

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 reserved by chartered student organizations and GT departments. Please see the [Guidelines for Use of Outdoor Space](#) for more information on the use of outdoor space on campus and use the [Event Planning and Approvals Checklist](#) to assist with the planning process.

OFF-CAMPUS/UNAFFILIATED ORGANIZATIONS

Members of the general public, who are not Georgia Tech faculty, staff, students or groups chartered by Georgia Tech, may express their views at the Amphitheater adjacent to the Ferst Center. Georgia Tech may designate alternative public forum areas to accommodate large crowds and/or any campus emergency. Requests for the use of the Amphitheater shall be made by sending an email request to CPSM at events@cpsm.gatech.edu. The email request must be submitted at least five (5) business days prior to the date requested for use.

With the exception of venues of the Campus Recreation Center and the Georgia Tech Athletics Association, and filming and still photography, Georgia Tech does not rent outdoor space to external organizations or groups.

WEST VILLAGE DINING COMMONS LAWN & FIRE PITS

The West Village Dining Commons Lawn and Fire Pits can be reserved by Chartered Student Organizations and Georgia Tech Departments through the Student Center Reservations Team. Requests for space can be submitted through the [online form](#).