

Title	GT Events Guide How to Request Event Spaces (Meeting rooms) as a Student Org
Responsible Office	Student and Campus Event Centers
Contact Information	Associate Director, Campus Reservations and Event Services
	Phone: 404.894.2828
	Email: <u>EventServices@stucen.gatech.edu</u>

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:
 - o Highlands
 - o Buckhead
 - o Homepark
 - Centennial
 - Old 4th Ward
 - Sweet Auburn

- o Piedmont
- Krog Boardroom
- Denning Boardroom
- Juniper Boardroom
- Little 5 Points
- Summer Hill
- o Inman Park
- \circ 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 <u>https://gtevents.gatech.edu/EMSWebApp/</u>
- 2. Sign in with your GT User ID (example gburdell3) and Password
- 3. Click "CREATE A RESERVATION" on the left sidebar under "HOME"



Georgia Georgia Tech Carr	pus Reservation System
HOME CREATE A RESERVATION	SITE HOME MY HOME
Create A Reserv	
BROWSE	Event Planning Resources
	Campus Map
. create	Event Parking
Q LOCATIONS	Tech Catering
	Classroom IT Services Request
LINKS	
OIT Help Desk	
Report System Issues	Request a Classroom Space
Legal & Privacy Information	Students:
Student Org Reservation Help	A request must be submitted through GT Events 72 hours prior t GT Departments and Colleges: A request must be submitted through GT Events 48 hours prior t Other States of the submitted through GT Events 48 hours prior t Dates for request must be submitted through GT Events 48 hours prior t Dates for requesting Classroom spaces for Events: Summer Semester beginning 8:00 am on the first Monday in August Fall Semester: beginning 8:00 am on the first Monday in August

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

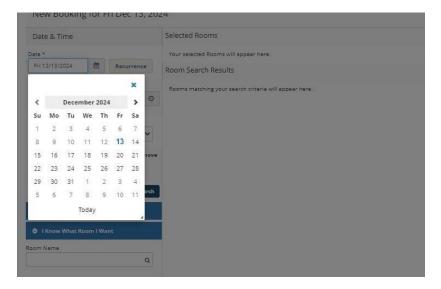


- 5. From here, you will be able to filter by date, time, locations, specific features in the space, number of people, and specific rooms.
- 6. Select your desired date by clicking the calendar image.

× Event Space	e Request - RSO	0	1 Rooms
New Booking	for Fri Dec 13, 2	024	
Date & Time		Selected Rooms	
Date *		Your selected Rooms will appear here.	
Fri 12/13/2024	Recurrence	Room Search Results	
Start Time *	End Time *	Rooms matching your search criteria will appear here.	
1:30 PM 🥥	2:30 PM		
reate booking in this t	ime zone		
Eastern Time (US &)	Canada) 🗸 🗸		
Locations	Add/Remov	e	
(all)	Add/Kemov	e	



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.

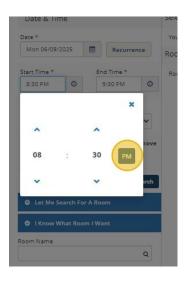
			1 Rooms
New Booking for Mo	n Jun 9, 20	25	
Date & Time		Selected Rooms	
)ate *		Your selected Rooms will appear here.	
Mon 06/09/2025	Recurrence	Room Search Results	
itart Time * 🛛 End Ti	me *	Rooms matching your search criteria will appear here.	
1:30 PM 💿 2:30	PM O		
reate booking in this time zone			
Eastern Time (US & Canada)	~		
Locations	Add/Remove		
(all)			
	Search		
Let Me Search For A Room			
S I Know What Room I Want			



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



 $10. \ {\rm Change} \ {\rm AM/PM}$ 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).

ne				Selected Roo
				Your selected
2025		Recurren	ce	Room Search
	End	Time *		Rooms matchi
0	9:	00 AM	0	
		×)		
	~	\cup	~	
			sove	
	00	AM		
	~		irch	
	025	2025 m End 9:	Recurren	2025 C Recurrence End Time * 9:00 AM 2:00 AM

