

## ROOM TYPES & PRICING

The Student Center and West Village Dining Commons have a number of facilities to meet event needs. The maximum room capacities and pricing indicated on the [Student Center Event Services Website](#) exclude staging, audio/visual equipment, or food service. Rooms are arranged according to the specification of each individual group.

### CHARTERED STUDENT ORGANIZATIONS & INSTITUTE DEPARTMENTS

In most cases, Chartered Student Organizations and Institute Departments may use the Student Center meeting rooms at no charge. Room charges will apply to Chartered Student Organizations and Departments charging admission for an event or co-sponsoring with an off-campus organization.

All Chartered Student Organizations and Institute Departments will be subject to room reservation rates in West Village Dining Commons meeting rooms.

### OFF-CAMPUS ORGANIZATIONS

Standard fees for rooms and equipment consistently apply to off-campus groups and for non-Institute functions.

### SPECIAL USE SPACES

The Ballroom, Peachtree Room and Theater 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.

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.**

### WEST VILLAGE CLASSROOMS

West Village classrooms can be reserved outside of academic classroom hours through [GT Events](#). The Student Center Team manages reservations from Friday at 5p - Sunday at close during the academic semester. All Chartered Student Organizations and Institute Departments will be subject to room reservation rates during this time. Rooms can be arranged in a variety of [setup options](#) during this time.

Chartered Student Organizations and Institute Departments are permitted to reserve the space outside of the hours that the Student Center Team supports the spaces. Those reservations are supported through Capital Planning and Space Management and the rooms are only available in the “as is” set-up. Rooms should be returned to same condition as found during weekday reservations.