# Table of Contents

I. Student·University Center Missions and Goals 2

II. Student·University Center Offices and Staff 3
   - Administrative Office
   - Operations Support
   - Reservations Office
   - Student·University Center Information Desk

III. Student and University Center Directories 7

IV. Center Services 9

V. Facility Reservations 12
   - Reservation Event Categories
   - Reservation Policies
   - Reservation Procedures
   - Reservable Space
   - Outdoor Reservable Space

VI. Facility Use Fees, Equipment, and Billing 26

VII. Sales, Solicitation, and Dissemination of Information 30
    - Handouts
    - Information Tables
    - Solicitation Tables
    - Posting Policies and Locations
    - Banner Policies and Locations
    - Display Cases
    - Table Tents and Flyers
    - Newspaper and Magazine Distribution

VIII. Facility Rules and Regulations 33
STUDENT·UNIVERSITY CENTER
MISSIONS & GOALS

The Student·University Center is comprised of two facilities: The University Center and the Student Center.

The mission of the Student·University Center is to enhance the quality of student life, to engender a sense of community and to contribute to the learning environment for all of the Center’s constituencies.

The Center creates a distinctive environment supported by quality, responsive services that facilitates programs, student services, and community interaction that enables students to succeed and the University to accomplish its multiple goals. The Center is committed to providing meaningful learning opportunities for the growth and development of Georgia State University students.

The Student·University Center provides:
- Meeting space for social, cultural, and intellectual programs
- Reception and banquet facilities
- Student organization offices
- Student services offices
- Study/lounge space for students
- Student employment opportunities
- Food services
- Informational services
- Vending and ATM services
- Leadership development
- Media advisement
- Student programming and events

Consistent with the mission of the university and the Division of Student Affairs, the Student·University Center staff is committed to serving the facility needs of the university community, the student community and the Atlanta community.
II. STUDENT UNIVERSITY CENTER OFFICES

Administrative Office, Suite 360 Student Center - (404) 413-1860; Fax – (404) 413-1868
- Dr. Richard Heller, Executive Director
- Carole Golder, Associate Director for Programs and Services
- David Murkison, Associate Director for Building Administration
- DeLea Kearse, Business Manager, Student Center Business Services
- Lesia Chandler, Associate to the Executive Director
- Traci Goins, Human Resources Coordinator

Functional Responsibilities
- Locker Rentals
- Center Personnel / Human Resources / Payroll
- Student Organization Room Leases / Modification Requests
- Center Administration
- Financial Management

Operations Support, Suite 350 Student Center – (404) 413-1890
- Rhonda Counsel-Carey, Operations Manager
- Nicholas Moore, Media Services Coordinator
- Justen Kenney-Ritchie, Media Specialist
- Patricia Herndon, Public Relations Coordinator
- Ramona Rollins, Accountant I
- Monica Graham, Administrative Assistant

Functional Responsibilities
- Billing and Account Payment
- Facility Maintenance Work Requests
- Building Services (custodial) Work Requests
- Audio-Visual Support and Assistance
- Access Control and Key Requests

Reservations Office, Suite 345 Student Center - (404) 413-1870; Fax – (404) 413-1875; Email: scucspace@gsu.edu
- Brian Wilson, Marketing & Conference Services Manager
- Anthony Banks, Event and Support Services Coordinator
- Elana Wilder, Conference Coordinator
- Cheray Haynes, Assistant Conference Coordinator

Functional Responsibilities
- Space Reservations for Student University Center
- Set-Up and Audio-Visual Requests
- Gallery Lounge Exhibit Requests
- Display Case Requests
- Snack Food Waivers
- Fee Waivers
- Commercial Solicitation Policy
- Priority Scheduling Requests
• Special Use Agreements (unaffiliated organizations)
• Event Planning Assistance
• Partnership Form Applications
• Banners and Poster Display / Easels
• Outdoor Space Requests (Hurt Park, Urban Life Plaza, Unity Plaza, Library Plaza, Courtyard Stage)
• West Exhibit Area Requests

Student Center Information Center – (404) 413-1850

Functional Responsibilities
• Informational services
• Center assistance
• Candy sales
• Daily Event schedule
• Advertising and posting
• Discount ticket sales
• Lost and Found

Spotlight Programs Board, Suite 380 Student Center – (404) 413-1610; Fax– (404) 413-1608
• Phillip Smith, Assistant Director for Programs
• Chinara Thomas, Administrative Assistant

Functional Responsibilities
• Student-run programming board on campus
• Responsible for planning a wide range of entertainment, social activities and educational programs for the Georgia State student body
• Currently have eight committees: Cinefest Film Theatre, Concerts, Graphic Design, Homecoming, Membership, Public Relations, Panther Prowl, and Special Events.

Miss Georgia State University Scholarship Pageant – Email: missgsu@gsu.edu

Functional Responsibilities
• Preliminary to the Miss America Pageant
• Excellent opportunity to earn scholarship money.
• Open to all female Georgia State University students between the ages of 17 and 24.
• Held annually in the spring semester.

Campus Events, Suite 370 Student Center – (404) 413-1857
• Vacant, Campus Events Advisor
• Teresa Weimann, Student Affairs Advisor

Functional Responsibilities
• Provides social, educational and cultural programming to enhance the knowledge and broaden the experiences of Georgia State students, faculty and staff.
• Supported by student activity fees.
Brings campus community together by organizing events that appeal to the university’s varied student body.

Annual programs include the Distinguished Speaker Series, GSU Night at the Aquarium, College Night at the High Museum, GSU Night at Six Flags, Holidays of the World and a variety of concerts and performing and fine arts events.

**Leadership Development, Suite 330 Student Center – (404) 413-1580**
- Kristina Clement, *Assistant Director of Leadership Development*
- Audree Irons, *Administrative Coordinator*

**Functional Responsibilities**
- Provides programs and services designed to assist students in their growth and development as leaders on and off campus.
- Notable programming includes small roundtable discussions, large-scale conferences such as the annual Leadership Conclave.
- Addresses the needs of experienced and emerging leaders.

**Student Organizations, Suite 330 Student Center – (404) 413-1580**
- Ebony Rose, *Student Affairs Advisor II*

**Functional Responsibilities**
- Currently, there are more than 300 chartered student organizations on campus.
- Exist on campus to help students achieve social, professional, academic and cultural goals; and all students are encouraged to participate in student events and organizations as their interests develop.
- Offers leadership programs and education for organization officers, members and advisors.
- List of all chartered groups and qualifications can be found online at [http://gsu.orgsync.com](http://gsu.orgsync.com).

**Student Media, Suite 330 Student Center – (404) 413-1580**
- Bryce McNeil, *Student Media Advisor*

**GSTV**
- Georgia State’s closed-circuit television station can be seen on channels 74 and 75 at the Georgia State University Commons and University Lofts.
- Hosts student-produced content on its website.
- Located in 205 University Center or visit online at [www.gstvonline.org](http://www.gstvonline.org).

**WRAS-FM**
- 100,000-watt student voice of Georgia State University; has been on the air since 1971.
- WRAS has won local and national awards for its cutting-edge format.
- Also known as Album 88, WRAS is programmed solely by Georgia State students.
- Located in 280 University Center or visit online at [www.wras.org](http://www.wras.org).
The Signal
• Georgia State University’s student newspaper, which serves as a learning workshop and source of journalistic, marketing and photographic skills.
• Published every Tuesday during the academic term.
• Located in 200 University Center or visit online at www.gsusignal.com.