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

Date & Time				Selected Rooms		
Date *				Your selected Rooms will appear here.		
Mon 06/09/2025		Recurren	nce	Room Search Results		
Start Time *	Er	id Time *		Rooms matching your search criteria will appear here.		
8:00 AM		5:00 PM	0			
Create booking in this t	ime zo	one				
Eastern Time (US & O	Canad	a)	~			
Locations (all)		Add/R	emove			
Let Me Search For	r A Ro		iearch			
S I Know What Room	m I Wa	int				
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 Q
	Select All Buildings
	🗌 Alumni House
re.	Brittain T Room
	Exhipition Hall
	John Lewis Student Center and Stamps Commons
a will appear here.	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 Schübition Hall
	Update Locations Close



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

	Locations		×	
	BUILDINGS			
	Filter By Area 👻	Find locations	٩	
	Select All Buildings			
	🗌 Alumni House			
	📋 Brittain T Room			
	Exhibition Hall			
	🛛 John Lewis Student Cente			
	Klaus Event Spaces - Ope	n 8 AM to 5 PM		
	Molecular Sciences & Eng	gr-167		
	Student Success Center			
Locatio	Selected Locations			F
	C Exhibition Hall	ewis Student Center and Stamps Commons		
john Le				(r
Exhibit		Update	Locations Close	S
lotels	We Student Center and Stamps	Commons		T

 $15. \ {\rm You} \ {\rm can} \ {\rm also} \ {\rm filter} \ {\rm your} \ {\rm search} \ {\rm by} \ {\rm selecting} \ {\rm "Let} \ {\rm Me} \ {\rm Search} \ {\rm For} \ {\rm A} \ {\rm Room}".$

Start Time *		End Time *		LIST SCHEDULE	
8:00 AM	0	5:00 PM	0	Favorite Rooms only.	
Create bookin	g in this ti	ime zone		Boom	Location
Eastern Tin	ne (US & C	(anada)	~	Rooms You Can Request	
Locations		Add/	Remove		
(all)				Castleberry	John Lewis Student Center and Stam
			Search	Centennial	Exhibition Hall
-			Jearch	O Denning Boardroom	John Lewis Student Center and Stam
Cet Me S				Home Park	Exhibition Hall
♥ 1 Know V	Vhat Roor	n I Want		C Kirkwood	Exhibition Hall
			Q	G Krog Boardroom	John Lewis Student Center and Stam
				C Peachtree	John Lewis Student Center and Stam
				O Piedmont	John Lewis Student Center and Stam
				C Rafael Bras Meeting Room	John Lewis Student Center and Stam
				• • • •	



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

	1 Rooms 2 Service
New Booking for Sat Jan 4,	2025
Date & Time	Selected Rooms
ate *	Your selected Rooms will appear here.
Sat 01/04/2025 🗎 Recurrence	Room Search Results
sars Time * End Time #	Rooms matching your search criteria will appear here.
10:30 AM 🧿 11:30 AM	•
reate booking in this time zone Eastern Time (US & Canada)	~
Locations Add/Re	move
(all)	
Se	arch
Let Me Search For A Room	
Setup Types Add/Re	move
As is (Full Capacity)	
Features Add/Re	move
Number of People	
0	
	erch
Se	

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

	Setup Types	
	Find setup types	م
	Select All setup types	
	Express Meal/Buffet Instructional	-
oms		
Rooms will appear here.	Lecture Lecture Chairs only)	
n Results	Luncheon	
HEDULE	D Open U	-
ooms only.	Selected Setup Types	
m/:		
u Can Request		
1 Atrium Klaus	Update S	Setup Types Close
6 East & West Seminar Room Klaus	Klaus Event Spaces - Open 8 AM to S PM	

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Event Centers 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.

