

# RESERVATION POLICY

The Student Center and Stamps Commons have a variety of facilities and equipment options to meet event needs.

## STUDENT ORGANIZATIONS & INSTITUTE DEPARTMENTS

Reservations may be made online via the [Campus Reservation System](#). Please provide information requested in all fields, as incomplete requests cannot be processed. Completed reservation requests must be received at least three (3) business days in advance of a requested reservation date. All large meetings (100 or more attendees), conferences and activities, will require a logistics meeting four (4) or more weeks in advance of the event. Late night dance parties and other activities require additional approval. Please contact the Event Services team at 404.385.2275 to schedule an appointment as far in advance of your scheduled event as possible.

Reservations are confirmed on a first-come, first-served basis.

The Event Coordinator must issue a written confirmation before a reservation is valid. Correspondence will be sent via email within three (3) business days of the initial request confirming your request has been received. Please read your reservation response thoroughly, as all of your requested space and/or equipment may not be confirmed. **Please do not announce or publicize any event until reservation response has been received and your request has been confirmed.**

## FRONTING

Institute Departments and Chartered Student Organizations may not reserve space or equipment for, or on the behalf of, an outside organization or for a personal event. This behavior constitutes fronting and is not permitted. Fronting is when a Chartered Student Organization, faculty or staff member makes a reservation for an outside organization, person or for a personal event with no authentic connection to the Institute or their department's mission. If fronting is discovered, standard/non-institute space and equipment rental rates will apply and future reservation privileges will be impacted.

## INSTANT RESERVATIONS

The Student Center offers instant reservation spaces to Chartered Student Organizations and Campus Departments through [GT Events](#). The Cypress Room, Juniper Room and Meeting Room 359 are considered instant reservation spaces.

Instant reservation rooms may be reserved up to one (1) hour prior to room use, during normal building hours, 7 days a week, pending availability. Instant reservation rooms are not designed for weekly organization meetings or weekly events; they are intended for last minute meeting needs. Rooms have a fixed boardroom setup and are not equipped with technology (projector or flat panel displays). **Catering is not permitted in instant reservation spaces.** Rooms should be returned to same condition as found.

## OFF-CAMPUS/UNAFFILIATED ORGANIZATIONS

The Georgia Tech Student Center allows use of facilities by non-affiliated Georgia Tech persons and/or organizations. Non-affiliated persons and/or organizations may request a reservation through our [online request form](#) and confirmations will be made on a space available basis. To ensure the success of an approved event, an on-site consultation will be required prior to space confirmation. Upon approval, the non-affiliated person and/or organization must enter into a contractual agreement with the Georgia Institute of Technology for use of the space.

For more information, please visit the [Student Center](#) online or contact the Event Services team at 404.385.2275. The Student Center at its sole discretion reserves the right to deny use of Student Center facilities and/or equipment.