



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

Meeting rooms are considered standard spaces to campus and that are typically used for weekly meetings, breakout sessions, simple events, or dance practice space. The following spaces are considered meeting room spaces:

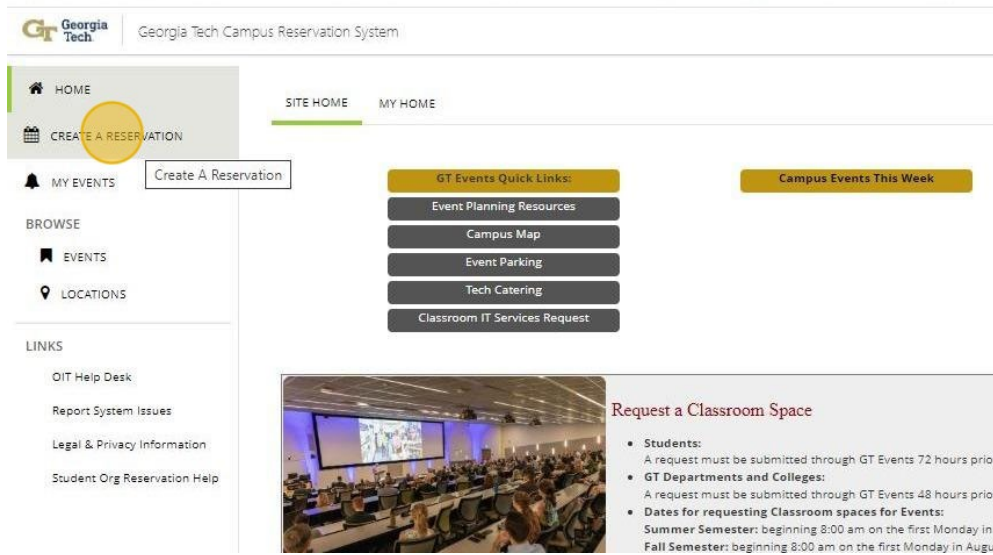
- John Lewis Student Center and Stamps Commons:
 - Rafael Bras
 - Peachtree
 - Techwood
 - Castleberry
- Exhibition Hall:
 - Highlands
 - Buckhead
 - Homepark
 - Centennial
 - Old 4th Ward
 - Sweet Auburn
- Piedmont
 - Krog Boardroom
 - Denning Boardroom
 - Juniper Boardroom
- Little 5 Points
 - Summer Hill
 - Inman Park
 - Kirkwood
 - Cabbagetown Boardroom

Please note the following booking rules for these spaces:

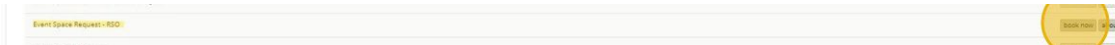
- Requests will not be permitted LESS THAN three business days in advance.
- Reservations are not confirmed until all details are provided. Event Details must be provided at least 2 business days in advance.
- The maximum number of bookings permitted per reservation is fifty.

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"