Eastern Time (US & C	anada) 🗸	Room	Location
		Rooms You Can Request	
Locations (all)	Add/Remove	Castleberry	John Lewis Student Center and Sta
	Search	C Kirkwood	Exhibition Hall
Let Me Search For		C Peachtree	John Lewis Student Center and Star
Setup Types	Add/Remove	O Piedmont	John Lewis Student Center and Sta
Lecture		C Rafael Bras Meeting Room	John Lewis Student Center and Sta
Features (none)	Add/Remove	C Techwood	John Lewis Student Center and Sta
Number of People			
0			
	Search		
I Know What Room	i I Want		

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.

		Pavorite kooms only.	
Create booking in this tin	ne zone	Room	Location
Eastern Time (US & Ca	inada) 🗸	Rooms You Can Request	
Locations (all)	Add/Remove	Castleberry	John Lewis Student Center and Stam
	Search	G Kirkwood	Exhibition Hall
Let Me Search For /		C Peachtree	John Lewis Student Center and Star
Let we search For 7 I Know What Room		0 Piedmont	John Lewis Student Center and Stam
Room Name	r want	Rafael Bras Meeting Room	John Lewis Student Center and Stam
	Q	G 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 -			
To continue, please enter the Number of Attendees *	te number of attende	es and desired setup type	for this Room.
0			
Setup Type *			
		-	Canal Canal
		Add I	Room Cance

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".

ph					0
	1 Rooms 2 Services 3 Reservation Details				My Cart (1) Create Reservation
25				_	Next Step
Selected Rooms 🖌 Attendance & Setup Type					
Rafael Bras Meeting Room Room Search Results	-				
UST SCHEDULE					Find A Room Search
Room Rooms You Can Request	Location	Floor	TZ	Cap	Filter Match +
Castleberry	john Lewis Student Center and Stamps Commons	(nane)	87	35	
Q Kirkwood	Exhibition Hall	Second Floor	ET	95	
O Peachtree	John Lewis Student Center and Stamps Commons	Third Roor	ET	35	(
O Februart	John Lewis Student Center and Stamps Commons	Fest Floor	87	45	
Rafeel Bras Meeting Room	John Lewis Student Center and Stamps Commons	Third Roor	87	70	
O Techwood	John Lewis Student Center and Stamps Commons	Third Roor	IT.	25	
	25 Selected Booms - Attendance & Serue Type - - Indue Ion Ionnia Ionn Room Sauch Results 	1 Norms 2 Services 3 Reservation Details 25 Service Normalization & Service Type Image: Service Servi	Tenore 2 Service 3 Resnation Details 25 Service in Alternation Setup Type International Setup Type In the International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type International Setup Type Internati	Tenore Z Service 3 Resnation Details 25 55 56	Income 2 Service 3 Reservation Details 25 Service Management Service Management 56 Market Management Service Management 57 Market Management Reservation Details 58 Service Management Service Management 58 Service Management Reservation Details 58 Reservation Details Reservation Details 58 <

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Student and Campus

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 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.

Gr Georgia Create A Reservation		0
Event Space Request - RSO o	1 Rooms 2 Services 3 Reservation Details	The My Cent (2) Create Ret
rvices For Your Reservation		
hibition Hall Equipment	Services Summary	
AV Equipment	· · · · · · · · · · · · · · · · · · ·	
Build-In TV Display - Small Meeting Rooms	Bultrin TV Displays - Cabbagetown Boardroom	
Karaoke Machine	Laptop with Side Advancer - Blue #2	
Laptop with Slide Advancer - Green #4	Laptop with Side Advancer - Orange #1	
Leptop with Slide Advancer - Pink #5	Lagtop with Stide Advancer (Red #6	
Leptop with Slide Advancer - Yellow #3	Microphone - Large Meeting Rooms	
Morsphone (Wired) - Off-Site Rencel	Microphone (Wreless) - Midsown V	
Morsphone (Wreless) - Off-Size Rental	Passport - Mini	
Projector & Sound System - Large Meeting Rooms	Wireless Side Advancer	
Furniture	^	
Miscellaneous	^	
Exhibition Hall Equipment	^	
udent Center Equipment		
AV Equipment	^	
Furniture	^	
Miscellaneous	^	
Student Center Equipment	^	
lling Information		
ling Reference		

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.

