/Remove" icon next to "Locations."

Date & Time

Date *
Mon 06/09/2025

Recurrence

Start Time *
8:00 AM

End Time *
5:00 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations
(all)

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

13. Locate the building your desired classroom is located in. Select the empty box to select a location filter and then click "Update Locations".

Locations

BUILDINGS VIEWS

Filter By Area Find locations

Select All Buildings

760 Spring Street-173

Boggs-103 - Open 7:30 AM to 7 PM

Brittain T Room

Bunger-Henry-086

Cherry Emerson-066A - Open 7:30 AM to 5:00 PM

Clough Commons (166)

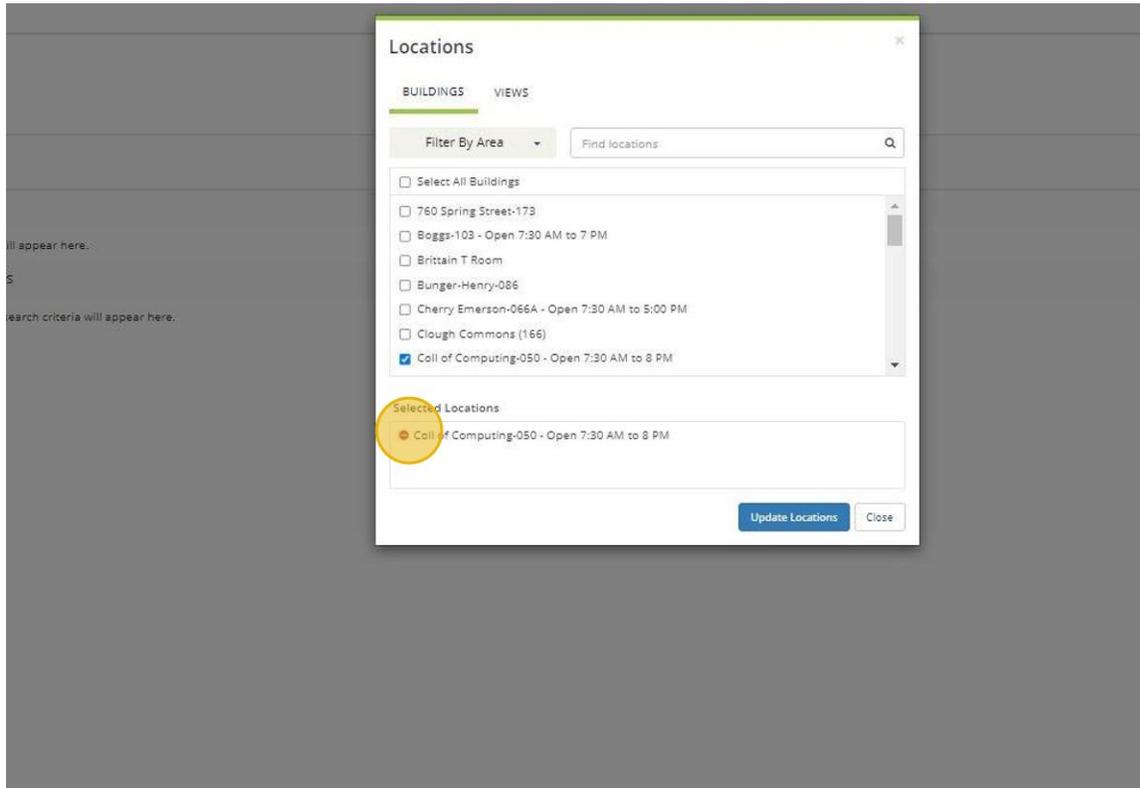
Coll of Computing-050 - Open 7:30 AM to 8 PM