New South
• Georgia State University’s literary magazine published by and for students and showcasing literary and artistic contributions from across the country.
• Stages on- and off-campus readings from Georgia State students throughout the year.
• Located in 946 General Classroom Building or visit online at www.review.gsu.edu.
### III. STUDENT CENTER DIRECTORY

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Center</td>
<td>(404) 413-1850</td>
</tr>
<tr>
<td>Automated Teller Machines (ATM)</td>
<td>----</td>
</tr>
<tr>
<td>Courtyard Food Court</td>
<td>----</td>
</tr>
<tr>
<td>Courtyard Stage</td>
<td>----</td>
</tr>
<tr>
<td>Atrium Lounge</td>
<td>----</td>
</tr>
<tr>
<td>Speakers Auditorium</td>
<td>----</td>
</tr>
<tr>
<td>Pre-Function Area</td>
<td>----</td>
</tr>
<tr>
<td>State Ballroom</td>
<td>----</td>
</tr>
<tr>
<td>Court Salon</td>
<td>----</td>
</tr>
<tr>
<td>House Salon</td>
<td>----</td>
</tr>
<tr>
<td>Senate Salon</td>
<td>----</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Key Board Room</td>
<td>200</td>
</tr>
<tr>
<td>Caucus Suite</td>
<td>210</td>
</tr>
<tr>
<td>Capital Suite</td>
<td>220</td>
</tr>
<tr>
<td>Office of Disability Services</td>
<td>230</td>
</tr>
<tr>
<td>University Housing Office</td>
<td>250</td>
</tr>
<tr>
<td>Dalton Suite</td>
<td>260</td>
</tr>
<tr>
<td>Dorchester Suite</td>
<td>262</td>
</tr>
<tr>
<td>Main Lounge</td>
<td>264</td>
</tr>
<tr>
<td>Office of New Student Orientation and Parent Relations</td>
<td>265</td>
</tr>
<tr>
<td>Lanier Suite</td>
<td>270</td>
</tr>
<tr>
<td>Sinclair Suite</td>
<td>274</td>
</tr>
<tr>
<td>Lucerne Suite</td>
<td>278</td>
</tr>
<tr>
<td>Green Room</td>
<td>280</td>
</tr>
<tr>
<td>Student University Center Building Services</td>
<td>290</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Office</td>
<td>300</td>
</tr>
<tr>
<td>Division of Student Affairs Administration</td>
<td>310</td>
</tr>
<tr>
<td>Office of African-American Student Services &amp; Programs</td>
<td>315</td>
</tr>
<tr>
<td>Office of Civic Engagement</td>
<td>320</td>
</tr>
<tr>
<td>Student Activities</td>
<td>330</td>
</tr>
<tr>
<td>Student University Center Reservations</td>
<td>345</td>
</tr>
<tr>
<td>Gallery Lounge</td>
<td>346</td>
</tr>
<tr>
<td>Student University Center Operations Support</td>
<td>350</td>
</tr>
<tr>
<td>Student University Center Administration</td>
<td>360</td>
</tr>
<tr>
<td>Campus Events</td>
<td>370</td>
</tr>
<tr>
<td>Spotlight Programs Board</td>
<td>380</td>
</tr>
<tr>
<td>Panther Catering</td>
<td>385</td>
</tr>
<tr>
<td>Digital Aquarium Computer Lab</td>
<td>390</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Key Board Room</td>
<td>200</td>
</tr>
<tr>
<td>Caucus Suite</td>
<td>210</td>
</tr>
<tr>
<td>Capital Suite</td>
<td>220</td>
</tr>
<tr>
<td>Office of Disability Services</td>
<td>230</td>
</tr>
<tr>
<td>University Housing Office</td>
<td>250</td>
</tr>
<tr>
<td>Dalton Suite</td>
<td>260</td>
</tr>
<tr>
<td>Dorchester Suite</td>
<td>262</td>
</tr>
<tr>
<td>Main Lounge</td>
<td>264</td>
</tr>
<tr>
<td>Office of New Student Orientation and Parent Relations</td>
<td>265</td>
</tr>
<tr>
<td>Lanier Suite</td>
<td>270</td>
</tr>
<tr>
<td>Sinclair Suite</td>
<td>274</td>
</tr>
<tr>
<td>Lucerne Suite</td>
<td>278</td>
</tr>
<tr>
<td>Green Room</td>
<td>280</td>
</tr>
<tr>
<td>Student University Center Building Services</td>
<td>290</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Office</td>
<td>300</td>
</tr>
<tr>
<td>Division of Student Affairs Administration</td>
<td>310</td>
</tr>
<tr>
<td>Office of African-American Student Services &amp; Programs</td>
<td>315</td>
</tr>
<tr>
<td>Office of Civic Engagement</td>
<td>320</td>
</tr>
<tr>
<td>Student Activities</td>
<td>330</td>
</tr>
<tr>
<td>Student University Center Reservations</td>
<td>345</td>
</tr>
<tr>
<td>Gallery Lounge</td>
<td>346</td>
</tr>
<tr>
<td>Student University Center Operations Support</td>
<td>350</td>
</tr>
<tr>
<td>Student University Center Administration</td>
<td>360</td>
</tr>
<tr>
<td>Campus Events</td>
<td>370</td>
</tr>
<tr>
<td>Spotlight Programs Board</td>
<td>380</td>
</tr>
<tr>
<td>Panther Catering</td>
<td>385</td>
</tr>
<tr>
<td>Digital Aquarium Computer Lab</td>
<td>390</td>
</tr>
</tbody>
</table>
## UNIVERSITY CENTER DIRECTORY

<table>
<thead>
<tr>
<th>Second Floor</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signal – Student Newspaper</td>
<td>200</td>
<td>(404) 413-1620</td>
</tr>
<tr>
<td>GSTV – Campus Television</td>
<td>201</td>
<td>(404) 413-1604</td>
</tr>
<tr>
<td>Cinefest Theater</td>
<td>219</td>
<td>(404) 413-1797</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>225</td>
<td>----</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>230</td>
<td>----</td>
</tr>
<tr>
<td>Meeting Room – VIP room</td>
<td>235</td>
<td>----</td>
</tr>
<tr>
<td>Lactation Room</td>
<td>255A</td>
<td>----</td>
</tr>
<tr>
<td>University Career Services</td>
<td>260</td>
<td>(404) 413-1820</td>
</tr>
<tr>
<td>WRAS Atlanta – Campus Radio</td>
<td>280</td>
<td>(404) 413-1630</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Floor</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>----</td>
<td>(404) 413-9700</td>
</tr>
<tr>
<td>Campus Club Food Court</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Information Desk</td>
<td>----</td>
<td>(404) 413-1852</td>
</tr>
<tr>
<td>Panther Place Lounge</td>
<td>----</td>
<td>----</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Floor</th>
<th>A. Location</th>
<th>B. Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Government Association</td>
<td>400</td>
<td>(404) 413-1600</td>
</tr>
<tr>
<td>Interfaith Council</td>
<td>402</td>
<td>(404) 413-3256</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>404</td>
<td>----</td>
</tr>
<tr>
<td>Student Organization Offices</td>
<td>406 – 450</td>
<td>----</td>
</tr>
<tr>
<td>Honors Program</td>
<td>428</td>
<td>(404) 413-5577</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>460</td>
<td>----</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>465</td>
<td>----</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>470</td>
<td>----</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>480</td>
<td>----</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>485</td>
<td>----</td>
</tr>
</tbody>
</table>
IV. CENTER SERVICES

Information Center - Student Center
The Information Center is located on the first floor of the Student Center. It serves as the communications link to other services in the buildings. Guests may stop by to receive information about the Student·University Center, Georgia State University and the downtown Atlanta community. In addition, small selections of sundry items and discount tickets to local amusement parks, movies, and attractions are sold at this location.

Reservations Office
All requests for use of the facilities under the direction of the Student·University Center are made and confirmed by the Student Center Reservations office. Patrons can review facility availability via the Reservations office computer help stations. The Reservations staff is trained to familiarize patrons with the facilities and services as well as provide assistance on event planning. The Reservations staff works in conjunction with Event Services staff to provide set-up and audio-visual services for Student·University Center events.

Commercial Solicitation
The Student·University Center Reservations office oversees commercial solicitation on the GSU campus. Commercial solicitation includes the selling or promoting of products, goods, or services.
- Commercial solicitors must submit an executed Georgia State University Commercial Solicitation Agreement and a non-refundable fee to the Student·University Center Reservations office a minimum of three business days prior to the reservation.
- Priority is given on a first come, first serve basis with limitations on the number of days a vendor can be on campus. Six (6) table spaces on the General Classroom plaza have been allocated for commercial solicitation. For more information, please contact the Student·University Center Reservations office at (404) 413-1870.