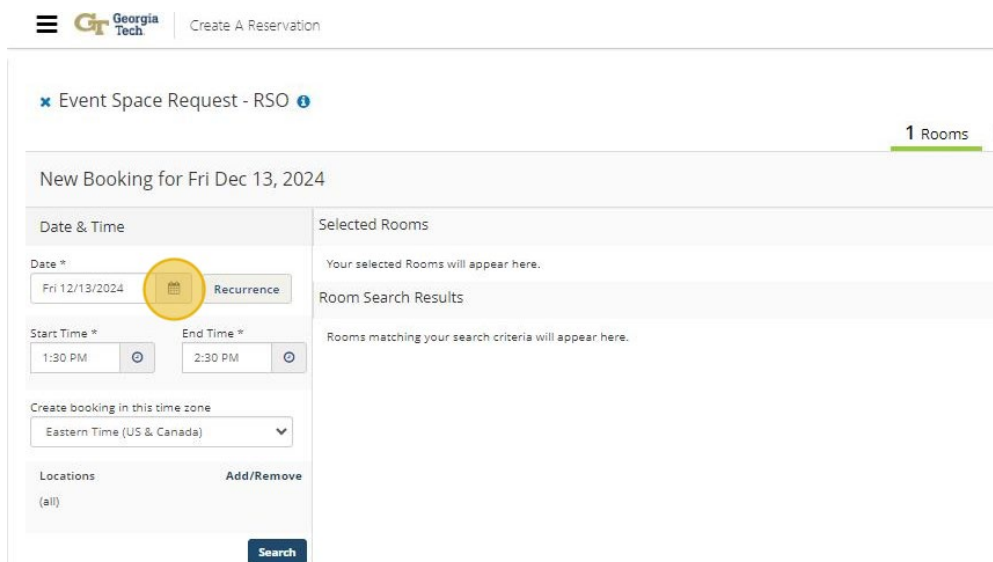


4. Click "Book Now" beside "Event Space Request - RSO".



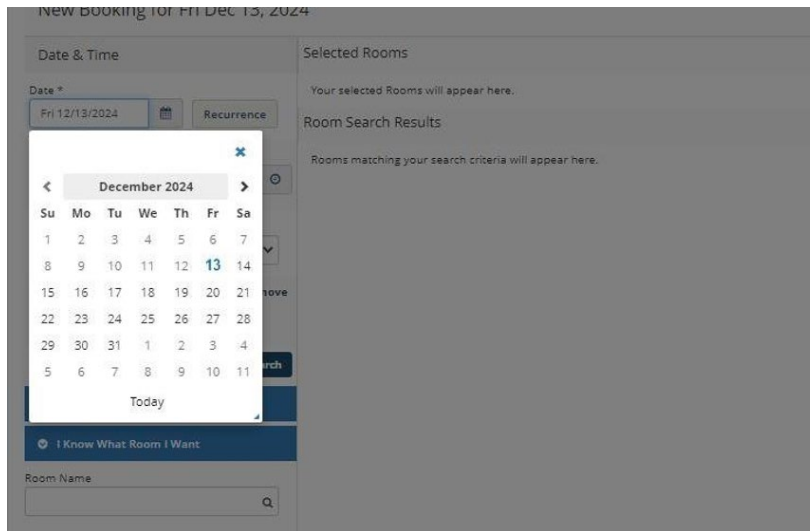
5. From here, you will be able to filter by date, time, locations, specific features in the space, number of people, and specific rooms.

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

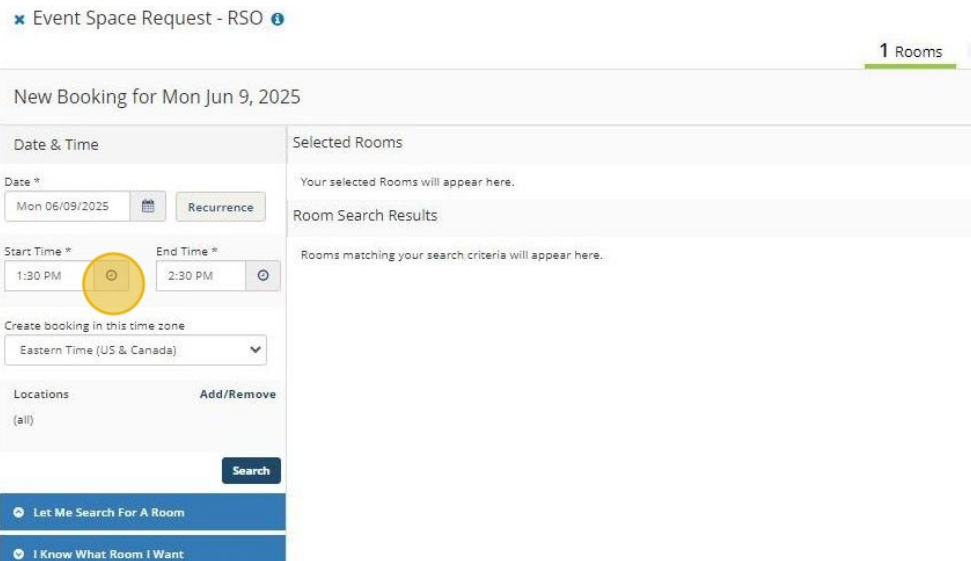




7. Select the desired, month, date, and year. Please note requests must be submitted at least 3 business days prior to your event date.

