



Student Center Policies and Procedures

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Facility Reservations

All requests for use of the facilities under the Student Center (SC) are made and confirmed by the SC Event Management office. Patrons can review facility availability via the Virtual EMS online reservation system.

As the level of demand and variety of programs and events sponsored by registered student organizations and university departments has increased, the Student Center has identified ways to maximize the use of the space under the Student Center's management. This demand has resulted in the policies and procedures of the Student Center to support the utilization of space to its fullest potential.

The Student Center staff is committed to providing exceptional customer service. To meet the needs of our diverse clientele the staff makes every effort to maximize facility usage and deliver quality facilities, equipment, and services. The SC Event Management staff is trained to familiarize patrons with the facilities and services, the reservation policies, and assist on event management. The SC Event Management staff works in conjunction with PantherDining Catering, event and AV support staff to provide catering, set-up, and audio/visual services for Student Center events. Located in suite 305 in Student Center East, the office is open Monday through Friday between 8:30 a.m. and 5:15 p.m. The office can be reached at (404) 413-1870 or scevents@gsu.edu.

All persons requesting space must complete the appropriate request form. Registered student organizations and university departments may request space using Virtual EMS, the online reservation system. External clients must contact the office to receive the appropriate paperwork.

Incomplete requests will not be processed. All requests must include a description of the event including the anticipated number of participants, type of set up required, equipment needed, etc. **Requests without enough information will not be processed until the necessary information is submitted.** The SC Event Management staff will notify clients when additional information is needed to complete their requests.

- Space will not be reserved until the requesting entity submits a completed form and receives an "Event Status Sheet" with a "Reserved" status via email from the SC Event Management office.

FACILITY RULES AND REGULATIONS

All events are subject to state laws, rules and regulations of Georgia State University and policies of the Student Center. The Student Center maintains the right to cancel without advance notice any event not in compliance with these regulations. It is the responsibility of the person requesting the facilities and services to ensure that the event and patrons are in compliance with all applicable regulations. Questions concerning applicable policies may be directed to the Student Center administrative office. The Student Center reserves the right to make judgments concerning facility usage that are in the best interest of the Student Center and Georgia State University.

- The Student Center administration office and/or building manager should be notified in the event of an emergency and/or made aware of emergency situations that arise.
- All persons using the Student Center facilities are to act responsibly. Individuals that display disruptive, dangerous or inappropriate behavior will be asked to leave. All organizations using the Student Center should become familiar with fire codes and safety policies when planning an event.

Animals

Animals other than those trained as service animals are not permitted in the Student Center without prior approval from the senior director of the Student Center. Exceptions may be requested in writing to the senior director of the Student Center 10 business days prior to the event.

Building Hours and Access

Student Center operating hours are listed on the Student Center [website](#). For your safety, security, and convenience, the Student Center building managers conduct periodic rounds throughout the facilities and must be able to enter all spaces at any given time. Doors to event spaces must remain unlocked and free of obstruction while events are in progress.

Candles/Open Flames

Prior authorization for the use of candles or open flames must be obtained from the associate director for building administration. The use of candles or open flames without proper authorization is prohibited. Violation of the candle/open flame policy will result in damage fees, suspension of reservation privileges, and/or cancellation of the event.

Damage and Loss

- All individuals using the Student Center facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Accidental damage, repair and replacement costs are the responsibility of the sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of Student Center facilities and/or equipment are prohibited and will result in damage fees and suspension of reservation privileges.
- The property of the Student Center (i.e., furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without the approval of the Associate Director for Building Administration.

Donations/Collections (money, canned goods, etc.)

The use of collection boxes in the Student Center requires advance approval from the event support services coordinator. Only registered student organizations and departments may request permission to set up donation sites in the Student Center.

Drugs

Use or possession of **any** illegal drugs is strictly prohibited.

Electrical Appliances

The use of electrical appliances in the Student Center is prohibited and all requests for exceptions to operate such devices (i.e., stoves, hot plates, toaster ovens, microwaves, space heaters, etc.) must be approved in advance by the associate director for building administration.

Evacuation Procedures

Facility users will be notified of an emergency or threat to safety by an alarm, the Student Center staff or Georgia State University Police. If necessary, the facility will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside the building until they are instructed to return.

Fire Alarms/Drills

- Fire alarms and all other emergency related equipment are provided for the protection of the public and users of the Student Center.
- Tampering or misuse of this equipment is strictly prohibited and punishable by Georgia law.
- All people are required to evacuate the building when the alarm sounds.
- Use the stairs, not the elevator, in evacuation situations.

Fire Codes

Reserved space may not exceed occupancy capacity as determined by the University Safety office. Events that exceed specified capacity will be canceled.

Gambling

Any planned activity that may resemble gambling, including raffles and casino nights, must be disclosed at the time of the reservation request to determine whether the appropriate laws and university policies will allow it.

Hallways and Stairwells

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent Student Center item such as a trash receptacle or lounge furniture. Easels, display boards or other items are not to be placed in hallways and stairwells without approval from the associate director for building administration.

Locker Rental

Georgia State University students and registered student organizations may reserve lockers in Student Center East, Student Center West, Urban Life Center and Langdale Hall on a semester basis at no cost. Individual students may do so through the [Locker Request form](#) available from the Student Center [website](#) and registered student organizations can do so through the [Panther Involvement Network \(PIN\)](#). The Student Center does not provide locks. Students must use a personal lock and it must remain on the rented locker throughout the rental period. The Student Center is not responsible for any lost or stolen items.

Access and Lock Pickup

After placing an online request for a locker (either through the [Locker Store](#) or [PIN](#)), renters must take the online order receipt or PIN approval to the Student Center Administrative Office, Student Center East, Suite 310, to have the tie cut before using the locker.

Use Period

Lockers are allocated each semester on a first-come, first-served basis and are not available for use for short periods between semesters to permit cleaning of each locker. Lockers must be emptied and locks removed by 5 p.m. on the last day of the use period, as stated in the [Locker Use Agreement](#). If not removed by the deadline, the lock will be cut off and all locker contents discarded on the first business day after the deadline.

Lost and Found

Articles that are discovered can be turned in to the Information Center located on the 1st floor of the Student Center. The Information Center staff transfers items to the University's Lost & Found located at Georgia State Police headquarters at 15 Edgewood Ave. SE (404-413-2100). The Student Center assumes no responsibility for lost articles.

Lounges, Meeting Rooms and Other Common Areas

Lounges, meeting rooms, and other common areas are intended for use by the university community and recognized guests. Individuals or organizations without authorized approval to use these facilities are prohibited from doing so and will be asked to leave. Individuals who exhibit unacceptable behavior will be asked to leave and may be prohibited from future facility use.

Movie Showings

The laws governing intellectual property rights do not permit a public performance of a movie unless public performance rights are obtained or one of the two exceptions described below applies.

Public Performance Rights

Event sponsors who wish to show a movie in the Student Center must demonstrate that they have secured a public performance license authorizing them to do so or that one of the exceptions listed below apply to their event. A receipt from an authorized distributor/public performance licensing agent must be presented to SC Event Management staff prior to the scheduled event unless the event organizer has shown that an exception to the PPR requirement exists. Contact the SC Event Management office for information about securing public performance rights (PPR). If a student organization wishes to show a movie on campus, RSOs can request assistance with securing public performance rights using this [form](#).

Exceptions to the PPR Requirement for Showing a Movie at an Event

If your showing fits the definition of a public performance, you can show it without PPR if one of the exceptions described below applies.

- A. The movie will be shown by an **instructor** in the course of **face-to-face teaching** activities in a classroom or similar place devoted to instruction. The showing must be for **instructional purposes** (not for recreation, entertainment, or general cultural value) with the instructor or a student leader **personally present**. Typically, the movie must **directly relate to a course's curricular goals** as described in the course syllabus. The copy of the movie being shown must have been **lawfully made**. A legal copy purchased or rented from a store or distributor or borrowed from a library may be used. **A movie taped or recorded from television or copied without permission may not be used.**
- B. The movie you will be showing is in the "public domain." Generally, this means that no person or organization has any proprietary interest such as a copyright or that any copyright to the movie has expired. Even movies which are quite old may still be protected by copyright.

There is no general "educational," "nonprofit," or "free of charge" exception. This means that most movie showings outside the context of face-to-face classroom teaching require obtaining Public Performance Rights.

Charging Admission Fees

No admission fee may be charged for a movie showing nor may the movie showing be publicized to the general campus unless public performance rights have been secured.

