

HOUSING ACTIVITY SPACE POLICIES AND PROCEDURES



OFFICE OF CONFERENCE SERVICES

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RESERVATIONS

Making a Reservation

Reservations for Housing Activity Space can be made online at: <http://www.housing.gatech.edu/> (click on the Activity Space Reservations icon on the right of the page) or <http://www.conference.gatech.edu/> (under “Reservation Request”, select “Housing Activity Space”). Once you agree to the usage policy click continue to advance to the reservation page. All fields in the “General Information” section must be filled out. Reservations are confirmed on a first-come, first-served basis. Conference Services reserves the right to decline a request.

Who can make a Reservation

Georgia Tech Housing Employees or Student Residents may Sponsor an event, program or meeting in a Housing Meeting Space. Meeting Space must be requested at least **5 business days in advance**. Students must reside in the building the space is located. The Sponsor must be willing to accept all responsibilities of the proposed event. The Sponsoring Housing Employee, Resident or Organization Contact Person must be in attendance during the entire time period reserved

Student Residents and Organizations may reserve space one night per week, but no more than four times per semester. Only Department of Housing/Housing staff, Hall Councils, and RHA, may reserve any specific space more frequently.

For the complete usage policy, go to: <http://www.conference.gatech.edu/policy.cfm>

ROOM USE

Please carefully consider your setup needs at the time of reservation. Each meeting space has a default set-up (see Activity Space Overview on page 4), but requests can be made for alternative set-up needs if requested at least 5 days in advance.

Any loss or damage to equipment or the facility, during a scheduled event, will be charged to the sponsoring organization(s). In addition, the sponsoring organization is responsible for returning the room to its original condition, to avoid a restoration fee of \$30 per hour.

- Please only use the approved double sided magic mounts tape on any painted or glass surface.
- Remove all trash and other materials from the meeting space once the event is concluded.
- Overnight functions are strictly prohibited.
- Any damage must be reported immediately.

Failure to comply with policies and procedures governing use will result in the suspension of reservation privileges and charges.

ACTIVITY SPACE OVERVIEW

Area	Room	Default Set-up	Classroom	Lecture	U Shape	A/V
North Ave North	Ramblin' Wreck	Lecture	50	100	60	Yes
North Ave North	Old Gold & White A	Classroom	30	50	20	No
North Ave North	Old Gold & White B	Classroom	30	50	20	No
North Ave North	Old Gold & White (Combined)	Classroom	60	100	40	No
North Ave North	North Ave Gym					
North Ave North	NAA Lawn					
North Ave North	Yellow Jacket A	Lecture	80	130	30	Yes
North Ave North	Yellow Jacket B	Lecture	45	50	20	Yes
North Ave North	Yellow Jacket (Combined)	Lecture	125	180	50	Yes
North Ave West	Centennial Silver	Lecture	45	60	25	Yes
North Ave West	Centennial Gold	Lecture	45	60	25	Yes
North Ave West	Centennial Bronze	Lecture	25	30	10	Yes
North Ave West	Centennial Rooms (Combined)	Lecture	115	150	60	Yes
North Ave West	Executive Conference Room (W135)	Conf. Room				Yes
North Ave East	E121	Study Room				
West Campus	CSA Activity Room	Activity Room	40	80	50	Yes
West Campus	ULC Activity Room	Activity Room				
West Campus	ESA Activity Room	Activity Room				
West Campus	Commons Courtyard					
West Campus	ULC Courtyard					
West Campus	ESA Courtyard					
West Campus	Curran Deck (grill & seating area only)					
East Campus	ECHO Conference Room	Conf. Room				No
East Campus	Brittain Rec Room	Lecture	100	130	75	No
East Campus	FE Quad					
East Campus	Upper Quad					

SET-UP OPTIONS

Lecture



Classroom



SET-UP OPTIONS (Cont.)

Squares



U Shape



SET-UP OPTIONS (Cont.)

Conference Room



OTHER EQUIPMENT

Conference Services offers additional *equipment for events upon request:

- Portable Sound System(s)
 - Spot System (2)
 - Full System (requires technical staff)

- Portable Podium with built in speaker and microphone

- Tables/Chairs/Tents can be arranged for outdoor Housing controlled spaces.

*Charges may apply

FOOD, CATERING AND ALCOHOL POLICIES

The sponsor(s) are responsible for all clean-up after an event. Any food, drinks, utensils, etc, must be stored or disposed of properly. If the event is catered, the sponsor(s) must be present at all times while the catering staff is there.

If Georgia Tech students or employees organize events or activities at which alcohol is served, they should consult and be aware of the policies contained herein as well as the [Georgia Tech Policy on Student Alcohol and Illegal Drug Use](#) (Office of Student Integrity Website) and the Institute's policy on [Employee Alcohol and Illegal Drug Use\(Policy Library Website\)](#). Copies of these policies are available from the Vice President of Student Affairs or from the Georgia Tech Drug Policy Coordinator in the Office of Human Resources.