



Conference Services

Recurring Reservations Regulations & Procedures

Regulations & Procedures Statement:

These regulations and procedures apply to:

- Recurring Reservations for student groups that are NOT: Housing and Residence Life (HRL) Professional Staff, Housing and Residence Life Student Staff (for job- related purposes), designated Campus Partners, or Housing and Residence Life student organizations (e.g., Hall Councils, leadership groups).
- Any group intending to reserve space more than three times per semester.
- An organization or group of six or more, regardless of registration status with the Center for Student Engagement.

Regulations & Procedures:

With exception to the above-listed exempt groups, any group that wishes to have a recurring reservation for any HRL reservable space will need to register with the Office of Conference Services.

Registration shall include 3 listed contacts with email and phone number. Registrations shall include name, GT Housing and Residence Life residence hall room number (when applicable), and GT email address for all members of the group.

Student groups/organizations wishing to register for recurring reservations must be comprised of at least 50% GT Housing and Residence Life residents. Each reservation should be submitted by a listed group-member who is a resident of the building/complex in which the reservation is requested. This person will be recorded as Sponsor Contact. Sponsor Contact must be present at each reservation.

For consistency and clarity of communication, reservation requests will only be discussed with the Sponsor Contact of the gathering/meeting.

Any student group/organization that wishes to have a recurring reservation, for any space, will need to place a reservation request for each date. No spreadsheets or bulk reservations on a single ID# will be accepted.

Any damage occurring during reservation will be considered the responsibility of the reserving student group/organization and future reservations may be denied or canceled pending the outcome of the repair process.

No recurring reservations will be considered which exceed the following limitations:

- 2 reservations per week.
- 8 reservations per calendar month.
- This includes all Housing and Residence Life reservable spaces.