Medical Emergency

In the event of an accident or injury, contact the Georgia State University Police at (404) 413- 2100 for assistance. Inform the Student Center administrative office and/or Information Center of any emergencies as they occur.

Personal Sound Devices

No portable radios, portable personal audio devices, MP3 players, compact disc players, instruments or other sound devices can be operated without personal earphones in the public areas of the Student Center, Unity Plaza, or Urban Life Plaza without prior approval.

Roller blades, Skateboards and Bicycles

Roller blades, skateboards, bicycles, and similar devices are not to be operated in the Student Center.

Smoking

The use of all tobacco products (including e-cigarettes) is prohibited in all university facilities, including the Student Center. This includes all offices, leased spaces, and doorways, meeting rooms, restrooms, dining areas and loading docks.

Trash Receptacles

Only Student Center trash receptacles should be in common areas. Other receptacles are to be in their respective offices, rooms, and suites. Should an organization or group generate excessive trash, they are responsible for its disposal. The organization may contact building services for additional receptacles and/or trash bags.

Facility Use Fees, Equipment and Billing

ROOM CAPACITIES AND RENTAL RATES



Event Management | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870

							Co-Sponsored/External Client			
							RSO*	Department	Up to 3 Hours	Add'l Hours
STUDENT CENTER EAST		Lecture	Open U	Closed U	Classroom	Banquet	Rental Rates			
	SCE 200	16 around conference table; 18 additional chairs					\$ 0	\$ 150	\$ 225	\$ 25
	SCE 201	13	N/A	10	N/A	8	\$ 0	\$ 35	\$ 75	\$ 10
	SCE 203	51	24	30	30	40	\$ 0	\$ 85	\$ 150	\$ 25
	SCE 216	44	*	*	*	*	\$ 0	\$ 85	\$ 150	\$ 25
	SCE 217	59	30	36	33	48	\$ 0	\$ 110	\$ 175	\$ 25
	SCE 218	37	21	24	24	32	\$ 0	\$ 85	\$ 150	\$ 25
STUDENT CENTER WEST	SCW 258	27	14	20	12	16	\$ 0	\$ 65	\$ 125	\$ 15
	SCW 259	25	14	20	12	16	\$ 0	\$ 65	\$ 125	\$ 15
	SCW 260	36	24	30	18	24	\$ 0	\$ 110	\$ 200	\$ 25
	SCW 266	N/A	N/A	N/A	16	N/A	\$ 0	\$ 65	\$ 125	\$ 15
	SCW 455	22	14	20	12	16	\$ 0	\$ 55	\$ 115	\$ 15
	SCW 460	56	24	34	24	40	\$ 0	\$ 85	\$ 150	\$ 25
	SCW 462	62	27	34	36	40	\$ 0	\$ 85	\$ 150	\$ 25
	SCW 464	55	*	*	*	*	\$ 0	\$ 85	\$ 150	\$ 25
	SCW 466	56	24	34	24	40	\$ 0	\$ 85	\$ 150	\$ 25
	SCW 468	62	27	34	36	40	\$ 0	\$ 85	\$ 175	\$ 25
*A \$50 fee will be charged for any set-up other than lecture.										
							Co-Sponsored/External Client			
							RSO*	Department	Up to 4 Hrs.	Add'l Hours
STUDENT CENTER EAST										
State Ballroom		674	74	N/A	459	616	\$ 0	\$ 500	\$1,100	\$100
Court/House Salons		442	50	N/A	297	336	\$ 0	\$ 350	\$ 750	\$ 75
House/Senate Salons		431	50	N/A	297	336	\$ 0	\$ 350	\$ 750	\$ 75
Court Salon		237	25	60	135	168	\$ 0	\$ 175	\$ 375	\$ 50
House Salon		205	25	60	108	144	\$ 0	\$ 175	\$ 375	\$ 50
Senate Salon		232	25	60	135	136	\$ 0	\$ 175	\$ 375	\$ 50
Speaker's Auditorium		Fixed seating, 413					\$ 0	\$ 350	\$ 800	\$ 75
STUDENT CENTER WEST										
SCW 460-462		118	16	36	48	88	\$ 0	\$ 150	\$ 300	\$ 50
SCW 466-468		118	16	36	48	88	\$ 0	\$ 150	\$ 300	\$ 50
DAHLBERG HALL										
Veterans Memorial Hall		237	36	N/A	N/A	128	\$ 0	\$ 175	\$ 375	\$ 50
URBAN LIFE CENTER										
West Exhibit Hall		100	25	N/A	N/A	84	\$ 0	\$ 125	\$ 250	\$ 50

*RSO events with an admission fee will be charged at the department rate.

To reserve Cinefest in Student Center West 262 (fixed seating for 125 people), call 404-413-1610 for pricing.

Questions? Contact Student Center EventManagement

scevents@gsu.edu | 404-413-1870

REV 9/26/2022

Registered student organizations and departments are not charged for room rental unless the event is ticketed or co-sponsored with an external client. Appropriate facility use fees will be charged to organizations and departments that utilize the Student Center facilities and equipment. Users who misrepresent an event or affiliation to avoid fees will be charged appropriately and may have reservation privileges suspended.

All organizations using the building must adhere to building policies designed to promote the safety of patrons and preserve the facility and equipment. Organizations will be charged for damage and loss associated with facility misuse. Loss of reservation privileges may result. Cost estimates for facility use are available from the SC Event Management office prior to a planned event.

Audio-Visual & Other Equipment

- The use of amplification/audio-visual in any of the reservable spaces within the Student Center requires advance approval from the SC Event Management office.
- The use of this equipment cannot interfere with any event, public area, office, library, classroom or other university function.
- Requests for reduction in volume must be complied with immediately.
- Fees for equipment are on a per day, per event basis. The reserving organization is responsible for the equipment during the entire time of the reservation. Please refer to the attached schedule of available equipment and fees.
- Failure to cancel equipment requests at least 24 hours prior to the scheduled reservation access time may result in a charge of the total rental rate.
- Contact the building manager when the event concludes to assure rented equipment is secure.
- If the equipment is lost, destroyed, stolen, removed from its original location, broken, or damaged beyond normal wear and tear, the organization will be charged a replacement fee.
- All equipment is for use in the Student Center only; equipment may not be removed from the facilities.

Billing

Customers are charged for use of Student Center space, equipment, and services according to the published fee rates. Speed types are required for registered student organizations and departments that receive Georgia State University funding.

1. For reservation requests to be confirmed, a speed type will be submitted at the time of the reservation, whether charges are anticipated. The reservation request will not be processed nor confirmed without the speed type.
2. The organization contact will receive an event status sheet indicating the cost for the event. Requests for additional services and equipment will also be confirmed via email. Day-of requests will require an email to be submitted to the SC Event Management office.
3. At the conclusion of the program, an invoice will be prepared and sent to the organization contact listing all the charges, listing the speed type code to be charged, if applicable, and indicating that the charges will be processed within 10 working days unless there are discrepancies in the charges.
4. If there are no discrepancies, the Student Center staff will process the journal entry and send the organization contact a receipt acknowledging the transfer and copy of the invoice.
5. The journal entry will then appear on the Spectrum account with the Student Center as the originating office.
6. Fee waiver forms must be submitted by the client for review for any additional charges or disputes within 30 days of the event date. If approved, the Student Center staff will make the journal entry correction and send copies of the documentation.
7. If the organization or department chooses to charge expenses to another account, the organization can initiate a journal entry within the department to move the expense from one account to another through the Spectrum system.
8. Any organization or department that is co-sponsoring an event will need to provide a speed type code for the charges. Any financial support provided by the co-sponsor will need to be collected by the organization or department account.

Reservation Invoices

- Invoices are created daily during the business week, and payment is due within 15 days.
- Invoices may be paid with money order, university speed types, credit card, and exact cash amounts. Payment can be mailed or delivered to the SC Event Management office, 55 Gilmer Street, Student Center East, Suite 305, Atlanta, Georgia 30303. Please include a copy of the invoice with all payments.
- Failure to pay within 15 days will result in a reservation hold preventing your organization/department from making new reservations.
- Failure to pay within 30 days will result in a late payment fee, a reservation hold, and a lockout from existing reservations (organization will not be able to gain access to the room).
- Failure to pay within 45 days will result in a reservation hold and cancellation of existing reservations.
- All outstanding invoices after 60 days are turned over to University Collections.
- In addition to the above, organizations/departments that fail to meet the financial obligations will incur compounding late payment fees every 30 days.
- Should a student organization fail to meet the financial obligations, the student leaders organizing the event will be financially responsible for these charges. These debts will be viewed as debts to the university, and the students will be prohibited from registering for classes until the debt is cleared.