Posting & Advertising
The Student·University Center Reservations office oversees advertising and posting in reservable spaces around the Student·University Center. These designated areas include: UC display cases, SC and UC poster displays and assorted areas for banners. Refer to section VII for specific policies on posting and advertising.

Event Services
The Event Services staff provides essential services for the Student·University Center including event set-up and audio-visual assistance and access to the buildings and meeting room spaces.

Building Services
Facility maintenance and housekeeping staffs work to provide safe, clean, comfortable, and useful facilities for the 20,000 patrons and the many events the center enjoys daily.
Lost and Found
The Student University Center assumes no responsibility for lost articles. Articles that are discovered can be turned in to the Student Center Information Center. The Information Center staff transfers items to the University’s Lost and Found located at GSU Police Headquarters at One Park Place.

Student Organization Space
The Student University Center leases spaces to student organizations, fraternities and sororities. Each organization is responsible for paying the annual lease amount. When a space becomes available, all student organizations are made aware so that organizations have the opportunity to submit an application for the available space.

Food Courts
The Student University Center houses three eating establishments managed by University Dining Services. These include the Panthers Club, Panther Pizza, and Courtyard. Each location serves a variety of foods to provide many choices for your convenience.

Panthers Club Food Court
Located on the third floor (Courtland Street Level) of the University Center
Offering: Chick-fil-A, Freshens Yogurt, Pounce Express, State Place Grill, Stacks Deli, Plaza Café, Pounce Garden and Starbucks Express

Courtyard Food Court
Located on the first floor of the Student Center
Offering: Burger King, Pasta Creations, the Carving Board, “Grab & Go” and Einstein Bros. Bagels

Panther Pizza
Located on the ground floor in the bookstore building
Offering: pizza, calzones, salads and pasta

Discount Ticket Sales
Tickets to the Georgia Aquarium, Six Flags, Zoo Atlanta, AMC and Regal Cinemas, Tennessee Aquarium, and other venues are available at a discounted rate for all of the Georgia State University community. Tickets can be purchased at the Student Center Information Desk. Cash and checks are the only forms of payment accepted.

ATM Locations
There are Bank of America and Wells Fargo ATMs located on the first floors of the Student Center and the Bookstore Building.
**U.S. Mailbox Drop**
A mailbox is located on the first floor in the Student Center, near the e-mail stations, with pickup at approximately 3:00 p.m., Monday through Friday.

**Vending Machines**
Located on the second floor in the Student Center, first floor of the Bookstore Building, third floor of the University Center in Panthers Club, and on the fourth floor in the University Center.

**Locker Rental**
Lockers may be rented by students on a semester basis. Lockers are available on the second floor of the University Center, first floor of the Student Center, second floor of Urban Life, and third floor of General Classroom Building. For details, visit the Student Center Administration office in suite 360.

**Event and General Assistance**
The Information Center is the contact point for any assistance that is needed for events in the Student University Center. The staff can page the appropriate staff member(s) to respond to client needs.
V. FACILITY RESERVATIONS

As the level of programs and events sponsored by student organizations and University departments has increases, the Center has endeavored to identify ways in which we can maximize the use of the Student and University Center meeting spaces. Because of this high demand for space, the Center’s policies and procedures have been designed to support the utilization of space to its fullest potential.

The Student·University Center Reservations staff is dedicated to providing exceptional customer service. In an effort 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 Reservations staff is trained to familiarize patrons with the facilities and services, the reservation policies and provide assistance on event planning. Located in Suite 345 Student Center, the office is open Monday through Friday between 8:30 am and 5:15 pm. The office can be reached at (404) 413-1870.

All persons requesting space must complete the appropriate request form.

- Incomplete forms 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 sufficient amounts of information will either be returned to the client or held until the necessary information is submitted. The Reservations 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 a written “Request Status” update via email and campus mail from the Reservations office.

A. RESERVATION EVENT CATEGORIES

A. University Organizations & Departments

- Chartered Student Organization – any event planned and executed by a student organization that is identified as Chartered through the student organization chartering process.
- University Department - any officially recognized campus department that has a clearly defined connection to Georgia State University and receives university funding.

2. Ticketed Events:

- Any event for the Georgia State community, conducted by a chartered student organization or university department, which includes an admission charge in any form. Admission charges include, but are not limited to registration fees, monetary donations, advanced payment, and fundraising. If it is determined that an admission fee was charged, the reserving organization will be assessed the ticketed rental rate of the space and equipment.

3. Co-Sponsored Event:

- Defined as a joint programming venture with a chartered student organization or University department and non-affiliated entity. This collaborative event must be
consistent with the mission and goals of the sponsoring organization or department. The university representative must serve as the exclusive contact and must actively participate in the event by assuming responsibility for all reservation arrangements and charges associated with the event. All charges related to a co-sponsored event will be processed through a university account.

4. **Non-Affiliated Events:**
   - Any event conducted by a group, organization, corporation or individual with no official connection to the university, or an event conducted by a member of the University community for personal use. The community organization must enter a contractual agreement with Georgia State University for use of the space.

**B. RESERVATION POLICIES**

**Scheduling Priority**
- Georgia State University student organizations receive priority in the reservation process since the facility is supported by student fees and is designed primarily to facilitate student activities.
- New reservations for the spring and summer semesters will be accepted exclusively from student organizations until the first Monday in October of the proceeding year. New reservations for the fall semester will be accepted exclusively from student organizations until the first Monday in April. After these priority scheduling dates, all other reservations will be accepted on a first come, first served basis.

**Space Assignment**
- The Reservations staff will assign rooms according to the most appropriate use of the facility as the event is described on the Event Space Request form. The demands on the facility as well the nature and size of your event will be considered in determining space assignments. The Reservations staff will ask that a room preference be indicated in an effort to serve your needs.
- The Reservation staff will work diligently to meet your space requests; however, submitting the request form does not guarantee your specified preference or reserved space. If only one Center space will meet your event needs, specify that on the request form. We will inform the client if the specific space is unavailable.
- Specify if there are particular rooms or set-up needs that will be required in order to accommodate your event. Attempts will be made to meet your request. A “Not Available” Request Status update will be forwarded in cases where accommodations cannot be met.
- Major changes to an existing reservation (i.e. dance floor, major stage changes, A/V technician needed, early or late access, total change of Ballroom, etc.) less than 7 business days prior to event date, may be considered but 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**

Student organizations have priority scheduling for Student*University Center spaces. Departments may begin scheduling the first Monday in April for fall dates, and the first Monday in October for spring and summer dates. Requests for space outside of the priority scheduling guidelines require advance approval. Consideration for priority schedule exception may be requested by presenting the “Priority Scheduling Request” form, with a completed “Request for Space Form”, and submitting both forms to the Reservations Office, 345 Student Center. Your request must outline event details and justification for advance approval including why you feel this 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 be: a college’s annual honors day event or an ongoing speaker’s series for which the target audience is solely GSU 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 only basis. A new Event Space Request form must be submitted each semester with any policy approvals (such as candle usage or early/late access) and will be processed according to scheduling priority and on a first-come, first-served basis.

**Major University Events**

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

**Administrative Cancellations/Changes**

In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict in the best interest of the Student*University Center and/or the university. These instances will be extremely infrequent and the Reservations staff will work with the organization or department to provide alternate space.

**Speed Type**

All department requests MUST have a university speed type or budget code listed on the Event Space Request form in order to be processed. Failure to provide speed type will result in delay in processing forms.

**Diagrams**

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

- All diagrams for the Ballroom must be signed by the client. No changes will be accepted from individuals other than event contact.
- Diagrams provided by the Reservations staff are drawn to scale.
- All diagrams are to be dated.
Extended Building Hours
Early/Late access requests can be made through the Reservations office, and should be scheduled at time of the reservation request or at least 5 business days in advance. These requests are designed to accommodate confirmed events where start and/or end times exceed posted Student University Center operating hours. Early access is determined by the actual time the client would like access to the facility.