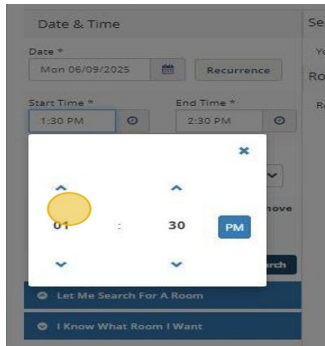


8. Select the desired time by changing "Start Time" and "End Time". Click the clock icon.

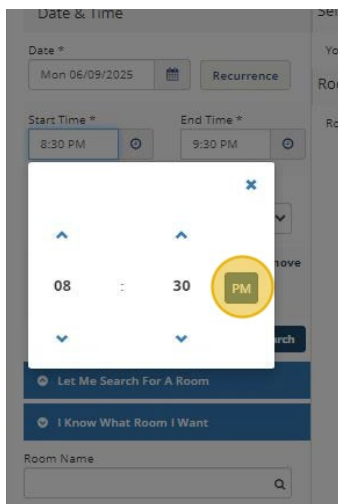




9. You can change times by using the up/down arrows or by clicking on the numbers.

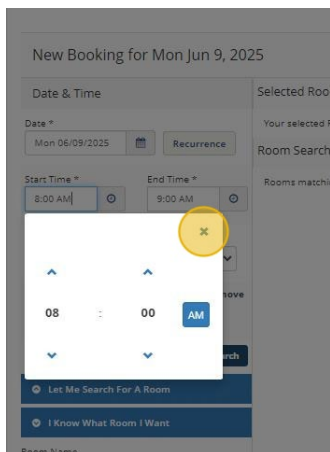


10. Change AM/PM by clicking on the blue block.



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. Click "John Lewis Student Center and Stamps Commons or Exhibition Hall" and then click "Update Locations".

Locations

BUILDINGS

Filter By Area Find locations:

Select All Buildings

Alumni House

Brittain T Room

Exhibition Hall

John Lewis Student Center and Stamps Commons

Klaus Event Spaces - Open 8 AM to 5 PM

Molecular Sciences & Engr-167

Student Success Center

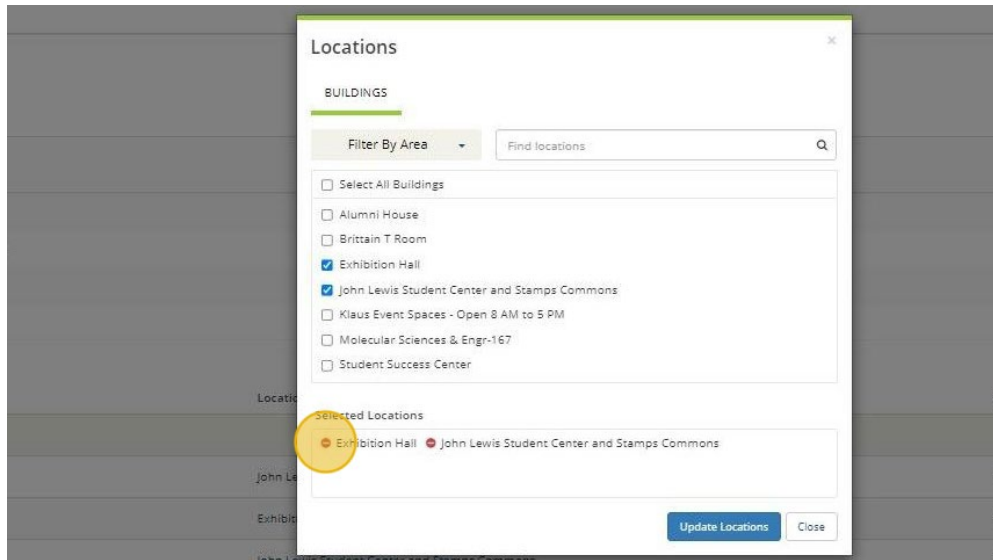
Selected Locations

John Lewis Student Center and Stamps Commons Exhibition Hall

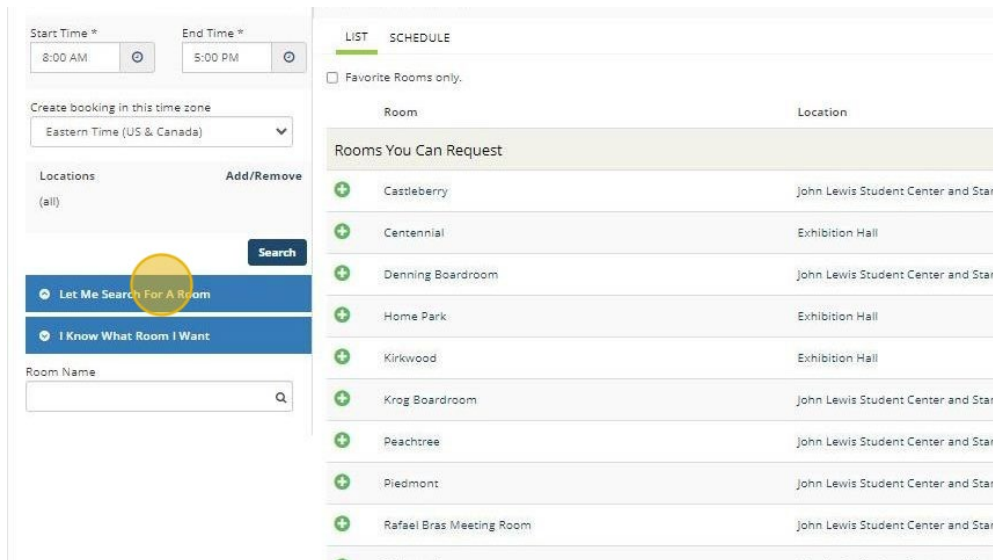
Update Locations Close



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.

The screenshot shows the 'Classroom Space Request - Faculty/Staff' interface. It includes a search bar, date and time selection, and a list of filter options. Two yellow arrows point to the 'Add/Remove' buttons next to the 'Setup Types' and 'Features' filter options.

17. Select your desired filter options and click "Update Setup Types".

The screenshot shows a 'Setup Types' dialog box. It contains a search bar, a list of setup types with checkboxes, and a 'Selected Setup Types' field. The 'Lecture' option is selected, and a yellow arrow points to the 'Update Setup Types' button.



18. 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.

The screenshot shows a search interface with a left sidebar and a main results area. The sidebar includes a time zone dropdown set to 'Eastern Time (US & Canada)', a 'Locations' section with '(all)' selected, a 'Search' button, a radio button for 'Let Me Search For A Room', a 'Setup Types' section with 'Lecture' selected, a 'Features' section with '(none)' selected, a 'Number of People' input field with '0', another 'Search' button, and a radio button for 'I Know What Room I Want' which is highlighted with a yellow circle. The main area has a table with columns 'Room' and 'Location'. Below the table is a section titled 'Rooms You Can Request' containing a list of rooms, each with a green plus icon in a circle to its left.

Room	Location
Castleberry	John Lewis Student Center and Stam
Kirkwood	Exhibition Hall
Peachtree	John Lewis Student Center and Stam
Piedmont	John Lewis Student Center and Stam
Rafael Bras Meeting Room	John Lewis Student Center and Stam
Techwood	John Lewis Student Center and Stam

19. 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.