* Those organizations without speed types will be billed and the invoices will include an itemized list of services, facilities and equipment requested by the organization. If, at the time of the event, additional equipment/services are required, the building manager on duty will note the additions, and the SC Event Management office will adjust the invoice after the event to reflect increased services and/or equipment used for the event.

Reservation Event Categories

Registered Student Organization (RSO)

Any event planned, paid for, and executed solely by student members of a student organization that is identified as registered through the student organization registration process. Only student members of registered student organizations may place reservation requests. Reservation is for use and focus of the RSO and/or Georgia State University students. Except for large, special events, a majority of attendees should be members of the RSO and/or Georgia State students. If an RSO event includes an admission charge in any form, which includes but is not limited to registration fees, monetary donations, advance payment, and fundraising, then the RSO will be assessed the department rate of the space and equipment.

University Department

Any officially recognized campus department that has a clearly defined connection to Georgia State and receives university funding. Departments may request spaces 6 months prior to the event date.

Co-sponsored

Defined as a joint programming venture with a registered student organization or university department and an external entity. The collaborative event must be consistent with the mission and goals of the sponsoring organization or department. The university representative must serve as the executive contact and must actively participate in the event by assuming responsibility for reservation and charges associated with the event as well as ensuring the external entity's awareness of and compliance with university policies. All charges related to a co-sponsored event will be processed through a university account. The external entity must enter a contractual agreement with Georgia State University and provide proof of insurance and a W-9. All event charges must be pre-paid in full (a deposit of 50% of all charges is due at the time of signing the contract and the balance due 10 days prior to the event date).

External

Any event conducted by a group, organization, corporation, or an individual with no connection to the university or an event conducted by a member of the community for personal use. The community organization must enter a contractual agreement with Georgia State University for use of the space, provide proof of liability

insurance and a W-9, and pre-pay all event charges in full (deposit of 50% of all charges at the time of signing the contract and the balance paid 10 days prior to the event date).

External clients may book events no more than 5 months in advance during the academic term (mid-August to the first week of May). During the summer months (second week of May to mid- August) and spring break, external clients may book space 10 months in advance.

Reservation Policies

Scheduling Priority

- Georgia State University registered student organizations receive priority in the reservation process because the facility is supported by student fees and is designed primarily to facilitate student activities.
- Registered student organizations can reserve space up to one year in advance. University departments can reserve space 6 months in advance.

Space Assignment

- The SC Event Management staff will assign rooms according to the most appropriate use of the facility as the event is described on the event space request virtual form. The demands on the facility as well as the nature and size of your event will be considered in determining space assignments. The SC Event Management staff will ask that a room preference is indicated to accommodate requests.
- The staff will work diligently to meet your space requests; however, submitting the request form does not guarantee your specified preference of reserved space. If only one Center space will meet your event needs, specify that on the request form. The client will be informed if the space is not available.
- If there are specific rooms or set-up needs that will be required to accommodate your event, attempts will be made to meet your request. A “Not Available” status will be entered when accommodations cannot be met.
- Major changes to an existing reservation (i.e., dance floor, major stage changes, A/V technician requests, early or late access, total change of ballroom, etc.) fewer than 10 business days prior to event date may not be possible due to set-up logistics and staffing level.
- Small adjustments to room configuration or equipment are subject to approval before being confirmed. Changes may be subject to late fee charges.

Priority Scheduling Exception Request

Requests for space outside of regular scheduling guidelines require advance approval. Consideration for priority schedule exception may be requested on the Virtual EMS platform by completing the “Priority Scheduling Request” form. Priority requests **must** outline event details and justification for advance approval including why the request should require priority over student organization requests.

In some instances, an exception may be granted if the program or event can justify the need for space confirmation prior to the departmental scheduling dates. Examples of this may include: a college’s annual honors day event or an ongoing speaker’s series for which the target audience is solely Georgia State student, faculty, and staff and the booking of the speaker requires advance confirmation.

Ongoing/Long-Term Reservations

Ongoing or weekly meetings will be accepted on a per semester basis. A new event space request must be submitted for each semester with any policy approvals (such as candle usage or late/early access) and will be processed according to scheduling priority and on a first-come, first-served basis. Ongoing requests will not be accepted or approved for the ballroom salons, Speaker’s Auditorium, Veterans Memorial Hall, or Hurt Park. Ongoing, long-term reservations for external clients will not be accepted or approved

New ongoing reservations for the summer and fall semesters will be accepted starting April 15 at 9 a.m. New ongoing reservations for the spring semester will be accepted starting October 15 at 9 a.m. Should either of those dates fall on a weekend, new reservation requests will be accepted on the following Monday at 9 a.m.

Major University Events

Registered student organizations and university departments may request reservations for major campus events up to two years in advance. Major events may include commencement activities, admission events, and conferences. Each request will be considered on a case-by-case basis. Departments must follow the “Priority Scheduling Exception” process previously outlined.

For requests of Speaker’s Auditoriums, State Ballroom, salons, or more than 4 rooms, the reservation will be classified as “Pending” until a meeting has been held with the client and assigned staff member to complete setup details.

- Reservation and setup style information must be provided at the initial meeting.
- Detailed setup information must be provided 15 calendar days prior to event date.
- Major changes fewer than two weeks in advance are subject to approval and late fees.
- No major changes will be accepted 5 business days or fewer prior to the event.

Academic Classes

Academic classes are not allowed to reserve or hold class sessions in the Student Center. The Student Center is supported primarily by student fees, which are meant to support programs, activities, and services for Georgia State students.

Administrative Cancellations/Changes

In rare instances, confirmed reservations may be changed or canceled if they are found to conflict with the interests of the Student Center and/or the university. If this were to occur, then the SC Event Management staff will work with these organizations or departments to find alternative space.

Event Operations Technicians

With advanced notice, event operations technicians are available to support the audio-visual needs of events within the Student Center. Clients should request to reserve an event operations technician in advance. Based on the event details and at the discretion of the SC Event Management office, a technician may be required for an event. If a technician is requested by noon 5 full business days in advance of the event date, then the charge for the technician will be \$15 per hour. If the request is submitted late either by the client or because all the event details were not given to the SC Event Management office in enough time, then the charge will be \$30 per hour, pending the availability of any event operations technicians to support the event.

Cancellations

- All reservation cancellations must be made through Virtual EMS or in writing via email once the Virtual EMS deadlines have passed.
- Cancellations may be made through Virtual EMS up to 9 days in advance for the ballroom, auditorium, Veterans Memorial Hall, and outdoor spaces and up to 4 days in advance for the meeting rooms and tables inside Student Center East or outside in Unity Plaza.
- An email with the cancellation request should be sent to scevents@gsu.edu if you need to cancel your event fewer than 9 days in advance for the ballroom and auditorium and fewer than 5 days in advance for meeting rooms.
- Cancellations of the meeting rooms, tabling inside Student Center East or outside in Unity Plaza, Unity Plaza events, Urban Life Plaza, and West Exhibit Area, Unity Plaza fewer than 3 full business days in advance will incur a late cancellation fee of \$10 and use of the facility may be restricted.
- Cancellations of Hurt Park fewer than 5 full business days in advance will incur a late cancellation fee of \$20 and use of the facility may be restricted.
- If a room is canceled after it has been set up for the event, a late fee plus the cost of equipment will be charged.
- Guidelines for external client cancellations can be found in the Georgia State Facilities Use Agreement.
- Late fees, where applicable, are determined by the SC Event Management office.

Cancellation of the Ballroom, Speaker's Auditorium, or Veterans Memorial Hall

- Cancellations should be submitted at least 31 calendar days prior to the event date to allow another client to use the space. Fees will be incurred for cancellation notices fewer than 31 days.
 - 16-30 calendar days' notice will result in a \$15 fee per Salon or Veterans Memorial Hall or a \$45 fee for Speaker's Auditorium
 - 1-15 calendar days' notice will result in a \$30 fee per Salon or Veterans Memorial Hall or a \$90 fee for Speaker's Auditorium
 - Cancellations given within 24 hours of the event access time will be subject to the same fee as for cancellations given within the 15-day window as well as any equipment rental or labor fees.

Cleaning Responsibilities

All organizations are required to return the room to its original condition before departing. The space should be free and clear of all trash and debris, and all balloons and other decorative materials, signage, and leftover food and beverages should be removed. If the Student Center staff removes decorations and/or provides additional cleaning, a minimum charge of \$25.00 will be assessed.