For example: On Saturday, the Student University Center is scheduled to open at 12 noon. The client’s program begins at 12:15 pm, but the client would like to arrive early to setup displays at 11:15 am. Even if the participants will not be here until 12 pm, the client would be assessed an hourly Early Access fee because Center staff would need to be here early to permit the client access into the facility.

Late Access fees are determined by the actual time the clients (and participants) have arranged to be in the building. All arrangements must be made at time of original request.

For example: On Saturday, the Student University Center closes at 9 pm. A client holding a function is scheduled to end at 10 pm, the DJ and decorations will take until 11 pm to pack and remove. The client would be charged 2 hours of Late Access fees.

The charges for access outside of normal building hours are as follows:
- Student Organizations & Campus Departments: $50/hour when scheduled at least 7 calendar days in advanced, or $100/hour when not scheduled 7 days in advanced.
- Ticketed Events: $75/hour when scheduled at least 7 calendar days in advanced, or $150/hour when not scheduled 7 days in advanced.
- Co-Sponsored & Non-Affiliated Events: $100/hour when scheduled at least 7 calendar days in advanced, or $200/hour when not scheduled 7 days in advanced.

Each request for early or late access must be approved by the Associate Director for Programs and Services.

Audio-Visual Technicians
With advance scheduling, AV technicians are available to support events within the Center. Technicians may be arranged by either the client requesting AV support, or the Center may determine there is a need for a technician, based on the event’s needs. These situations may include: equipment setup, ongoing event monitoring, and access to secure AV equipment areas. There is a per hour charge for AV technicians.

Directional and Informational Signs
If your event requires the use of directional or informational signs, arrangements must be made through the Reservations staff to secure easels and/or sign holders. These may only be used the “day-of” the event, if space is available. Locations are to be determined in advance and listed as part of the reservation. Affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture is prohibited.
Major Events
For requests of the Speaker’s Auditorium, State Ballroom, Salons, or 4 or more rooms the reservation will be classified as “tentative” until a meeting has been held with the client and assigned Reservations staff member in order to complete setup details are firm.

- Reservation and setup style information must be provided 30 calendar days prior to event date.
- Detailed setup information must be provided 15 calendar days prior to event date.
- Major changes 14 – 8 calendar days prior are subject to approval and late fees will be assessed.
- No major changes will be accepted 7 calendar days prior to event date.

Requests
- Space assignments are confirmed on first-come, first-served basis within the established priority scheduling deadlines. The Reservations staff attempts to honor customer preferences but reserves the right to make judgments regarding the most appropriate space for an event.
- Written Request Status updates are e-mailed to the identified event contact after being processed and a printed copy is sent to the campus mailboxes of those without email addresses.
- Carefully review the Request Status update, it provides detailed information about the reservation. The Request Status report will indicate if your request is confirmed, not approved, or is not available.
- Please retain a copy of your Request Status update for your records.
- No event should be announced until the Reservations office has provided written confirmation.
- For Ballroom, Auditorium or multi-room events, the event contact must meet with the Reservations staff assigned to the event 30 calendar days prior to finalize details and equipment needs. The reservation is subject to cancellation if meeting does not occur.
- A signature is required on the original Request Status update and any diagrams before request will be changed from “tentative” to “confirmed” status.

Changes/Cancellations
- To insure consistency of communication with the organization, reservations must be canceled through the completion of a Change/Cancellation Form.
- If it is necessary to cancel or change a reservation, notify the Reservations office in writing at least three business days prior to the reservation. Any student organization or University department that fails to honor a reservation without canceling three business days in advance may have future use of the facilities restricted and fees incurred.
- Changes requested less than three full business days in advance of the event, not including the day of submitting the Reservation Change form, require direct correspondence with and confirmation by a Reservations staff person and cannot always be accommodated.
- Guidelines for unaffiliated client cancellations can be found in Section 11 of the Georgia State University Special Use Agreement.
- In instances where late requests are possible, a $10 - $50 late fee (determined by the extent of the change) will be assessed.
• Equipment additions will be subject to a $10 per item late fee. Equipment Rental Rate Guides are available in the Reservations office, including any late fees.

Cancellation of the Ballroom or Speaker’s Auditorium
• Cancellation should be completed at least 31 calendar days prior to the event date, in order to allow another client to use the space. Fees will be incurred for cancellation notice fewer than 31 days.
  o 15-30 calendar days’ notice will result in $50/salon fee or $150 fee for Speaker’s Auditorium.
  o Fewer than 15 calendar days’ notice will result in $100/salon fee or $300 fee for Speaker’s Auditorium.

Inclement Weather Cancellations
• Outdoor Space:
  o Events that are scheduled in outdoor venues due to preference or size should reserve an alternative date in the event of inclement weather.
    ▪ Reservation requests for inclement weather locations will not be processed.
    ▪ Unity Plaza, Library Plaza, Urban Life Plaza, or Hurt Park events cancelled due to inclement weather may not be held in the public areas of the Student or University Centers.
• Indoor Space:
  o In case of a change to the University’s operating hours, charges will not incurred to reservations that are impacted by the change in University hours.

Denials
The Student·University Center staff reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with university policies or regulations.

No Show Violations
If a space is reserved, scheduled and set-up for a client who does not utilize the space (but does not cancel the reservation), known as a “no-show”, additional fees and restrictions will be placed on the client.
• First (1st) offense will result in a charge equivalent to the rental rate of the next highest category (i.e. student/campus department group would be charged rental rate for a ticketed event).
• Second (2nd) offense will result in an additional charge equivalent to the rental rate of the next highest category, as well as a suspension of reservation privileges for 2 months.
• Third (3rd) offense will result in an additional charge equivalent to the rental rate of the next highest category, the cancellation of all existing reservations and a suspension of new reservation privileges for a full semester or 3 months, whichever is longer.
• “No show” policy applies to all spaces managed by the Student·University Center (including Unity Plaza, Library Plaza, etc.)
**Academic Classes**
Academic classes are not allowed to reserve or hold class sessions in Student·University Center facilities. The Student·University Center facility is supported primarily by the Student Fees, which are meant to support programs, activities, and services for Georgia State University students.

**Non-Transferable Reservations**
Reservations are non-transferable. Clients may not contact other groups to negotiate or bargain for space. Space will be reassigned by the Reservations staff and notification will be sent.

**Rehearsal Space**
The State Ballroom and the Speakers Auditorium may be reserved for “dressed” rehearsals only and limited to one per event. Requests for rehearsal space may be accommodated in other spaces in the Student·University Center. Events defined as co-sponsored and non-affiliated will be charged appropriate facility use fees for rehearsals.

**Easels and Poster Placement**
- Easels are allowed in the Student·University Center by completing a Promotional Space Request form in the Reservations office.
- Only one poster per location per organization/department may be reserved.
- Location can be reserved for a maximum of one week and cannot be reserved for consecutive weeks. (Monday through Monday)
- Student·University 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 Reservations 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 for the Auditorium Lobby and 31” wide x 32” high for Courtland Street cases.

**Banner Space**
- Banner space may be reserved for one week at a time and may be renewed with a two week maximum if space is available. **Banners should not be created until the organization has received a confirmation.**
- Banner space is reserved from Monday to Monday. Banners will not be reserved for less than a week. Outdoor banners may be hung after noon (12:00 pm) on the Monday of the reservation period and must be removed by noon (12:00 pm) on the Monday the reservation ends. If banners require removal by the Student·University Center staff, a $10 fee will be assessed and the banner will be discarded.
Display Cases
- There are 3 display cases on the 3rd floor of the University Center which may be reserved by chartered student organizations and University departments. To reserve, complete a “Promotional Space” form and submit to the Reservations office.
- Reservations run from noon (12:00 pm) Monday through the following Monday at noon (12:00 pm). If items are not removed by 12:00 pm, a $10 late fee will be assessed. Late items removed by the Student*University Center will be discarded.