This screenshot is similar to the previous one but shows the 'I Know What Room I Want' radio button selected. Below the sidebar is a 'Room Name' input field with a search icon. The main results area now includes a 'Favorite Rooms Only' checkbox and a table with the same room listings. The green plus icon next to 'Rafael Bras Meeting Room' is highlighted with a yellow circle.

Room	Location
Castleberry	John Lewis Student Center and Stam
Kirkwood	Exhibition Hall
Peachtree	John Lewis Student Center and Stam
Piedmont	John Lewis Student Center and Stam
Rafael Bras Meeting Room	John Lewis Student Center and Stam
Techwood	John Lewis Student Center and Stam



20. 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 *

21. The Room(s) that you have selected will now appear below "Selected Rooms". To add more rooms to your reservation, repeat steps 6 - 21. Once you have added all your desired rooms select "Next Step".

Event Space Request - RSO

1 Rooms 2 Services 3 Reservation Details

New Booking for Mon Jun 9, 2025

Selected Rooms / Attendance & Setup Type

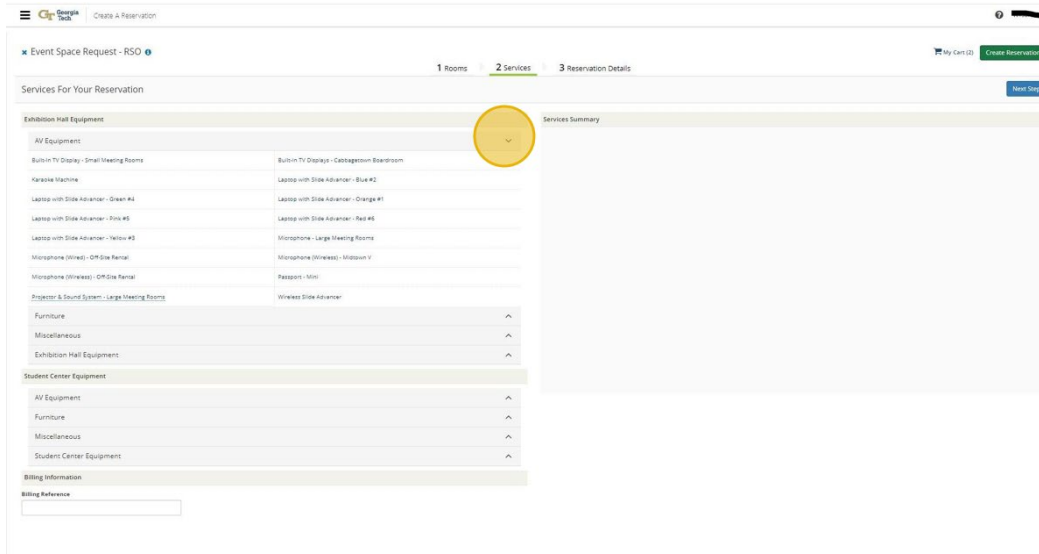
Room Search Results

Room	Location	Floor	TZ	Cap	Filter Match
Castelery	John Lewis Student Center and Stamps Commons	(None)	ET	35	Green bar
Kilwood	Exhibition Hall	Second Floor	ET	94	Green bar
Pleathome	John Lewis Student Center and Stamps Commons	Third Floor	ET	35	Green bar
Pleasant	John Lewis Student Center and Stamps Commons	Fifth Floor	ET	45	Green bar
Pulver Bras Meeting Room	John Lewis Student Center and Stamps Commons	Third Floor	ET	70	Green bar
Technoid	John Lewis Student Center and Stamps Commons	Third Floor	ET	35	Green bar

