

# ROOM TYPES & PRICING

## ROOM TYPE & RENTAL PRICING

The Student Center and Stamps Commons have a number of facilities to meet your event needs. The maximum room capacities and pricing indicated below exclude staging, audio/visual equipment, or food service. Rooms are arranged according to the specification of each individual group.

In most cases, chartered student organizations and Institute departments may use the Student Center meeting rooms at no charge. The following fee schedule will apply to chartered student organizations and departments charging admission for events not financially supported by the Student Government Association. The fee schedule will also apply when chartered student organizations and Institute departments are co-sponsoring with off-campus organizations.

Institute departments and student organizations may not reserve Student Center space or equipment for, or on the behalf of, an outside organization, person or for a personal event. This behavior constitutes "Fronting" and is not allowed. Fronting is when a student organization, faculty or staff member reserves a space for an outside business/organization, person or for a personal event with no authentic connection to the Institute or the chartered student organization or campus departments mission. Outside rental rates will apply if fronting is discovered. Reservation privileges may also be impacted.

Standard fees consistently apply to off-campus groups and non-Institute functions. Additionally, Institute departments may incur set-up charges based on the timing and needs of the event. A minimum of four (4) hours is required to set the ballroom. **Requests to reduce this set-up window will incur additional staffing fees at a rate of \$75 per hour.**

## SPECIAL USE SPACES

The Ballroom, Peachtree Room and Piedmont Room are considered "Special Use" spaces. Events and activities in these spaces should be distinctive in nature; typical weekly meetings will not be confirmed in these locations. Examples of appropriate uses are as follows: monthly board meetings, guest speakers, conference sessions/workshops, annual/semi-annual organizational retreats, candidate interviews, receptions, catered meals, awards banquets and other special occasion events.

## ROOM CHANGES

The Student Center reserves, at its sole discretion, the right to relocate an event to a space similar in size and layout. This right will only be exercised in emergency or extreme situations after other options have been exhausted and after consultation with the reserving/affected group.