Late Night/Special Events 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 On Campus student handbook. Contact Student Activities for more information.

Decorations
Confer with the Reservations staff regarding decorations best suited for use within the Student·University 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·University Center only by prior written approval of the Associate Director for Building Administration.
- Clients may not use glitter or confetti.
- Clients can hang lightweight objects with hooks provided by the Center Event staff on the Ballroom divider walls.
- 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.
- Client will be billed for any damage to surfaces and/or any excessive cleaning requirements. The Reservations staff can recommend alternatives to the above listed prohibited materials.

Inflatables
Outside:
- Inflatables are permitted but limited to Unity Plaza.
- With advance notice, limited 110 volt, 20-amp electricity is available in Unity Plaza.
- Additional power must be provided by clients via generators, including all related costs.
- Vehicle access to Unity Plaza is through Collins Street, which has a maximum clearance of 9’ 6 inches-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.
- Water access on Unity Plaza is available with advance request.
Inside:
- Inflatable items larger than 8’ high and 25’ wide are not permitted in the Student Center Ballroom. 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.

Live Remotes (such as, but not limited to, those conducted by radio stations)
- Must request approval one week in advance with the Student University Center Administrative office.
- Must be sponsored by a chartered student organization or university department.
- Cannot hang items, signage, banners, etc. on building surfaces, light posts, landscape vegetation, etc.
- Student University Center staff will monitor sound levels and inform the client when levels must be lowered. Decibel levels will be checked regularly.
- For outside events, sound may not begin before 10:00 am and must end 30 minutes before the building closes or unless otherwise approved.
- Client may not block any access ways, pathways, handicap ramps, doors, or other areas.

Filming in the Center
- Non-commercial and academic filming in the Student University Center must be approved in advance by the Student University Center administration office, 360 Student Center.
- Commercial filming in the Student University Center must also be approved in advance by the Office of University Relations.
- Academic filming requires confirmation of the project from the class instructor.

Storage Facilities
- The Student University Center does not have space available to store materials and/or equipment for groups utilizing reserved space within the Student University Center.
- Clients that need to have materials and equipment delivered prior to an event must check with the Reservations staff to ensure that their reserved event space will be available at the time of the shipments arrival. Fees may apply.
- The Student University Center assumes no responsibility for damaged, lost or stolen equipment or materials left in the building or on display.

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, debris, balloons and other decorative materials. If the Student University Center staff removes decorations and/or provides additional cleaning, charges will be assessed according to the labor and materials required.
- Any space requiring additional clean-up or special attention for cleaning purposes will be charged a flat rate of $50 per space in addition to any direct labor costs associated with cleaning of the space. Any costs associated with excessive damage to the meeting space or furniture in that space will be charged directly to the group.
Food & Beverage Regulations

All food catered or distributed in the Student*University Center must be provided through Panther Catering. On rare occasions, there may be special circumstances that require use of another source. See the following sections for options which may apply. Some situations may require appropriate justification. In any situation where the client provides the food, the client is responsible for cleaning and any damages.

- Panther Catering is located in 385 Student Center, 404-413-9601. You may choose from established favorites or ask to have a special menu designed for your event.
- Catering Pick-Up
  - Clients may arrange to pick up their food order to use in small meeting rooms of the Student*University Center, or to take the items to another area of campus. Pick-up items may not be taken to the 1st floor of the Student Center, Golden Key, and Lounges.
- Personal Consumption
  - Clients may schedule “brown bag” functions in the smaller meeting rooms. These are functions in which each individual attending brings their own (individual) food items – not food for others attending.
- Snack Food Waivers
  - This request is for student organizations and departments who wish to provide snack food (light refreshments) for their member-focused meeting. This waiver is not intended to allow food service for large groups, therefore is not available for the 1st floor of the Student Center, Golden Key Boardroom or 235 University Center/VIP room. The request must be submitted at least 5 business days prior to the meeting. Only snack-type food may be considered which does not require the maintenance of a serving temperature. Pizza to be served immediately is the only exception. Clients are responsible for cleaning the room following the event. Snack Food Waiver forms are available in the Reservations office, Suite 345 Student Center.
- 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*University Center.
- Potlucks
  - May only be held within student and department offices of the Student*University Center. Food items may not be taken to meeting rooms or public areas of the Student*University Center.
- Outside Catering Policy
  - Panther Catering is the primary caterer for the Student*University Center, and they must provide all catering services. Exceptions to this policy may be considered for appropriate justifications. This request for an outside caterer applies solely to the specific event for which it is requested and does not constitute any change in existing catering policy.
  - The Outside Caterer Request Form is available in the Reservations office, Suite 345 Student Center. Proposed caterer must submit a copy of their current business license and proof of insurance – NO EXCEPTION. The application form, current business license and proof of insurance must be turned in at least ten
business days prior to the event for approval. The outside caterer must also be
totally self-contained. Additional guidelines are on the “Outside Caterer Request
Form and Guidelines”, which the caterer is expected to follow.

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·University Center must be
approved through the alcohol review process. Request to Serve Alcohol forms and
Alcohol Policies are available in the Legal Affairs office (located in Suite 510 on the 5th
floor of the 10 Park Place South Building) and also online at www.gsu.edu/legal. These
forms must be submitted a minimum of ten business days before the event. Alcohol sales
and cash bars are not permitted.

C. RESERVATION PROCEDURES

Space Availability Inquiries
Two reservations self-help computers are available in the Reservations office. These terminals
allow clients to check space availability.
• Space availability at the time of inquiry does not guarantee a confirmation. If the space is
available, complete the Event Space Request form as soon as possible.

Set-up/Audio-Visual
• Set-up requests should be detailed on the Event Space Request form. The Reservations
staff is able to assist in determining the most effective set up arrangement and audio-
visual equipment for your function. Consult them well in advance of your event. Set-up
diagrams of room arrangements are available for review in the Reservations office.
• The Student·University Center staff will setup each reserved space according to the
confirmed and agreed upon needs outlined in the Request Status update.
• The reserved space will be prepared and unlocked 15 minutes prior the scheduled
reservation unless otherwise requested. If access is needed before this time, contact the
Building Manager or the Student Center Information Center to allow access. Rooms
containing audio-visual equipment will remain locked until a representative has arrived.
• Requests for audio-visual equipment, directional or informational signs, and/or staff
support should be included at the time the original request is made and is HIGHLY
recommended.

Event Planning Meetings
Event planning meetings with a member of the Reservations staff is required when any of the
following apply:
• The program has an expected attendance of more than 150.
• The program occupies more than three reservable spaces.
• The program occurs over two or more consecutive dates.
• The program involves participants from an unaffiliated entity.
This meeting should occur at least 30 days prior to the event date and is designed to insure that
we understand your requests and all needed equipment or special needs have been discussed.
Use of Built-In Registration Desk
This desk, located strategically in the Pre-Function Area, on the first floor of the Student Center, may be reserved by clients utilizing the Ballroom or any single Salon when House Salon is not in use.

D. RESERVABLE SPACE
The Reservations office has diagrams available to help you visualize the different setups in the various event space environments. Consult the Reservations staff for set-up and capacity information that relate to exhibit and reception events and any spaces not represented on this sheet.