Selected Locations

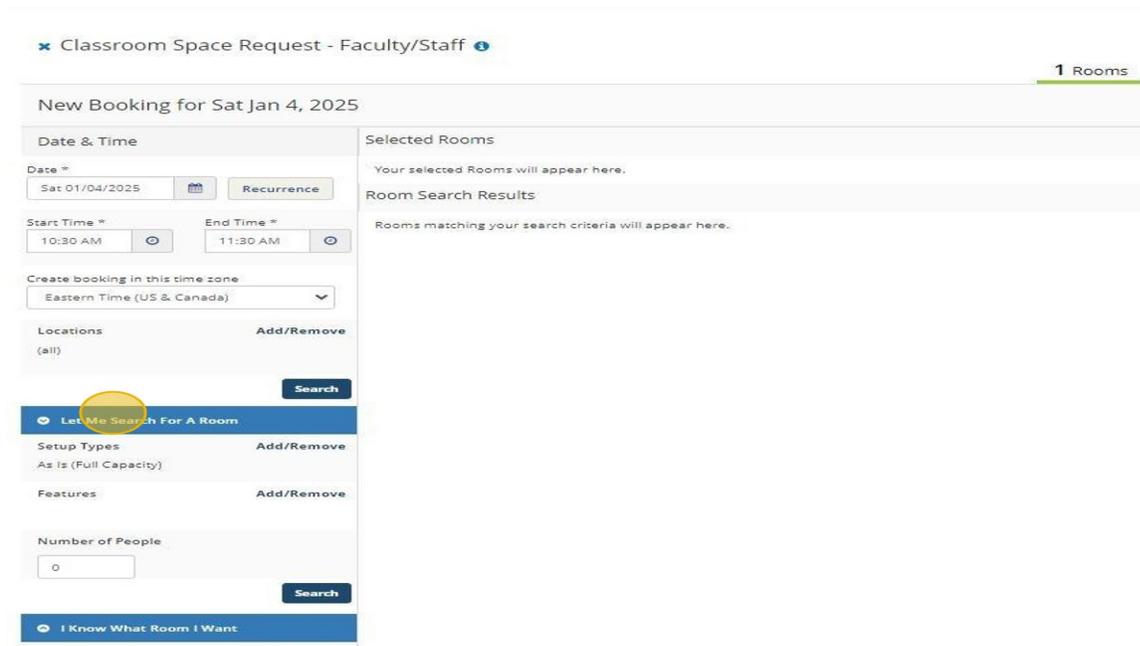
Update Locations Close



14. To remove the location filter, select the red circle.



15. You can also filter your search by selecting "Let Me Search For A Room."





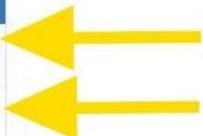
16. Filter by "Setup Types" and/or "Features" by clicking "Add/Remove" next to each filter option.

Classroom Space Request - Faculty/Staff

1 Rooms 2 Service

New Booking for Sat Jan 4, 2025

Date & Time	Selected Rooms
Date * Sat 01/04/2025 <input type="button" value="Calendar"/> <input type="button" value="Recurrence"/>	Your selected Rooms will appear here.
Start Time * 10:30 AM <input type="button" value="Clock"/>	Room Search Results Rooms matching your search criteria will appear here.
End Time * 11:30 AM <input type="button" value="Clock"/>	
Create booking in this time zone Eastern Time (US & Canada) <input type="button" value="v"/>	
Locations (all) <input type="button" value="Add/Remove"/>	
<input type="button" value="Search"/>	
<input checked="" type="radio"/> Let Me Search For A Room	
Setup Types <input type="button" value="Add/Remove"/>	
As Is (Full Capacity)	
Features <input type="button" value="Add/Remove"/>	
Number of People <input type="text" value="0"/> <input type="button" value="Search"/>	
<input checked="" type="radio"/> I Know What Room I Want	





17. You can also filter your search by selecting "I Know What Room I Want". This will prompt you to type in the name of the room you want.

Let Me Search For A Room

Setup Types **Add/Remove**
Lecture

Features **Add/Remove**
(none)

Number of People
0

Search

I Know What Room I Want

18. All available rooms based on your filter options will then be displayed under "Rooms You Can Request". To add a room to your reservation, select the "green circle" next to the room you want.

Thu 02/20/2025 Recurrence

Start Time * 5:30 PM End Time * 6:30 PM

Create booking in this time zone
Eastern Time (US & Canada)

Locations: (all) **Add/Remove**

Search

Let Me Search For A Room

I Know What Room I Want

Room Name

Room Search Results

LIST SCHEDULE

Favorite Rooms only.

