

OUTDOOR SPACE USAGE

Capital Planning & Space Management (CPSM) is responsible for scheduling campus space for a variety of campus activities, including events sponsored by student organizations and campus departments. Classrooms, conference rooms, atriums and outdoor space can be reserved through the [GT Events Reservation Website](#).

Outdoor space on the Georgia Tech campus includes selected lawns, walkways, amphitheaters, sidewalks, courtyards, plazas, and parking decks. These areas can be scheduled by chartered student organizations and GT departments. They can be reserved through the [GT Events Reservation Website](#). Groups that reserve outdoor space for their events are responsible for cleaning up the area at the close of the event. All displays, tables and exhibits must be removed from the area once the event has ended. Trash cans and recycle bins can be obtained from the Facilities Department. In addition, recycling is required for all outdoor events. To obtain free recycling containers contact the GT Recycling Office. Please see the [Guidelines for Use of Outdoor Space](#) for more information on the use of outdoor space on campus.

OFF-CAMPUS/UNAFFILIATED ORGANIZATIONS

Individuals who are not members of the Georgia Tech community are not permitted to use outdoor space on campus for advertising or sales. They may use outdoor space only as part of a free speech activity (The [Freedom of Assembly and Expression form](#)) or as a GT sponsored activity (send an email inquiry to events@spaceplan.gatech.edu for more information).