Decorations

Organizations should confer with the SC Event Management staff regarding decorations best suited for use within the Student Center. No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, staging, curtains or draperies, or other surfaces.

- Decorations and displays that require flame, sand, or water may be used in the Student Center only by prior written approval of the associate director for building administration.
- When reserving space for your event, include time for decorating. Requests for additional time to decorate made at a later date may not be able to be accommodated due to other reservations scheduled prior to or after your event.
- Clients may not use glitter, confetti, or water-filled items (*except for vases*).
- All decorations and materials must be removed by the sponsoring organization immediately following the event; failure to do so will result in the items being discarded and possible removal charges being assessed.
- The client will be billed for any damage to surfaces and/or any excessive cleaning requirements. The SC Event Management staff can recommend alternatives for the above listed prohibited materials.

Denials

The Student Center reserves the right to deny space usage for a group or event if it is programmatically or operationally unable to be accommodated. Reservations may also be denied if the organization or event conflicts with university policies or regulations or is not in good standing with the university.

Deposits

Registered student organizations and departments that have events with charges of \$250 or more will be required to pay a 25% deposit.

- The deposit must be paid within 7 days of having the event confirmed (by an email confirmation sent by SC Event Management office)
- The deposit must be paid with cash, money order (payable to Georgia State University), or credit card. Cash or money orders should be delivered to the SC Event Management office; credit card payments may be made through the Student Center's online store (link will be given by SC Event Management staff). No speed types will be accepted.
- If the deposit is not paid within 7 business days of the event confirmation, then the reservation will be automatically canceled.
- Deposit funds are non-refundable even in the event of cancellation but can be applied to other Student Center event charges, such as room rental, equipment, or labor charges. Deposit funds cannot be applied to any catering charges.
- The balance will be invoiced to the group after the event and must be paid within 15 days of the invoice

date. The balance may be paid with a speed type, cash, money order, or credit card.

- Organizations that have multiple delinquent charges or a history of not paying on time may be required to pay the balance 3 business days prior to the event; this will be a joint decision made by the SC Event Management and Accounting offices.

Diagrams

Diagrams showing a virtual layout of the event space will be presented to the client for approval prior to the event.

- No changes to a ballroom diagram will be accepted from anyone other than the designated event contact on materials submitted to the SC Event Management office.
- Diagrams provided by the SC Event Management staff are drawn to scale.

Directional and Informational Signs

If your event requires the use of informational signs, arrangements need to be made through the SC Event Management staff ahead of time. They are only available to be reserved on the day of the event assuming space and signs are available. Placement of signs should be determined in advance and listed as part of the reservation. Signs may not be taped to doors, columns, elevators, walls or other surfaces; signs may not be posted or displayed in common areas. Student Center easels and sign holders should not be removed from the building and may not be used outside the building.

Easel and Poster Placement

- Easels are allowed in the Student Center by completing a Promotional Space Request form.
- Easels can be reserved for day-of event information.
- Only one poster per location per organization/department may be reserved.
- Locations can be reserved for a maximum of one week and cannot be reserved for consecutive weeks.
- Student Center staff will place easels and posters.
- Due to egress regulations, easels cannot be used in hallways or outside office suites.
- Posters must be either printed on poster board or have substantive foam core backing.
- Posters must be delivered to the SC Event Management office 2 business days prior to reservation date and will be marked with the appropriate sticker on the back.
- Posters without an approval sticker will be immediately removed.
- Minimum poster dimensions are 24" wide x 24" high, maximum dimensions are 30" wide x 36" high.

Event and General Assistance

The building manager and/or the Information Center are the contact points for any assistance needed for events in the Student Center. The staff will contact the appropriate staff member to respond to client needs.

Event Management Meetings

Meeting with a member of the SC Event Management staff is required when any of the following apply:

- The program has an expected attendance of more than 100.
- The program occupies more than three reservable spaces.
- The program occurs over two or more consecutive dates.
- The program involves participants from an external entity.
- The program is slated to occur in any of the ballroom salons, Speaker's Auditorium, or Veterans Memorial Hall.

This meeting should occur within 2 weeks of submitting a reservation request to the Event Management office and is designed to ensure that event details are understood by both parties and all needed equipment or special needs have been discussed. Reservation requests will not be processed or approved without this meeting first taking place.

Extended Building Hours

Early/late access requests are made through the SC Event Management office and should be scheduled at the time of reservation but no later than the 25th day of the month before the event. These requests are designed to accommodate confirmed events where start and/or end time falls outside of the operating hours for the facility. The access time is determined by when the client physically accesses the building.

For instance: The Student Center opens on Saturday at 12 noon. The client's event starts at 12:15 p.m., but they would like to arrive at 11:15 a.m. to set up and prepare for the program. The client would be charged an early access fee so the staff can open the building for them.

Late access fees are determined by the actual time the client and participants are going to be in the building. For late access all arrangements need to be made at the time of original request.

For example: The Student Center closes at 9 p.m. A client's function is scheduled to end at 10 p.m. and will be completely out of the reserved space and the building by 11 p.m. The client would be charged for two hours of late access.

Access requests submitted after the 25th day of the month before the event are not guaranteed to be approved. If it is possible to accommodate, the request must be approved in writing by the assistant director of operations & event services and will incur a higher hourly charge as stated below.

The charges for early/late access are as follows:

- Registered student organizations & university department events: \$50/hour when requested by noon 10 full business days in advance or \$100/hour when not scheduled 10 full business days in advance.
- Ticketed events: \$75/hour when requested by noon 10 full business days in advance or \$150 without 10 full business days' advance notice.
- Co-sponsored & external events: \$100/hour when requested by noon 10 full business days in advance or \$200/hour without 10 full business days' advance notice.

Food & Beverage

PantherDining is the preferred caterer for events in the Student Center. Their office is located at Student Center East, Suite 318, and their telephone number is (404) 413-9670. All food and beverage brought by the event sponsor to events held in Student Center-managed spaces must first be requested and approved via the **Student Center Event Food Approval form**. The only exception to this policy is for brown bag events where individual attendees may choose to bring food and beverage for personal consumption.

Submission deadlines vary depending on the type of food request; requests should be submitted according to the schedule below:

- [Commercially prepared food](#) and [PantherDining](#): 3 full business days before the event date
- [Outside caterer catering onsite](#) and [homemade food requests](#): 2 weeks before the event date

Only one form is needed per event. You do not need to submit separate forms if you are planning to make homemade food and provide commercially prepared snacks for the same event; instead, please check off all the food options that will apply for your event. Separate forms are needed for separate events.

Please consider catering/set-up needs (e.g., serving tables, access time, etc.) when placing reservation requests. Organizations that are found to have brought in unapproved food or beverage will be charged a non-compliance fee. Additional clean-up charges may be added for these events if food items, debris, or equipment or items to store, display, or serve remain after the event. The Student Center does not provide table linens for tables at which food or beverage will be displayed or consumed.

Food Trucks

University departments that want to arrange for a food truck on a Georgia State campus must use that the university contract available at [Legal Services and Forms](#) to insure the health and safety of the Georgia State community.

Alcoholic Beverages

- The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the university is strictly prohibited. Only the president or his designee may make exceptions.
- Requests for alcoholic beverage service in the Student Center must be approved through the alcohol review process. Request to serve alcohol forms and alcohol policies are available on the [Legal Affairs web site](#) and must be processed in advance and in the order the signatures appear on the request form.

Chafing Dish Usage

- Intent to use sterno, chafing dishes, or other warming or cooking appliances in an event space must be disclosed on the food approval form and may only be used upon approval.
- The food approval form must be submitted at least 2 weeks prior to the event date.
- Additional equipment, such as a fire extinguisher, and safety procedures may be required for events where chafing dishes or other warming/cooking equipment have been approved for use.

Commercially Prepared Food/Beverages

- Event sponsors may wish to bring in commercially prepared foods and beverages (whether from a grocery store or restaurant) for their event. Event sponsors may apply for approval by submitting the **SC Event Food Approval form** at least 3 full business days in advance.
- This option differs from having an outside caterer serve food on-site and does not include any homemade foods.
- Any commercially prepared food item purchased from a grocery store or restaurant may be approved.
- Beverages such as soda and bottled water are also acceptable; however, beverages containing red dye are not allowed.
- For events over 3 hours in length, additional food safety suggestions may be given to the event sponsor.
- Requests submitted fewer than 3 full business days in advance are subject to a \$15 late fee. Organizations that are found to have brought in food without prior submission and approval will be charged a \$30 fee.