Room	Location
Rooms You Can Request	
+ 1201A Classroom MoSE	Molecular Sciences & Engr-167
+ 170 Classroom Skiles	Skiles-002 - Open 7:30 AM to 11 PM
+ 184 Classroom Love	J. Erskine Love (Love)-144 - Open 8 AM to 7PM
+ 200 Classroom CQB	College of Business-172 - Open 7:30 AM to 8 PM
+ 202 Classroom Skiles	Skiles-002 - Open 7:30 AM to 11 PM
+ 257 Classroom Skiles	Skiles-002 - Open 7:30 AM to 11 PM
+ 258 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM
+ 260 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM



19. After clicking on the green circle, you will be prompted to input the expected "Number of Attendees" and select your desired "Setup Type" (each room has certain setup restrictions based on the capacity allowed in the space for each setup type) then select "Add Room."

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

Setup Type *

20. The Room(s) that you have selected will now appear below "Selected Rooms". To add more rooms to your reservation, repeat steps 6 - 20. Once you have added all your desired rooms select "Next Step".

New Booking for Thu Feb 20, 2025

1 Rooms 2 Services 3 Reservation Details

Date & Time: Thu 02/20/2025

Start Time: 5:00 PM End Time: 6:30 PM

Locations: Eastern Time (US & Canada)

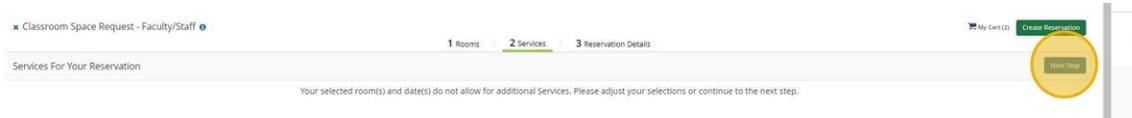
Selected Rooms Attendance & Setup Type

Room Search Results

Room	Location	Floor	TZ	Cap	Filter Match
1201A Classroom MSE	Molecular Sciences & Eng-167	(none)	ET	48	<input type="checkbox"/>
170 Classroom Sikes	Sikes-002 - Open 7:30 AM to 11 PM	(none)	ET	40	<input type="checkbox"/>
184 Classroom Low	J. Erskine Low (Sikes)-144 - Open 8 AM to 7PM	First Floor	ET	56	<input type="checkbox"/>
200 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	Second Floor	ET	128	<input type="checkbox"/>
202 Classroom Sikes	Sikes-002 - Open 7:30 AM to 11 PM	(none)	ET	57	<input checked="" type="checkbox"/>
287 Classroom Sikes	Sikes-002 - Open 7:30 AM to 11 PM	(none)	ET	41	<input type="checkbox"/>
288 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM	(none)	ET	48	<input type="checkbox"/>
289 Classroom West Arch	West Architecture-075 - Open 7:30 AM to 7:30 PM	(none)	ET	34	<input type="checkbox"/>
308 Classroom Sikes	Sikes-002 - Open 7:30 AM to 11 PM	(none)	ET	30	<input type="checkbox"/>
0021 Classroom MSE	Molecular Sciences & Eng-167	(none)	ET	48	<input type="checkbox"/>
5103A Classroom Honey Physic	Honey (Physic)-081 - Open 7:00 AM to 8:00 PM	(none)	ET	30	<input type="checkbox"/>



21. Based on the classroom(s) you selected you may or may not be able to add additional services. "Select Next Step" to complete your reservation submission.



22. Next you will be prompted to provide your "Event Details" including Group Details and Additional Information. It is important that you provide accurate details to ensure your request can be processed.

Reservation Details

1 Rooms | 2 Services | 3 Reservation Details

Event Details

Event Name *
Event Type *
Meeting

Group Details

Group *
Student Center

1st Contact
[Redacted]

1st Contact Phone *
1st Contact Fax

1st Contact Email Address *
wesley.adams@student.gsu.edu

2nd Contact (GA Tech Advisor Name)
(Phone)

2nd Contact (GA Tech Advisor Name) Phone
2nd Contact (GA Tech Advisor Name) Fax

2nd Contact (GA Tech Advisor Name) Email Address

Additional Information

23. Once you have provided all the necessary details select "Create Reservation"

Additional Information

Do you plan to utilize multiple spaces/buildings across campus for your event? *
Choose one

Is this event cosponsored with another group/company? *
Choose one

Will you have participants under the age of 18? *
Choose one

Are you charging admission or collecting fees (from attendees or vendors)? *
Choose one

Briefly describe your event: *

Do you plan to have food at the event? *
Choose one

Will Alcohol Be Served? *
Choose one

I have read and agree to the Terms and Conditions

Go Back

Create Reservation