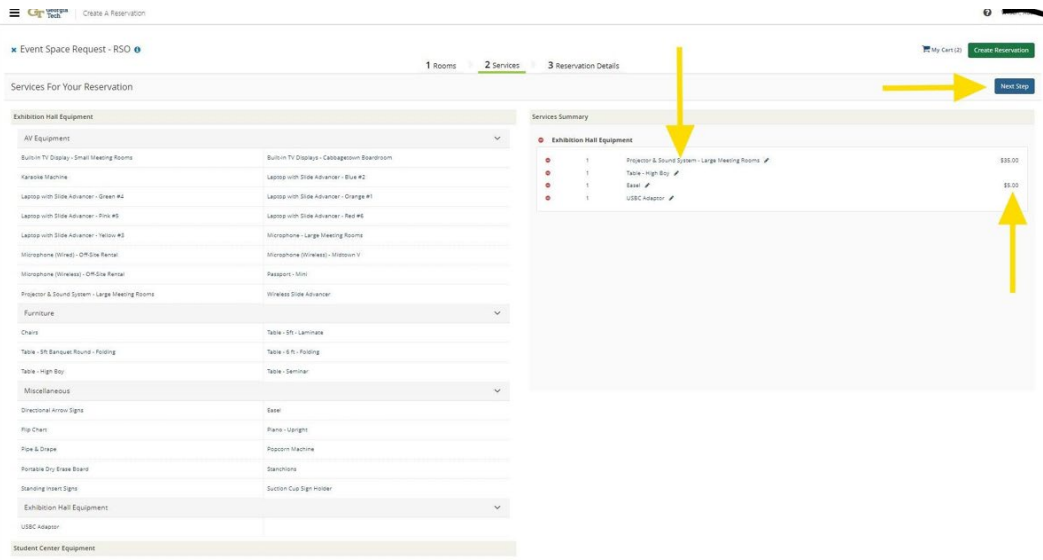
Next Step



22. Next you will be prompted to add your desired AV Equipment, Furniture, and other Event Related Equipment. Select each drop-down list to choose the items that are needed during your event.



23. The Equipment and/or Furniture you selected will now appear below "Services Summary" with the price of each item. Select "Next Step" to move on.





24. 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.

The screenshot shows the 'Event Space Request - RSO' form with the 'Reservation Details' section active. The form is divided into three main sections: Event Details, Group Details, and Additional Information. The 'Event Details' section includes fields for 'Event Name' and 'Event Type' (set to 'Meeting'). The 'Group Details' section includes a 'Group' dropdown (set to 'Student Center'), a '1st Contact' dropdown (set to 'None'), and fields for '1st Contact Phone', '1st Contact Fax', '1st Contact Email Address' (with the email 'wevby.adams@duke.edu'), '2nd Contact (SA Tech Advisor Name)' dropdown (set to 'None'), '2nd Contact (SA Tech Advisor Name) Phone', '2nd Contact (SA Tech Advisor Name) Fax', and '2nd Contact (SA Tech Advisor Name) Email Address'. The 'Additional Information' section contains several dropdown questions: 'Do you plan to utilize multiple spaces/buildings across campus for your event?' (set to 'Choose one'), 'Is this event cosponsored with another group/company?' (set to 'Choose one'), 'Will you have participants under the age of 18?' (set to 'Choose one'), and 'Are you charging admission or collecting fees from attendees or vendors?' (set to 'Choose one').

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

The screenshot shows the 'Create A Reservation' form with the 'Additional Information' section active. This section contains several dropdown questions: 'Do you plan to utilize multiple spaces/buildings across campus for your event?' (set to 'Choose one'), 'Is this event cosponsored with another group/company?' (set to 'Choose one'), 'Will you have participants under the age of 18?' (set to 'Choose one'), 'Are you charging admission or collecting fees from attendees or vendors?' (set to 'Choose one'), 'Briefly describe your event:' (with a text input field), 'Do you plan to have food at the event?' (set to 'Choose one'), 'Will Alcohol Be Served?' (set to 'Choose one'), 'Do you have Audio/Visual needs?' (set to 'Choose one'), and 'Do you anticipate guests for your event to need parking close to the venue?' (set to 'Choose one'). Below these questions is a note: 'If there are any charges associated with your reservation, how do you plan to pay? Please note: you will be notified of any expected charges for your event in advance. Your event can NOT be confirmed until we have this information.' with a 'Choose one' dropdown. At the bottom left is a 'Go Back' button, and at the bottom right is a green 'Create Reservation' button.