Deliveries

- Deliveries may be made to student and department offices for use within the office only; food items may not be taken to meeting rooms or public areas of the Student Center. Potlucks are permitted in offices and leased spaces only.

Donated Food and Food Giveaways

- Any RSO or university department that receives donated food and/or wishes to give away these items in the Student Center, Unity Plaza, Urban Life Plaza, or West Exhibit Area must complete a **Student Center Event Food Approval form**.
- The minimum administrative fee for donated food is \$15; 5% of the actual retail price of the donated food will be added to the event sponsor's invoice.
- Food distribution that is not approved through the Student Center Food Approval process will be forwarded to PantherDining Catering for their consideration. They may choose to distribute the food at no charge, for a fee, or deny the request.

Food Pick-up from PantherDining

RSOs and university departments may order food through PantherDining in accordance with their "pick-up" menu guide. The following apply to any pick-up orders brought into the Student Center:

- All products must be in disposable containers and used with disposable utensils.
- No sterno or other heating devices may be utilized.
- Food may be brought to any meeting rooms of the Student Center; the second-floor lounge is not a meeting room, and therefore food should not be brought to this space.
- Clients are responsible for clean-up at the conclusion of the event. All food debris and related materials

must be appropriately disposed of in waste receptacles. Clients will be charged a cleaning fee if Student Center staff must clean leftover food debris and/or equipment.

- Excessive damage caused by food may affect the privileges of the client to reserve facilities in the future.

Homemade Food

Any event sponsor may apply for approval to have homemade food items at scheduled events in any Student Center-managed space. The following apply to any events with homemade food:

- Organizations must have at least 2 current members (for registered student organizations, at least one must be an officer) attend a designated food safety training and successfully pass the training quiz. This training requirement should be completed prior to submitting the homemade food request **form**.
 - The 2 members are expected to attend the event to help monitor food safety practices
 - Organizations must renew the training each academic year or more frequently if either of the two members are no longer involved with the group.
- Organizations must display next to each food item a tent card with the name of the food item, its ingredients, and potential allergens.
- Organizations must bring equipment to keep the food at appropriate temperatures during the event or stop serving the food after 3 hours. Equipment to be brought in to keep the food at safe temperatures may require additional approval and/or procedures to be followed.
- Organizations must also submit a written plan outlining how it will ensure safe food-handling practices by all who are involved with the purchasing, preparing, cooking, delivering, and serving of food.
- A homemade food request form must be submitted to and approved by the SC Event Management office at least 2 weeks prior to the event date. There will be a \$25 late request fee for request forms submitted fewer than 2 weeks in advance, if accepted.
- For external clients only, a \$100 administrative fee will be added to the event sponsor's invoice for the use of an outside caterer.
- If a group is found to have brought in homemade food that was not approved, then a \$50 fee will be applied.

Outside Caterer Catering On-site

- PantherDining Catering is the preferred caterer for the Student Center. However, an outside caterer may be requested for events held in the Student Center.
- Clients must submit the **SC Event Food Approval form** at least 2 weeks prior to the event date to avoid a late charge of \$25. This outside caterer option on the form should only be selected when the caterer is coming onsite to prepare and/or serve food at the event. Catering orders that the event sponsor will pick up and bring to the Student Center should be submitted using the Commercially Prepared Food/Beverages option.
- Requests for an outside caterer will not be accepted or approved less than 1 week in advance of the event date.
- For external clients only, a \$100 administrative fee will be added to the event sponsor's invoice for the use of an outside caterer.
- Additional guidelines are on the SC Food Approval form, which both the client and the caterer are expected to follow. Failure to adhere to these guidelines may result in fees or the loss of outside caterer privileges for the client.
- If a group is found to have brought in outside catering that was not approved, then a \$50 fee will be applied.

Inclement Weather

- Outdoor Space: Events that are scheduled in outdoor venues due to preference or size should reserve an alternative date for inclement weather.
 - Unity Plaza, Urban Life Plaza, or Hurt Park events canceled due to weather may not be held in public areas of the Student Center.
 - Standard cancellation fees will apply for spaces reserved as rain-location spaces.
- Indoor Space
 - In case of a change to operating hours, charges will not be incurred to reservations that are impacted by the change.

Inflatables

Outside:

- Inflatables are permitted, but limited to Unity Plaza and Gilmer Street, with an approved street closure permit, which may be requested through the Georgia State Police Department.
- Limited 110 volt, 20-amp electricity is available in Unity Plaza.
- Additional power and all related costs must be provided by clients via generators.
- Vehicle access to Unity Plaza is through Collins Street, which has a maximum clearance of 9'6" high and 8' wide. Additionally, a significant turn is involved, which may further impede some vehicles.
- Pathways and walkways must remain at least 50% free of obstacles to accommodate pedestrian traffic.
- Items must be self-supporting and cannot be tied to buildings, light poles, benches, vehicles, etc. Items cannot be staked in the ground.

Inside:

- Inflatable items larger than 8' high and 25' wide are not permitted in the Student Center. Only 110 volt, 20-amp power is available in the Ballroom. Proposals for inside events using inflatables will be approved on a case-by-case basis.
- Any damage as a result of the inflatable and related activity will be charged to the sponsoring organization.

Late Equipment Requests & Cancellations

- Equipment requests or cancellations made after 12 p.m. 3 business days prior to the event will need to be submitted in writing via email to the SC Event Management office (scevents@gsu.edu).
- Equipment change requests must be submitted by noon 3 business days prior to the event client access time to avoid being charged a late fee.
- Late fees will be charged per item or request, depending on the complexity of the request or labor involved to accommodate the request.
- Clients requesting equipment cancellations at least 24 hours in advance of event client access time will not be charged a rental fee or late fee for the equipment.
- Clients requesting equipment cancellations fewer than 24 hours in advance of event client access time will be charged both the equipment rental fee and late fee.

Late Room Requests

No Setup Change

- There would be no charge for late meeting room requests (made within 24 hours of client access time) that have no setup change from either the event before or after. Clients would take the room as is and must leave the room in its original condition. At the SC Event Management office's discretion, abusers of this policy may be charged a late request fee.

Setup Change

- If it is possible to accommodate, a late charge would be assessed for late room request with setup change from either the event before or after if the request is received within 48 hours (excluding weekends) of the client access time. For example, on Thursday in a particular room, at 10 a.m. there is a lecture for 30, and at 4 p.m. there is a banquet for 24. If a client asks Tuesday at 5 p.m. for the room to be set as open U for 20 at 1 p.m. on Thursday, then that is a late request with setup change.
- Ballroom, ballroom salons, Veterans Memorial Hall, West Exhibit Area, and combo room (SCW 460/462 and 466/468) requests must be received at least 5 full business days in advance.
- If it is possible to accommodate, fees will be based on the space requested:
 - o Meeting rooms, Unity Plaza tables, and Info Lobby tables- \$10
 - o Combo rooms, Speaker's Auditorium, Veterans Memorial Hall, West Exhibit Area, Unity Plaza events, Urban Life Plaza - \$25
 - o Any ballroom salon or full ballroom - \$50-\$150

Late Request/Cancellation Waivers

RSOs receive two free waivers of late meeting room or table request, late meeting room or table cancellation, or late food request per semester. University departments will receive one free waiver per academic year. All Student Center locations except the ballroom, auditorium, Veterans Memorial Hall, and Hurt Park are eligible for the free waivers.

Live Remotes (such as, but not limited to, those conducted by radio stations)

- Must request approval 3 business days in advance with the Student Center Administrative office.
- Must be sponsored by a registered student organization or department.
- Clients may not hang items, signage, banners, etc. on building surfaces, light posts, landscape vegetation, etc.
- The building manager will monitor sound levels and inform clients when/if levels must be lowered.
- Sound may not begin before 10 a.m. nor continue past 9 p.m.
- Clients may not block any access ways, pathways, handicap ramps, doors, or other areas.

Loading Dock

- The loading dock on Piedmont Street is designed to accommodate maintenance personnel and deliveries for the Student Center and the Urban Life buildings. Parking is not allowed in the loading zones. Only authorized personnel may use this area.
- Arrangements for loading/unloading equipment and/or materials for events must be coordinated in advance through the SC Event Management office.
- Georgia State University Police will be notified of all vehicles parked without permission in this area and the vehicle will be towed at the owner's expense.

No Show Violations

If a space is reserved, scheduled, and set up for a client who does not utilize the space as requested but does not cancel the reservation, then additional fees and restrictions will be placed on the client. A no show will also be applied for clients who show more than 1 hour past the stated client access time.