### UNIVERSITY CENTER

<table>
<thead>
<tr>
<th>Room</th>
<th>Lecture (Max)</th>
<th>Open-U (Max)</th>
<th>Closed-U (Max)</th>
<th>Classroom (Max)</th>
<th>Banquet (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>32</td>
<td>14</td>
<td>18</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>230</td>
<td>32</td>
<td>14</td>
<td>18</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>235 (VIP Room)</td>
<td>24</td>
<td>18</td>
<td>24</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td>404</td>
<td>32</td>
<td>14</td>
<td>18</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>460</td>
<td>64</td>
<td>24</td>
<td>34</td>
<td>24</td>
<td>40</td>
</tr>
<tr>
<td>465</td>
<td>80</td>
<td>27</td>
<td>34</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>470</td>
<td>60</td>
<td>24</td>
<td>30</td>
<td>27</td>
<td>32</td>
</tr>
<tr>
<td>480</td>
<td>64</td>
<td>24</td>
<td>34</td>
<td>24</td>
<td>40</td>
</tr>
<tr>
<td>485</td>
<td>80</td>
<td>27</td>
<td>34</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>460-465 (combination)</td>
<td>140</td>
<td>30</td>
<td>36</td>
<td>48</td>
<td>88</td>
</tr>
<tr>
<td>480-485 (combination)</td>
<td>140</td>
<td>30</td>
<td>36</td>
<td>48</td>
<td>88</td>
</tr>
<tr>
<td>Cinefest Theater</td>
<td>155</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Note: Cinefest may be available when the theatre is not in operation.*

### STUDENT CENTER

<table>
<thead>
<tr>
<th>Room</th>
<th>Lecture (Max)</th>
<th>Open-U (Max)</th>
<th>Closed-U (Max)</th>
<th>Classroom (Max)</th>
<th>Banquet (Max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Ballroom</td>
<td>950</td>
<td>N/A</td>
<td>N/A</td>
<td>459</td>
<td>616</td>
</tr>
<tr>
<td>Court/House Salons</td>
<td>620</td>
<td>N/A</td>
<td>N/A</td>
<td>297</td>
<td>336</td>
</tr>
<tr>
<td>House/Senate Salons</td>
<td>620</td>
<td>N/A</td>
<td>N/A</td>
<td>297</td>
<td>336</td>
</tr>
<tr>
<td>Court Salon</td>
<td>320</td>
<td>51</td>
<td>60</td>
<td>135</td>
<td>168</td>
</tr>
<tr>
<td>House Salon</td>
<td>300</td>
<td>51</td>
<td>60</td>
<td>108</td>
<td>144</td>
</tr>
<tr>
<td>Senate Salon</td>
<td>320</td>
<td>51</td>
<td>60</td>
<td>135</td>
<td>136</td>
</tr>
<tr>
<td>Speaker's Auditorium</td>
<td>425</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Golden Key Boardroom</td>
<td></td>
<td></td>
<td></td>
<td>16 around conference table; 18 additional chairs around perimeter</td>
<td></td>
</tr>
<tr>
<td>Caucus Suite</td>
<td>15</td>
<td>N/A</td>
<td>10</td>
<td>N/A</td>
<td>8</td>
</tr>
<tr>
<td>Capital Suite</td>
<td>56</td>
<td>24</td>
<td>30</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>Dalton Suite</td>
<td>15</td>
<td>N/A</td>
<td>10</td>
<td>N/A</td>
<td>8</td>
</tr>
<tr>
<td>Dorchester Suite</td>
<td>15</td>
<td>N/A</td>
<td>10</td>
<td>N/A</td>
<td>8</td>
</tr>
<tr>
<td>Lanier Suite</td>
<td>50</td>
<td>30</td>
<td>30</td>
<td>24</td>
<td>40</td>
</tr>
<tr>
<td>Sinclair Suite</td>
<td>80</td>
<td>30</td>
<td>36</td>
<td>33</td>
<td>48</td>
</tr>
<tr>
<td>Lucerne Suite</td>
<td>50</td>
<td>27</td>
<td>30</td>
<td>24</td>
<td>32</td>
</tr>
</tbody>
</table>

*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.*
• 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.

E. OUTDOOR RESERVABLE SPACE

Library Plaza
Located between the Pullen Library and Sparks Hall. University chartered organizations and departments may apply to use the 6 foot tables in this area.
• Table usage in Library Plaza is from 10:00 am – 2:00 pm, and there are 20 reservable tables for chartered student organizations and university departments at GSU; cannot use portable stereo devices at individual tables without personal headphones.
• No cooking or preparation on site; baked goods must be approved through the Student*University Center Reservations office.
• Any fundraising activities must be approved in advanced through the Reservations office.

The Stage in the Library Plaza
The stage permanently installed on the Library Plaza is for use by chartered student organizations and university departments at Georgia State University. The stage must be reserved through the Student*University Center Reservation office.
• Reservations are not confirmed until the organization receives a Request Status Report from the Reservations Office. Do not sign contracts or advertise events prior to receiving a Request Status Report from the Student*University Center Reservations Office.
• The stage may be reserved from 10:00 am – 2:00 pm. Bands, speakers and all other events that require sound amplification can only occur between 12:15 pm – 1:00 pm Tuesday and Thursday. Sound may not disrupt university activities and the Student*University Center staff reserves the right to monitor sound levels and modify volume or cancel disruptive events.
• The stage is not equipped with speakers, microphones or other amplification devices. The sponsoring organization is responsible for obtaining audio-visual needs.
• Electricity can be provided for the stage; however requests for electricity must be made at the time of the reservation request.

General Classroom Plaza (only available for commercial solicitation)
Located between the Pullen Library and General Classroom Building. Six tables have been allocated for commercial solicitation. See the GSU Commercial Solicitation Policy available in Student Center, suite 345 for details. Application must be submitted at least three (3) business days in advance. Fees are required to be paid in advance prior to final approval.

Unity Plaza
• Chartered student organizations and university departments may reserve the outdoor area in front of the Student Center (Courtland St. entrance). All set up and audio-visual requests are handled through the Student Center Reservations office.
• Events on Unity Plaza cannot disrupt other programs and events.
• Events and activities that require sound amplification can occur between 12:15 pm – 1:00 pm and other times as approved.
• Student*University 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.
• All food service in this location must be provided by Panther Dining Services or approved license caterer. (see Outside Catering Policy)
• Banners, signs or backdrops may not be attached to buildings, trees, doors, light poles or walls on Library or Unity Plaza.
• Any special equipment for event must be approved by the Reservations office in advanced.

Urban Life Plaza
• Located adjacent to Urban Life building and University Center.
• Chartered student organizations and university departments may reserve this outdoor area.
• All set-up and equipment requests must be requested through the Student·University Center Reservations office.
• Events on Urban Life Plaza cannot disrupt other Urban Life building or University Center programs or events.
• Events and activities that require sound amplification must be approved in advance.
• Student·University 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.
• The Reservations office must be notified of all food service in this location.
• Portable stereo devices (i.e. radios, cassette decks, compact disc players, MP3 players, iPods, instruments, etc.) may not be operated without personal earphones on Urban Life Plaza.
• Banners, signs or backdrops may not be attached to buildings, trees, doors light poles or walls on Urban Life Plaza.

Hurt Park
• Located on Gilmer and Courtland Streets. The management of the park is shared between Georgia State University and the City of Atlanta.
• Hurt Park is reserved through the Student·University Center Reservations office.
• The Student·University Center Director must approve any use of Hurt Park for commercial activities.
• Any food served must be catered by Georgia State University Catering Services or a health permit must be issued by Fulton County Health Department authorizing another food provider.
• University affiliated groups must request all set-up, equipment and electrical requests through the Student·University Center Reservations office.
• Non-Affiliated groups go directly to the City of Atlanta Office of Parks for event requests.
• NOTE: Policies for Hurt Park are currently under review and subject to change without notice. Contact the Reservations office for current information.
VI. FACILITY USE FEES, EQUIPMENT, & BILLING

Appropriate facility use fees will be charged to organizations and departments that utilize the Student-University Center facilities and equipment.

All organizations using the building must adhere to all 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 Reservations Office prior to a planned event.

Users who misrepresent an event or affiliation in order to avoid fees will be charged appropriately and may have reservation privileges suspended.

- All fees are on a per use basis with a maximum one-day (8 hour) use.
- Any space requiring additional clean-up or special attention for cleaning purposes will be charged a flat rate of $50 per space in addition to any direct labor costs associated with cleaning of the space. Any costs associated with excessive damage to the meeting space or furniture in that space will be charged directly to the group.