Event Space Request - RSO 💿		1 Rooms 2 Services	3 Reser	vation Deta	als .	My Cart (2) Create Reservati
ervices For Your Reservation						Next St
chibition Hall Equipment			Services Summ	mary		
AV Equipment		~	· Exhibiti	ion Hall Equ	lpment	
Built-In TV Display - Small Meeting Rooms	Built-In TV Displays - Cabbagetown Boardroom		•	1	Projector & Sound System - Large Meeting Rooms 🖌	\$35.00
Karaoke Machine	Laptop with Silde Advancer - Blue #2		0	1	Table-High Boy /	\$5.00
Laptop with Slide Advancer - Green #4	Laptop with Silde Advancer - Orange #1		•	i.	USBC Adaptor	
Laptop with Slide Advancer - Pink #5	Laptop with Side Advancer - Red #6					
Laptop with Slide Advancer - Yellow #3	Microphone - Large Meeting Rooms					
Microphone (Wired) - Off-Site Rental	Microphone (Wireless) - Mistown V					
Microphone (Wireless) - Off-Site Renzal	Passport - Mini					
Projector & Sound System - Large Meeting Rooms	Wireless Side Advancer					
Furniture		~				
Chairs	Table - Sfr - Laminace					
Table - Sft Banquet Round - Folding	Table - 5 ft - Folding					
Table - High Boy	Table - Seminar					
Miscellaneous		~				
Directional Arrow Signs	Ease					
Rip Chart	Biano - Upright					
Pice & Drape	Popcorn Machine					
Portable Dry Erase Board	Ssanchions					
Standing insert Signs	Suction Cup Sign Holder					
Exhibition Hall Equipment		~				
USBC Adaptor						
tudent Center Equipment						

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 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.

Event Space Request - RSO 0			
	1 Rooms	2 Services 3 Reservation Details	
Reservation Details			
ivent Details			
vent Name *	Event Type *		
	Meesing	•	
Sroup Details			
iroup *			
Student Center	~		
Ist Contact			
Adams, Wesley	~		
st Contact Phone *	1st Contact Fax		
Ist Contact Email Address *			
wesley.adams@stucen.gatech.edu			
Ind Contact (GA Tech Advisor Name)			
(1004)	~		
nd Contact (GA Tech Advisor Name) Phone	2nd Contact (GA Tech Advisor Name) Fax		
nd Contact (GA Tech Advisor Name) Email Address			
Additional Information			
Do you plan to utilize multiple spaces/buildings across campus for	ur event? *		
Choose one	~		
s this event cosponsored with another group/company? *			
Choose one	~		
Will you have participants under the age of 18? *			

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

Gr Georgia Create A Reservation	
1st Contact Email Address *	
2nd Contact (GA Tech Advisor Name)	
(логи)	*
2nd Contact (GA Tech Advisor Name) Phone	2nd Contact (GA Tech Advisor Name) Fax
2nd Contact (GA Tech Advisor Name) Email Address	
Additional Information	
Do you plan to utilize multiple spaces/buildings across campus for your event? 4	
Choose one	~
Is this event cosponsored with another group/company? *	
Choose one	~
Will you have participants under the age of 182 *	
Choose one	~
Are you charging admission or collecting fees (from attendees or vendors)? *	
Choose one	v
Briefly describe your event; *	
	d
Do you plan to have food at the event? *	
Choose one	~
Will Alcohol Be Served? *	
Choose one	~
Do you have Audio/Visual needs" *	
Choose one	~
Do you anticipate guests for your event to need parking close to the venue? *	
Choose one	~
If there are any charges associated with your reservation, how do you plan to pay? of any expected charges for your event in advance. Your event can NOT be confirm information.*	Please note: you will be notified ed until we have this
Choose one	~
Go Back	