- 1st no show – Client will be charged a no show fee of \$20 for meeting rooms, Unity Plaza, and Urban Life Plaza; \$30 for West Exhibit Area and Hurt Park; and \$100 for any ballroom salons, Speaker's Auditorium, and Veterans Memorial Hall.
- 2nd no show – Client will be charged a no show fee of \$40 for meeting rooms, tables, Unity Plaza or Urban Life Plaza reservations; \$60 for West Exhibit Area and Hurt Park; and \$200 for the ballroom salons, Speaker's auditorium, or Veterans Memorial Hall.
- 3rd no show – Client will be charged at the next highest pricing plan (ticketed or external) for the space, equipment, and labor and receive 30-day suspension of new reservation privileges
- 4th no show – Client will be charged same fee as above, receive 60-day suspension, and cancellation of current reservations within same 60-day period
- Suspensions and cancellations will apply to groups during the academic year (mid-August to the second week of December and the second week of January to the first week of May), so if a client's 4th violation occurs at the end of spring semester, the suspension will carry over to the beginning of the fall semester.

Non-transferable Reservations

Reservations are non-transferable. Clients may not contact other organizations to negotiate or bargain for space. Space will be reassigned by the SC Event Management staff and notifications will be sent.

Requests

- Space assignments are confirmed on a first-come, first-served basis within the priority scheduling deadlines. The SC Event Management staff will do their best to accommodate requests yet may make changes to the space most appropriate for the event if needed.
- Event status updates are emailed to the identified event contact after being processed.

Registration Desk (use of the built-in registration desk)

This desk, located strategically in the Pre-Function Area, may be used by clients utilizing the ballroom or any single salon when House Salon is not in use.

Rehearsal Space

The State Ballroom and the Speaker's Auditorium may be reserved for "dressed" rehearsals only and limited to one per event. Any applicable facility, equipment, and staffing fees for rehearsals will be charged to the client.

Reservation Start and End Times

To provide the best customer service and to allow for the smooth flow of events throughout the Student Center, clients should review their reservation requests carefully to fit in all planned activities within their reservation period.

Late Arrivals

- Clients who show up 30 minutes or more after their requested access time will be sent email warnings with the first two occurrences.
- After 2 occurrences, the client's standing reservations will be reduced by the average amount of time that they arrived late.
 - This consequence will be applied to any or all of group's reservations for the next 60 days in the academic year (spring, summer, and winter breaks will not be counted).
- All rooms will be locked until the client's arrival. Clients should call the building manager to gain access to the room. Late arrivals will be marked according to the time that the client placed the call.
- Clients arriving 1 hour or more behind their requested access time will be considered no shows and will be charged according to the no show policy.

Late Departures

- Clients may receive from appropriate Student Center staff a 10-minute grace period after their reserved event end time. This grace period is not guaranteed for every reservation but is dependent upon the schedule and time of day.
- Clients who remain in the room more than 10 minutes after the reserved event end time will be charged \$25 per each additional 10 minutes. For example, clients who stay 30 minutes past their reserved event end time will be charged \$50.
- Once the building is closed for the day, any unauthorized clients remaining in the building will be charged \$100 per person (in addition to any other late departure fees), and Georgia State Police will be called to issue a warning. If clients remain in the building after this warning, then Georgia State Police will be called a second time to escort them out of the building, and clients will be charged an additional \$200 per person.

Reservation Time Limits

As Student Center spaces are in high demand, reservation time limits will be placed as follows:

- For reservations in meeting rooms or the auditorium, the standard time frame will be up to 30 minutes for early access with a 2-hour event time limit.
- For reservations in the ballroom, individual salons, or Veterans Memorial Hall, the standard time frame will be up to 1 hour for early access with a 3-hour event time limit.
- Clients should list their desired access time when submitting the reservation request on Virtual EMS.
- Written justification or an agenda should be submitted for clients needing more access or event time.

Special Event Policy

The university has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events or events that might pose a security concern. This policy is outlined in the Code of Student Conduct (codeofconduct.gsu.edu). Contact the Student Organizations office for more information.

Speed Type

All department requests are required to provide a speed type or budget code for any applicable paperwork to be processed. If a speed type is not provided, then the processing of request forms will be delayed.

Standard Setups

Student Center East 216 and Student Center West 464 have been designated as rooms with standard setups, meaning the setup will remain the same and requests to change the setup type will not be accommodated. Both rooms will be set as a lecture for the maximum capacity of each room; the only modifications to the space that will be allowed would be the addition of one head table and one other table.

Clients may only reserve these rooms for a maximum of 90 minutes per booking. No early or late access beyond the reservation time may be granted as there will only be a 15-minute window in between each event. Clients will be assessed a fee for going over the stated reservation period or for changing the room setup.

Storage Facilities

The Student Center does not have separate storage spaces available to store materials and/or equipment for organizations utilizing reserved space within the Student Center.

- Clients that need to have materials and equipment brought prior to an event may request from the SC Event Management staff a space for storage; however, this storage space may not be confirmed until 2 weeks prior to the event date. Clients will be assessed a daily fee for use of the storage space.
- The Student Center assumes no responsibility for damage to or loss of equipment or materials left in the building or on display.
- All clients requesting storage will be required to sign a waiver form releasing the Student Center of any responsibility.

Shipping or Delivery of Materials

The Student Center cannot receive shipments of materials without advance approval for storage arrangements. Items shipped to the Student Center without prior approval will be refused and returned to the sender. With advance approval, clients will be assessed daily storage space fees.

RESERVATION PROCEDURES

Space Availability Inquiries

Anyone can access the online reservations system to determine availability through our online reservation system via [Virtual EMS](#). Registered student organizations and department can set-up accounts so that they can make their reservation requests online. External clients should speak with SC Event Management staff directly to receive assistance with their event planning needs. Space availability at the time of inquiry does not guarantee a confirmation.

Reservation Approval Process

Only complete reservation requests may be processed by the SC Event Management staff. Incomplete requests with missing information will not be processed. Complete requests include client's desired access time, event start and end time, equipment requests, furniture layout, food and beverage plans, event type, and event partners and co-sponsors.

- Organizations with large or major event requests must set up a meeting with SC Event Management staff within 2 weeks of submitting the reservation request to have the request processed and potentially approved.
- For registered student organizations, in addition to the above, reservation requests will not be reviewed until an emailed advisor approval is received by the SC Event Management office at the scevents@gsu.edu email address.
- Reservation requests are only confirmed with emailed notification from the SC Event Management office.
- Organizations should not advertise the event until the emailed notification is received.

Making Changes to a Confirmed Reservation

If changes to confirmed reservations become necessary, then the SC Event Management office should be notified as soon as possible.

- All changes must be made in writing. Virtual EMS change requests may be submitted up to 4 days in advance of the event date for meeting rooms or Unity Plaza events and up to 9 days in advance for all other spaces.
- Late changes may only be submitted via email to scevents@gsu.edu.
- In instances where late requests are possible, a \$3 - \$100 special handling fee (determined by the extent of the change) will be assessed.
- Equipment additions will be subject to a per item special handling fee. Equipment Rental Rate Guides are available in the SC Event Management office.
- Changes requested less than three full business days in advance of the event require direct correspondence with and confirmation by an SC Event Management staff person and cannot always be accommodated.

Set-up/Audio-visual

- Set-up requests should be detailed on the event space request form on Virtual EMS. The SC Event Management staff can assist in determining the most effective set up arrangement and audio-visual equipment for your function. Please consult them well in advance of your event. Set-up diagrams of room arrangements are available for review with the appropriate SC Event Management staff.
- The Student Center staff will set each reserved space according to the confirmed and agreed upon needs outlined in the Event Status Sheet.
- The reserved space will be prepared for client access up to 30 minutes prior to the scheduled reservation in meeting rooms and the auditorium and up to 1 hour in advance for ballroom events. Requests for earlier access times should be submitted to the SC Event Management office. If no earlier access requests are submitted in writing or on Virtual EMS, then the room will be prepared for the event start time. Approved requests will be noted on the Event Status Sheet.
- The door to the reserved event space will remain locked until the client calls the building manager. If access is needed before this time, contact the building manager at (404) 358-1817 or at the Student Center Information Center to allow access.
- Requests for audio/visual equipment, directional or informational signs and/or staff support should be included at the time the original request is made.

RESERVABLE SPACE

Indoor

The SC Event Management office has diagrams available to help you visualize the different sets in the various event space environments. Please consult the SC Event Management staff for set-up and capacity information that relate to exhibit and reception events and any spaces not represented on this sheet.