A. FACILITY USE FEES

<table>
<thead>
<tr>
<th>Reservable Space</th>
<th>Student Organization/ University Department</th>
<th>Ticketed Events</th>
<th>Non-Affiliated/ Co-Sponsored</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>No Charge</td>
<td>$55</td>
<td>$110</td>
</tr>
<tr>
<td>230</td>
<td>No Charge</td>
<td>$55</td>
<td>$110</td>
</tr>
<tr>
<td>235 (VIP)</td>
<td>No Charge</td>
<td>$110</td>
<td>$220</td>
</tr>
<tr>
<td>404</td>
<td>No Charge</td>
<td>$55</td>
<td>$110</td>
</tr>
<tr>
<td>460</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>465</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>470</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>460-465</td>
<td>No Charge</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>480</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>485</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>480/485</td>
<td>No Charge</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Cinefest</td>
<td>No Charge</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## STUDENT CENTER

<table>
<thead>
<tr>
<th>Reservable Space</th>
<th>Student Organization/ University Department</th>
<th>Ticketed Events</th>
<th>Non-Affiliated/ Co-Sponsored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker’s Auditorium</td>
<td>No Charge</td>
<td>$350</td>
<td>$800</td>
</tr>
<tr>
<td>State Ballroom</td>
<td>No Charge</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Court Salon</td>
<td>No Charge</td>
<td>$175</td>
<td>$350</td>
</tr>
<tr>
<td>House Salon</td>
<td>No Charge</td>
<td>$175</td>
<td>$350</td>
</tr>
<tr>
<td>Senate Salon</td>
<td>No Charge</td>
<td>$175</td>
<td>$350</td>
</tr>
<tr>
<td>Golden Key Boardroom</td>
<td>No Charge</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Sinclair Suite</td>
<td>No Charge</td>
<td>$110</td>
<td>$220</td>
</tr>
<tr>
<td>Lanier Suite</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>Lucerne Suite</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>Capital Suite</td>
<td>No Charge</td>
<td>$85</td>
<td>$170</td>
</tr>
<tr>
<td>Caucus Suite</td>
<td>No Charge</td>
<td>$35</td>
<td>$70</td>
</tr>
<tr>
<td>Dalton Suite</td>
<td>No Charge</td>
<td>$35</td>
<td>$70</td>
</tr>
<tr>
<td>Dorchester Suite</td>
<td>No Charge</td>
<td>$35</td>
<td>$70</td>
</tr>
</tbody>
</table>

## RESERVABLE SPACE OUTSIDE OF THE STUDENT UNIVERSITY CENTER

<table>
<thead>
<tr>
<th>Reservable Space</th>
<th>Student Organization/ University Department</th>
<th>Ticketed Events</th>
<th>Non-Affiliated/ Co-Sponsored</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unity Plaza</td>
<td>No charge</td>
<td>Not available</td>
<td>Not available</td>
</tr>
<tr>
<td>General Classroom Plaza</td>
<td>Solicitation policy applies</td>
<td>Solicitation policy applies</td>
<td>Solicitation policy applies</td>
</tr>
<tr>
<td>Library Plaza</td>
<td>No charge</td>
<td>Not available</td>
<td>Not available</td>
</tr>
<tr>
<td>Hurt Park</td>
<td>Subject to City of Atlanta and University Regulations</td>
<td>Subject to City of Atlanta and University Regulations</td>
<td>Subject to City of Atlanta Regulations</td>
</tr>
<tr>
<td>Urban Life Plaza</td>
<td>No charge</td>
<td>Not available</td>
<td>Not available</td>
</tr>
</tbody>
</table>
B. AUDIOVISUAL & OTHER EQUIPMENT

- The use of amplification/audio-visual in any of the reservable spaces within the Student·University Center requires advance approval from the Reservations staff.
- 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 event basis. The reserving organization is responsible for the equipment during the entire time of the reservation. Refer to the attached schedule of available equipment and fees.
- Failure to cancel equipment requests at least three (3) business days prior to the scheduled reservation may result in late charges.
- Contact the Building Manager when the event concludes to assure rented equipment is secure.
- If the equipment is lost, destroyed, stolen or removed from its original location, broken or displays damage beyond normal wear and tear, the organization will be charged a replacement fee.
- All equipment is for use in the Student·University Center only; equipment may not be removed from these facilities.

C. BILLING

Customers are charged for use of the Student·University Center space, equipment and services according to the fee schedules in this manual.

Charges to University Accounts

Charges for Student·University Center facilities and equipment will be handled in the following manner:

*University speed types are **REQUIRED** for student organizations and departments that receive GSU funding.

1. For a reservation to be confirmed, a speed type must be submitted with the Event Space Request form, whether or not charges are anticipated. **The request form will NOT be processed nor confirmed without the speed type.**
2. The organization contact will receive an Event Request Status report indicating the estimated cost. Requests for additional services and equipment will also be confirmed or a change form completed at the time of the event.
3. At the conclusion of the program, an itemized invoice will be generated and reviewed for accuracy by the Associate Director for Services and Programs. The invoice will also list the speed type provided with the event request and will be processed in approximately 10 business days. **NOTE:** Any speed type discrepancies will be assessed a $15 processing fee.
4. The Student·University Center Business Manager will process a journal entry. A copy of the invoice stamped “PAID” acknowledging the fund transfer will be mailed to the organization to the attention of the event requester. The invoice copy will serve as a receipt and should be kept on file by the organization.
5. The journal entry will then appear in Spectrum on the organizations’ budget with the Student·University Center as the originating office.
6. If the organization or department chooses to charge expenses to another speed type, the organization can initiate a journal entry within their department to move the expense from one budget to another in Spectrum.

7. Any organization or department that is co-sponsoring an event will still need to provide a speed type for the charges. Any financial support provided by the co-sponsor must be collected by the organization or department making the reservations. NOTE: The Student-University Center will not generate a separate invoice for the co-sponsor’s portion.

Reservation Invoices for Organizations

- Invoices are generated weekly and payment is due within 30 days of invoice date.
- Payment should be made by check, money order (made payable to Georgia State University), or cash (credit cards are not accepted) and delivered, along with a copy of the invoice, to the Student-University Center Administrative Office.
- Failure to pay within 30 days will result in a reservation hold preventing the organization from making new reservations. In addition, a $15 late fee will be added to the outstanding invoice.
- Failure to pay within 60 days will result in a reservation hold and cancellation of existing reservations. In addition, a second $15 late fee will be added to the outstanding invoice.
- All outstanding invoices after 90 days are turned over to University Collections. In addition, a third $15 late fee will be added to the outstanding invoice.
- If payment is returned due to insufficient funds, a representative from either the Student-University Center accounting team or the University Cashier’s Office will contact the client to resubmit payment in the form of cash or money order. In addition, the client must also submit a separate NSF fee of $29 to the University Cashier.
- Should a student organization fail to meet the financial obligations, the student leaders organizing the event will be financially responsible for these charges. Furthermore, 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.
- To dispute any charges, a fee waiver form must be submitted to the Associate Director for Services and Programs for review. A formal decision letter will be mailed to the organizations contact. If approved, and if the charges have already been transferred, the Student*University Center Business Manager will make the journal entry correction or refund to the organization.
VII. SALES, SOLICITATION, & DISSEMINATION OF INFORMATION

A. HANDOUTS
The act of distributing material to an individual is NOT permitted within the Student·University Center without advance permission from the Executive Director.

B. INFORMATION TABLES
Information table spaces on campus are for the exclusive use of chartered student organizations and university departments for official university activities.

- 20 informational tables are located outside in the Library Plaza.
- Tables and chairs (maximum of 2 chairs per table) may be reserved by completing a Reservation Request for Space Outside of the Student·University Center form available in the Reservations office.
- Reservations must be completed at least 5 business days prior to event date.
- Table requests are confirmed on a first-come, first-served basis.
- Tables may be used between 10:00 am - 2:00 pm daily.
- Additional materials (displays, equipment, etc.) may be utilized with the approval of the Associate Director for Services and Programs, and must be requested in advance at the time of the reservation.
- The Student·University Center cannot provide storage for any materials.

