



# Conference Services

## **Activity Space Reservations Regulations & Procedures**

- Georgia Tech Housing & Residence Life (HRL) employees and student residents may request meeting space and equipment inventory items (i.e.: tables, chairs, tents) for gatherings/meetings held in Housing and Residence Life spaces. Requests must be received at least three business days in advance.
- Student residents and student organizations, with an HRL resident as a member, may reserve space 2 nights per week and up to 8 times per month. Additional requests may be submitted after each recurring meeting or event has taken place. Only HRL staff, Hall Councils, and the Resident Hall Association (RHA) may reserve any specific space more frequently. Reservations are requested online through the following link: <https://apps.conference.gatech.edu/reservations>.
- The Sponsor Contact of the gathering/meeting must be a resident of the building or complex in which the request is being made and is responsible for ensuring the meeting is in accordance with all policies and regulations set forth by Georgia Tech and the Department of Housing & Residence Life including, but not limited to, those concerning alcohol, smoking, noise control, COVID-19 precautions, and guest escorts.
- An e-mail confirmation will be sent from the Office of Conference Services if the request is approved or if further information is needed. All requests are ultimately subject to approval or denial by a professional staff member of Conference Services. Conference Services, on behalf of The Department of Housing & Residence Life, reserves the right to limit or deny usage.
- Reservations are available beginning with the first day of classroom instruction and ending with the last day of classroom instruction for each semester.
- All reservations will be subject to evaluation regarding fairness, appropriateness for the requested space, ability to comply with policies (including quiet hours), and space restrictions. No reservations will be permitted that interfere with GT Housing and Residence Life Departmental needs.
- For questions, email [reservations@conference.gatech.edu](mailto:reservations@conference.gatech.edu) or call 404-894-2469, 8am-5pm, M-F. For consistency and clarity of communication reservation requests will only be discussed with the Sponsor Contact of the gathering/meeting.



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## **Event/Equipment Regulations & Procedures**

If you notice any damages upon initial receipt of resources, or at first arrival to a meeting room, please contact our office immediately to note the problem and avoid penalties. You may call our office at 404.894.2469. If you reach our voice mail box, please leave a detailed message including your name, event reference number, and thorough description of the issue. You should also take a picture of the issue and email it to [reservations@conference.gatech.edu](mailto:reservations@conference.gatech.edu).

The Sponsor Contact for the event is responsible for any adverse actions, behaviors and damages that occur during the use of facilities. Additionally, other attendees may also be held responsible.

The Sponsor Contact is responsible for controlling access to the space and returning equipment and furniture back to its original state. Sponsor Contact must remove all trash and items from the meeting room or activity area when the program is completed.

Please clean the room thoroughly after your meeting. All refreshments/food and materials should be removed or disposed of properly. Failure to do so can result in denial or cancellations of future reservations. Absolutely NO tape is to be used on any meeting room floor, including North Ave Gym. If tape is used and causes damage, the group will be responsible for repairs.

Do not remove pads from support polls in North Ave Gym.

If using the North Avenue Gym, your group should be the only group in the gym at this time. Please contact us if another group enters. NOTE: Unless otherwise noted, Gym reservations are for ½ Court ONLY. North Avenue residents may use the other half during your event for basketball or in another ad hoc fashion.

Please leave when your reservation time has ended. If you are asked to leave a space by Housing Staff, Resident Assistant, or Conference Services staff, do so immediately. Failure to do so will result in loss of reservation privileges and possible academic disciplinary action.

\*\* If you have questions on the day of your event, please call our office at 404-0894-2469 during normal business hours (8am - 5pm). If it is after business hours, please contact our duty staff member at 404-428-6752.

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