Student Center West					
	Space Dimensions	Lecture (Max)	Banquet (Max)	Open-U (Max)	Classroom (Max)
258	20' x 22'	27	16	14	12
259	20' x 20'	25	16	14	12
260	28' x 44'	36	24	24	18
455		22	16	14	12
460	20' x 39'	56	40	24	24
462	20' x 39'	62	40	27	36
464	24' x 34'	55	N/A	N/A	N/A
466	20' x 39'	56	40	24	24
468	24' x 39'	62	40	27	36
460-462 combo	39' x 48'	118	88	36	48
466-468 combo	39' x 48'	118	88	36	48
Cinefest Theater	N/A	125	N/A	N/A	N/A
Student Center East					
	Space Dimensions	Lecture (Max)	Banquet (Max)	Closed-U (Max)	Classroom (Max)
State Ballroom *	82' x 128'	674	616	N/A	459
Court Salon *	43' x 82'	237	168	60	135
House Salon *	40' x 82'	205	136	60	108
Senate Salon *	45' x 82'	232	144	60	135
Speaker's Auditorium *	N/A	425	N/A	N/A	N/A
200 (Golden Key Boardroom) *	33'6" x 27'3"	N/A	N/A	16	N/A
201	tbd	13	8	10	N/A
203 *	21' x 33'	51	40	30	30
216 *	20' x 34'	44	N/A	N/A	N/A
217 *	28' x 34'	59	48	36	33
218 *	17' x 34'	37	32	24	24
Dahlberg Hall					
		Lecture (Max)	Banquet (Max)	Reception	Classroom (Max)
Veterans Memorial Hall		237	144	400	144

Note: These maximum capacities are subject to change when:

- Audio-visual or other special use equipment (e.g., stage, registration or material tables, dance floor, etc.) is added to the set.
- Special requests are made to configure the tables and chairs differently than the "standard" set.
- Food tables (or catering stations) are needed to support the event.

* Represents event space that has data (Georgia State network/Internet) line access.

Outdoor

Hurt Park

Located on Gilmer and Courtland Streets, Georgia State University has a Memorandum of Understanding for use of the City of Atlanta owned park.

- Hurt Park is reserved through the [SC Event Management office](#).
- Any food served must be catered by PantherDining Catering or an outside approved caterer, in accordance with the Student Center outside caterer approval process.
- University affiliated organizations must request all set-up, equipment, and electrical requests through the SC Event Management office. Setups are the responsibility of the Georgia State Facilities Management Department and not the Student Center, so late requests and changes may not be possible. Please contact Facilities at 404-413-0700 for setup information.
- External clients must request use of the park through the City of Atlanta.

Unity Plaza

Registered student organizations and departments may reserve the outdoor area in front of the Student Center (Courtland St./Gilmer St. entrance) for events. All set up and audio-visual requests are handled through the SC Event Management office.

- Events on Unity Plaza cannot disrupt other Student Center programs and events.
- Events and activities that require sound amplification may only occur between 12:15 p.m.- 1 p.m. and other times as approved by the SC Event Management office.
- Student Center staff reserves the right to monitor sound levels and cancel disruptive events.
- Motorized vehicles, bicycles, roller blades, and skateboards are not to be operated on Unity Plaza except with prior approval of the SC Event Management office.
- All food service in this location must be provided by PantherDining Catering or an approved outside caterer, in accordance with Student Center outside catering application process.
- Portable radios, compact disc players, instruments or other sound devices may not be operated without personal earphones on Unity Plaza.
- The SC Event Management office reserves the right to accept reservations for table activities around the perimeter of Unity Plaza while a large-scale event is taking place. Event sponsors will be notified if any tabling requests have been approved to occur within the same time period of their event.
- Banners, signs, or backdrops may not be attached to buildings, trees, doors, light poles, or walls on Unity Plaza without approval from the SC Event Management office. Requests to hang banners must be submitted in advance; if approval has been granted, then the banner must be brought to the SC Event Management office in SC East suite 305 at least 2 business days before the banner should be displayed.

Urban Life Plaza

- Located adjacent to Urban Life Building and Student Center West.
- Registered student organizations and departments may reserve this outdoor area.
- All set-up, equipment and electrical requests must be requested through the SC Event Management Office.
- Events on Urban Life Plaza cannot disrupt other Urban Life building or Student Center West programs.
- Events and activities that require sound must be approved in advance by SC Event Management staff in accordance with academic classes scheduled in the surrounding buildings.
- Student Center staff reserves the right to monitor sound levels and cancel disruptive events.
- Motorized vehicles, bicycles, roller blades, and skateboards are not to be operated on Urban Life Plaza.
- All food service in this location must be provided by PantherDining Catering and/or a licensed, approved caterer, in accordance with Student Center outside catering application process.
- Portable radios, compact disc players, instruments or other sound devices may not be operated without personal earphones.
- Banners, signs or backdrops may not be attached to buildings, trees, doors light poles or walls.

Sales, Solicitation & Dissemination of Information

Commercial Solicitation

To maintain the academic mission of Georgia State University and to minimize interference with the efficient operation of the institution, commercial solicitation on university-owned or controlled property (the campus) is governed in accordance with the following procedures. For purposes of this policy, the term **commercial solicitation** includes, but is not limited to, the selling or promoting of products, goods, or services on campus to members of the university community by non-university entities. This policy shall not apply to fundraising activities (e.g., candy sales, bake sales, etc.) held by members of the university community or to token giveaways by significant sponsors of university events. Commercial solicitation directed at the university itself (e.g., concerning the purchase of university supplies and equipment) is governed by the purchasing regulations of the state of Georgia and the Board of Regents of the University System of Georgia.

Inquiries regarding commercial solicitation on the Atlanta campus of Georgia State University should be directed to [SC Event Management](#) unless the request is for the University Bookstore Building or athletic facilities. Inquiries for solicitation activities to take place in the University Bookstore Building should be submitted to [Craig Lipsey](#), senior director for Campus Services. Inquiries for solicitation activities to take place in the Sports Arena should be forwarded to [Brian Kelly](#), senior associate athletic director for external relations. Inquiries for all other campuses should be directed to [Craig Lipsey](#), senior director for Campus Services.

Approved commercial solicitation is generally permitted in outdoor spaces in Unity Plaza (adjacent to Student Center East at the corner of Courtland Ave. and Gilmer Street) on designated Wednesdays only, and all such solicitation activity must remain in the assigned designated area. Reservations for these spaces are made on a first-come, first-served basis with limitations on the number of days a vendor may be on campus. Requests for solicitation in the Student Center (as part of an event to be held there) or other campus locations must be submitted in writing at least ten business days in advance of the requested date and must be approved by the Senior Director of the Student Center.

Inclement Weather: No refunds are given in the event of rain. However, if the solicitation is scheduled to take place in exterior designated areas, the university will make an effort to provide another commercial solicitation date if the solicitor calls before 11 a.m. the morning of the scheduled solicitation date. No rescheduling will be provided after 11 a.m., and rescheduled dates will only be offered in the same semester during which the original solicitation date was scheduled.

Ten (10) tables on Unity Plaza have been allocated for commercial solicitation.

- 1 table and 2 chairs are provided to an authorized solicitor. No other tables, chairs, or displays are permitted without authorization from SC Event Management.
- Solicitors are responsible for obtaining all necessary governmental licenses and permits for distribution and sale of its product(s).
- No product may be sold which duplicates or is similar to any product provided by the university without authorization from the Student Center senior director.
- No product may be sold which uses the Georgia State University name, logo, and image without prior written approval of the university and its licensing authority.
- Solicitation reservations can be made for a maximum of 10 days per semester.

To request commercial solicitation space, submit an executed [Commercial Solicitation Application and Agreement](#). Once the space is confirmed, a link to an online payment option to pay the non-refundable fee via credit card will be sent. Payment must be made at least three business days before the desired reservation period. For more information, please contact SC Event Management at 404-413-1870.

Digital Signage

The Student Center's digital signage system offers a highly visible marketing opportunity for engaging audiences with compelling advertising. In addition to information about the Student Center, the center's 22 screens* display general advertising about Student Success programs and services, as well as other university departments and student groups. Digital signage submissions are accepted from Georgia State University departments and chartered student organizations. All submissions should meet requirements in the [University Digital Signage Policy](#) in addition to the following guidelines in order to be added to the Student Center playlist.