C. SOLICITATION TABLES

- Six (6) table spaces on General Classroom Plaza have been allocated for commercial solicitation.
- Inclement weather locations are not available. In the event of inclement weather, the university will provide another date for the same semester if available.
- Commercial Solicitation Agreements are available in Suite 345 Student Center.
- Commercial solicitors must submit a Georgia State University Commercial Solicitation Agreement and a non-refundable fee a minimum of three business days prior to the reservation. Commercial solicitation includes the selling or promoting of products, goods or services.
- 1 table and 2 chairs are provided to an authorized solicitor. No other tables, chairs, or displays are permitted without authorization from the Reservations office.
- 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·University Center Executive 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.
- See Commercial Solicitation Agreement for additional guidelines and policies.
D. POSTING POLICIES AND LOCATIONS

All postings must be in compliance with the University posting guidelines. Copies of these guidelines are available in the Student*University Center Administrative Office.

- Grip Strips
  - Grip strips are located throughout the University Center for posting official University activity announcements by chartered student organizations and University departments. Posted items should clearly identify the organization or department. **Only one posting per grip strip is permitted.** Notices may not be posted over previously posted items.
  - Non-affiliated organizations may not post on these grip strips.
  - The grip strips are reviewed daily and improperly posted items will be removed and discarded. The Center is not responsible for returning improperly posted items.
- Enclosed Bulletin Boards
  - Enclosed bulletin boards are located throughout the Student*University Center for use by chartered student organizations and University departments.
  - Each group should provide the Student Center Information Center at least 3 business days prior to the requested posting date, a maximum of FIVE 8.5 x 11 flyers to be posted, one per floor. Staff will review the promotional flyers and notices to ensure that the event is sponsored by a campus organization or departments.
  - Flyers will only be posted one week prior to the event. During limited space during peak times, flyers may not be able to be posted, or be posted for a limited amount of time.
- Non-Affiliated Posting
  - Nonaffiliated events may only be posted on the board across from the “Buy-back” window, 3rd Floor University Center. Consult the University posting policy for space locations outside of the Student*University Center.

E. BANNER POLICIES AND LOCATIONS

- Student organizations and university departments that want to announce major activities may reserve space to hang banners on campus. Specific locations on campus have been identified for banner placement.
- Banners may not be attached to any other university facility (e.g. buildings, trees, doors, light poles, and walls). Special requests for the installation of banners on other campus locations must be made in writing to the Student·University Center Executive Director. These requests must outline the need for the banner, the size and location requested.

F. DISPLAY CASES

- There are three (3) reservable display cases located on the third floor of the University Center near the Information Center. The display cases are reserved on a first-come, first-served basis by completing a Promotional Space Request form in the Reservations office.
- Student organizations and university departments may reserve these cases to promote university activities.
- Installation of items should occur after noon (12:00 pm) on Monday. Items must be removed no later than noon (12:00 pm) 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·University Center staff, a $10 fee will be assessed.

- Items removed by Student·University Center staff may be discarded. The Student·University Center is not responsible for any materials that the organization failed to remove within the assigned reservation period.
- Materials may be installed by contacting the Reservation office, between 9:00 am - 4:00 pm Monday – Friday. A Reservations staff member will unlock and lock the case for installation and/or removal of items. If your items are not placed into the display case on Tuesday by 4:00 pm, the client will be considered a “No Show”.
- 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.

G. TABLE TENTS AND FLYERS

Table tents, flyers and other literature may not be placed on tables in lounges and the Courtyard in the Student·University Center. The University Dining Services Director must approve the placement of literature on tables in the Campus Club Food Court in the University Center.

H. NEWSPAPER AND MAGAZINE DISTRIBUTION

- The Signal, Recreation Wrap-Up, New South and Cinefest Film schedules may be placed in appropriate bins located in the Student and University Centers. The removal of expired editions is the responsibility of the respective organizations.
- Newspaper and magazine racks for non-university publications may be placed in two locations within the University Center. Distribution stands may be placed on the 3rd level lobby by the University Bookstore Buy-Back window and the first floor of the Bookstore building, across from Panther Pizza.
- To place a distribution stand in these approved 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·University Center is not responsible for damage to or theft of the racks.
VIII. FACILITY RULES AND REGULATIONS

All events are subject to state laws, rules and regulations of Georgia State University and policies of the Student·University Center. The Student·University 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·University Center Administrative office. The Student·University Center reserves the right to make judgments concerning facility usage that are in the best interest of the Student·University Center and Georgia State University.

- For your safety, security, and convenience; the Student·University Center Building Managers conduct periodic rounds throughout the facilities. Building Managers must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.
- The Student·University Center Administrative 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·University Center facilities are to act responsibly. Individuals that display disruptive, dangerous or inappropriate behavior will be asked to leave. All groups using the Student·University Center should become familiar with fire codes and safety policies when planning an event.

Smoking
The use of all tobacco products is prohibited in all university facilities, including the Student·University Center. This includes all offices, leased spaces, doorways, meeting rooms, restrooms, dining areas and loading docks.

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

Gambling
Gambling, in any form, is not permitted in the Student·University Center.

Animals
Animals, other than service animals, are not permitted in the Student·University Center without prior approval from Student·University Center Executive Director. Exceptions may be requested in writing to the Student·University Center Executive Director 10 business days prior to the event.

Personal Sound Devices
No portable sound devices (i.e. radios, cassette decks, compact disc players, MP3 players, iPods, instruments, etc.) can be operated without personal earphones in the public areas of the Student·University Center, Unity Plaza, Library Plaza or Urban Life Plaza without prior approval.
**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-University Center item such as a trash receptacle. Easels, display boards or other items are not to be placed in hallways and stairwells without approval from the Associate Director for Services and Programs.

**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 groups 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.

**Trash Receptacles**  
Only Student-University Center trash receptacles should be located in common areas. Other receptacles are to be located in their respective offices, rooms and suites. Should an organization or group generate excessive trash, they are responsible for its disposal.

**Damage and Loss**
- All individuals using the Student-University 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-University Center facilities and/or equipment is prohibited.
- Property of the Student-University 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.

**Fire Codes**  
Reserved space may not exceed occupancy capacity as determined by the Georgia State University Emergency Management office. Events that exceed specified capacity will be canceled.

**Candles/Open Flames**  
Prior authorization for the use of candles or open flames must be obtained from the Associate Director of 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.

**Electrical Appliances**  
The use of electrical appliances in the Student-University 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.
Roller Blades, Skateboards and Bicycles
Roller blades, skateboards, bicycles, and similar devices are not to be operated in the Student·University Center.

Donations/Collections (money, canned goods, etc.)
The use of collection boxes in the Student·University Center requires the advance approval from the Associate Director for Building Administration. Only chartered student organizations and university departments may request permission to setup donation sites in the Student·University Center.

Evacuation Procedures
Facility users will be notified of an emergency or threat to safety by an alarm, the Student·University Center staff or GSU 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·University Center.
- Tampering or misuse of this equipment is strictly prohibited and punishable by Georgia law.
- All persons are required to evacuate the building when the alarm sounds.
- Use the stairs, not the elevator, in evacuation situations.

Medical Emergency
In the event of an accident or injury, contact the GSU Police at (404) 413-2100 for assistance. Inform the Student·University Center Administrative office, Building Manager and/or Information Center of any emergencies as they occur.

Food Giveaways
- Any group, organization, or individual that would like to donate or giveaway food in the Student·University Center must submit a Snack Food Waiver Request form to the Reservations office.
- Snack Food Waiver Request forms are available in the Reservations office.
- Food distribution that is not approved through the Snack Food Waiver Request process will be forwarded to University Dining Services for their consideration. They may choose to distribute the food at no charge, for a fee, or deny the request.
- Unaffiliated groups are not allowed to giveaway food in the Student·University Center.

Shipping or Delivery of Materials
The Student·University Center cannot receive shipments of materials without advanced approval for storage arrangements. Items shipped to the Student·University Center without prior approval will be refused and returned to sender.
Loading Dock

- The loading dock on Piedmont Street is designed to accommodate maintenance personnel and deliveries for the Student University 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 Student University Center Reservations office.
- The GSU Police will be notified of all vehicles parked without permission in this area and the vehicle will be towed at the owner’s expense.