**WOW Wall (large screens outside of the Courtyard in Student Center East) are not included.*

File Submission

- A digital ad must be submitted as a JPEG file that is 1920 pixels wide by 1080 pixels high [16:9 aspect ratio]. File resolution must be 72dpi; pixelated files will not be accepted.
- Files should be saved in the following format: *date of event name of organization event name.jpeg*
- To submit a digital ad to be displayed inside of the Student Center, please email Student Center Marketing at: scmarketing@gsu.edu

Operating Procedures

- A maximum of 25 general ads is displayed on screens in a repeated 9-second sequence, with ads being categorized according to the priority list outlined in the [University Digital Signage Policy](#).
- An individual digital ad may be displayed for up to ten (10) consecutive days. Requests for a longer run time will be considered on a case-by-case basis.
- Failure to meet these guidelines will result in the request being denied. Requestors can re-submit when necessary changes are made.
- Digital signage in the third floor Student Center West food court seating area is coordinated by [Campus Services](#). To submit advertising for these screens, see [Make a Reservation](#).
- Digital signage located outside of the Multicultural Center, and inside Black Student Achievement office are not managed by the Student Center.

Reservations

- Ads can be submitted to the Student Center playlist by emailing scmarketing@gsu.edu at least three (3) business days in advance. If submitted less than three days, ads will be placed if space is available.
- Questions regarding digital signage can be sent to scmarketing@gsu.edu.

Display Cases

- There are 3 reservable display cases located on the third floor of Student Center West near the Campus Ticket Booth. The display cases are reserved on a first-come, first-served basis by completing a Promotional Space Request form in the SC Event Management office.
- Student organizations and departments may reserve these cases to promote university activities.
- Installation of items should occur after 12pm on the Monday of the reserved week. Items must be removed no later than noon on Monday at the end of the reservation week. If items are not removed by the reserving organization or department and require removal by the Student Center staff, then a \$10 fee will be assessed.
- Items removed by Student Center staff may be discarded. The Student Center is not responsible for any material that the organization failed to remove within the assigned reservation period.
- Materials may be installed by contacting SC Event Management between 10 a.m. - 4 p.m. Monday – Friday. An SC Event Management staff member will unlock and lock the case for installation and/or removal of items.
- All items must be in the display case. Materials cannot be taped, tacked, glued or affixed to the outside of the display case. Any organization or department that fails to utilize a reserved display case without submitting a written cancellation form will result in restriction of use of any display case for 6 months.

Fundraising

Use of university facilities for fundraising or solicitation purposes is subject to specific Board of Regents policies and must be approved by the appropriate office. Fundraising or solicitation activities include, but are not limited to, selling any item or service, promotion of a commercial product or service, charging admission to an event, and taking donations.

Handouts

The act of distributing material to an individual is permitted within the Student Center with prior approval from the Student Center administrative office.

- Registered student organizations and departments may distribute information.
- External organizations may not distribute information within the Student Center.

When information is disseminated, the following rules apply:

- The information/product must be freely given. No donations can be requested.
- The handouts cannot create a litter concern. The organization is responsible for picking up carelessly discarded material within the Student Center.
- Individuals are not to be harassed or made to feel compelled to take the product/information.
- The flow of pedestrian traffic is not to be blocked or disrupted.

Information Tables

Information table spaces in Unity Plaza, Urban Life Plaza, and inside Student Center East are for the exclusive use of registered student organizations and departments for official university activities. Courtyard stage tables are for the exclusive use of university departments for official university activities. The Student Center cannot provide storage for any materials.

Unity Plaza and Urban Life Plaza

- Unity Plaza and Urban Life Plaza tables may be each requested through the Virtual EMS platform by completing the Unity Tables or Wednesday Unity Tables request form.
- Clients may request up to 25 tables in Unity Plaza and up to 10 tables in Urban Life Plaza.
- Reservation requests must be submitted at least 1 week prior to the event date.
- Table requests are confirmed on a first-come, first-served basis.
- Tabling activities may only occur between 9 a.m. – 2:30 p.m. Monday – Friday.
- Additional materials (displays, equipment) may be utilized with the approval of the event support services coordinator and must be requested at the time of the reservation.

Inside Student Center East

- Five indoor table spaces are available to be reserved by registered student organizations and university departments. The locations are atrium lounge/stairs (4) and across from the Information Center (1).
- These tables would be available throughout the fall and spring semesters from 9:00 a.m. – 5:00 p.m.
- The tables may only be requested for informational or recruitment purposes; external entities may not co-sponsor a table or be invited to participate.
- Fundraisers are not permitted at these indoor tabling locations; only small, token giveaways would be permitted.
- Clients may only request one table per requested day.
- Specific table locations cannot be reserved in advance; upon arrival to the building on the reserved date and time, clients should call the building manager and ask for the table and chairs to be placed in an available location; if multiple table locations are available, then the client would be able to choose their preferred location.
- Requests may be submitted through the Virtual EMS platform using the SCE Tables request form. Eight requests per semester may be submitted according to the organization's scheduling priority. Additional requests per semester may be submitted up to 60 days in advance once the semester has started. Clients would be able to submit up to 6 requests within a 2-month window, starting from the first day of one

month to the last day of the next month.

Indoor Tabling at Pre-function or Auditorium Lobby

- Requests to host a tabling event in the auditorium lobby or pre-function may only be accepted within 2 weeks of the event date to allow ample opportunity for other clients to book the auditorium or ballroom, respectively.
- These requests may only be submitted by registered student organizations or university departments for non-fundraising/ticketed events; external organizations may not co-sponsor these tabling events or be invited to participate.
- Should another client request to reserve the auditorium or ballroom within the 2-week timeframe, then that request may be approved with the understanding that the two events would take place simultaneously and would need to share the lobby or pre-function.

Posting Policies and Locations

All posting must comply with university posting guidelines.

Easel Displays

- An easel display is in the Auditorium Lobby in Student Center East for larger displays announcing registered student organization and department campus events. Only one poster per location/per organization is allowed.
- Maximum display time is one week, and no consecutive weeks are allowed. Space must be reserved by completing a Promotional Space Request form in the SC Event Management office.

Enclosed Bulletin Boards

Enclosed bulletin boards are located throughout Student Center East and West for posting official university activity announcements by registered student organizations and departments. Registered student organizations and departments should first bring their items to the SC Event Management office to be stamped and approved for posting. Posted items should clearly identify the affiliation with the university. One posting is permitted per bulletin board. Each posting should be 8.5" x 11" and will be installed by the Student Center staff. Posters will remain in case for one week or until an event takes place, whichever is sooner.

- Up to 5 copies of each flyer should be delivered to the SC Event Management office no more than 24 hours prior to the requested posting date. As space permits, the SC Event Management office will post any or all the flyers in the bulletin boards.
- Student organization and department boards located throughout Student Center East and West are the responsibility of the sponsoring organization and are not available for posting by other groups.

Grip Strips

- Grip strips are located throughout Student Center West for posting official university activity announcements. Registered student organizations and departments should first bring their items to the SC Event Management office to be stamped and approved for posting. Posted items should clearly identify the affiliation with the university. Only one posting is permitted per grip strip location. Notices may not be posted over previously posted items. Sponsors are encouraged to assume responsibility for removing dated material.
- Up to 5 copies of each flyer should be delivered to the SC Event Management office no more than 24 hours prior to the requested posting date. As space permits, the SC Event Management office will post any or all the flyers on the grip strips.
- External organizations may not post items on the Student Center grip strips. The Student Center staff will remove and destroy improperly posted items daily. Persons or organizations that post items improperly may be charged for any damage to the Student Center property. The Student Center is not responsible for maintaining or returning any items that were improperly posted and removed.

Newspaper and Magazine Distribution

- *The Signal*, *Recreation Wrap-Up*, and Cinefest film schedules may be placed in appropriate bins throughout the Student Center. The removal of expired editions is the responsibility of the respective organizations.

- Newspaper and magazine racks for non-university publications may be placed on the 3rd level of Student Center West by the Bookstore Buy Back window and the 1st floor of the Bookstore Building near the ATMs. To place a distribution stand in these locations, each enterprise must submit a written request to the associate director for building administration outlining the publication, distribution schedule and an official contact person. Material without proper approval or that is improperly placed will be discarded.
- Newspapers and magazines may only be distributed from these approved locations. Placement of racks in any other location will result in their removal. The Student Center is not responsible for damage to or theft of the racks.

Table-Tents and Flyers

The Student Center Event Management office must approve in advance the placement of university-affiliated table tents, flyers, and other literature on tables in lounges and The Courtyard in the Student Center.