

Policies and Procedures

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Student Center Services

Information Center

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

Event Management Office

All requests for use of the facilities under the Student Center are made and confirmed by the Student Center Event Management Office. Patrons can review facility availability via the Reservation Office computer help stations. The staff is trained to familiarize patrons with the facilities and services as well as provide assistance on Event Management. The Event Management staff works in conjunction with PantherDining Catering, Flavours by Sodexo, Event and AV Support staff to provide catering, set-up and Audio/Visual services for Student Center events.

Commercial Solicitation

The Student Center Event Management Office oversees commercial solicitation on Georgia State's 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 Center.
- Priority is given on a first-come, first-served basis with limitations on the number of days a vendor can be on campus. Commercial activity is permitted 8 am to 5 pm Monday – Friday.
- Six (6) tables on Langdale Hall Plaza have been allocated for commercial solicitation. For more information, please contact the Student Center Event Management Office at 404-413-1870.

Advertising & Posting Opportunities

The Student Center Event Management Office oversees advertising and posting in reservable spaces around the Student Center. These designated areas include: SCE & SCW display cases, SCE poster displays, assorted areas for banners, and digital signage monitors. Refer to "Sales, Solicitation, & Dissemination of Information beginning on page 27 of this document for specific policies on posting and advertising.

ATM Locations

There are Bank of America ATMs located on the first floor of Student Center – East and in the 1st floor of the Bookstore Building. A Wells Fargo ATM is located on the 1st floor of the Bookstore Building as well.

Building Services

Facility maintenance and housekeeping staff works to provide safe, clean, comfortable, and useful facilities for the 20,000 patrons and the many events the center enjoys daily.

Charging Stations

Quick charge stations, with 8 different connection options, are located throughout the Center in public areas. Look for the "Panther Power" plaques.

Digital Displays

Digital displays are located at all Center entrances. They display current events scheduled in the Center, promotions of upcoming GSU student and department events, and emergency information (when appropriate).

Discount Ticket Sales

Tickets to the Georgia Aquarium, Six Flags, Zoo Atlanta, Regal Cinemas, and other venues are available at the Student Center Information Center at a discounted rate for all of Georgia State University. Tickets for date specific campus events are available at the Campus Tickets box office, located on the 3rd floor of Student Center West. Additional discount options are available [online](#).

Event and General Assistance

The Information Center is the contact point for any assistance needed for events in the Student Center. The staff will get in contact with the appropriate staff member to respond to client needs.

Food Courts

Flavours by Sodexo operates the Panthers Club food court on the third floor of Student Center West and The Courtyard food court on the first floor of Student Center East. Adjacent to Student Center West is Ray's New York Pizza on the ground floor of the Bookstore Building. Each location has a variety of options and choices for your convenience.

Fundraising/Solicitation

Use of University facilities for fundraising or solicitation purposes are 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 for charity.

Internet Stations

Internet stations are located throughout the Student Center. Look for the freestanding workstations with computers. To access, use your Campus ID and password.

Lactation Room

The Student Center features a lactation room to provide nursing mothers with a private space for breastfeeding and breast pumping. For more information, or to register for a time slot contact Monica Graham by [email](#), in person in Student Center East, Suite 220, or call 404-413-1890.

Locker Rental

Lockers may be rented by students on a semester basis. Lockers are available on the first floor of Student Center East, second floor of Student Center West, second floor of the Urban Life Center, and third floor of Langdale Hall. For details, visit the Student Center Administration office in Student Center East, Suite 310.

Lost and Found

Articles that are discovered can be turned in to the Information Center located on the first floor of the Student Center. The Information Center staff transfers items to the University's Lost and Found located at GSU Police Headquarters at 15 Edgewood Avenue Southeast (404-413-2100). The Student Center assumes no responsibility for lost articles.

Student Organization Space

The Student Center has space that can be leased by chartered student organizations. While space is limited, when a space becomes available, all chartered student organizations are made aware of the

open application. Payment for these rooms cannot be made through student fee funded speed types and are paid on a semester basis. Organizations accept all responsibilities associated with the room through the lease and are responsible for payment.

U.S. Mailbox Drop

A mailbox is located on the first floor of Student Center East with pickup at 3:00 pm, Monday through Friday.

Vending Machines

Vending machines are located on the first and second floors of Student Center East, the third and fourth floors of Student Center West, and on the first floor of Bookstore Building.

Facility Reservations

As the level of demand and variety of programs and events sponsored by chartered student organizations and University departments has increased, the 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 Center to support the utilizations of space to its fullest potential.

The Student Center staff is committed 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 Student Center Event Management staff is trained to familiarize patrons with the facilities and services, the reservation policies, and provide assistance on Event Management. Located in Suite 305 Student Center, the office is open Monday through Friday between 8:30am and 5:15 pm. The office can be reached at (404) 413-1870.

All persons requesting space must complete the appropriate request form. Chartered student organizations and university departments may request space using Virtual EMS, the online reservation system. Unaffiliated 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 sufficient amounts of information will be held until the necessary information is submitted. The 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" update via email from the Event Management Office.

Reservation Event Categories

University Organizations & Departments

- **Chartered Student Organizations-** any event planned and executed by student members of a student organization that is identified as Chartered through the student organization chartering process. Only student members of chartered student organizations may place reservation requests; the only exception to this policy would be for university-sponsored organizations, which may allow the advisor to place requests on its behalf, if the student members prefer. Reservation

is for use and focus of the student organization and/or GSU students. With the exception of large, special events, the majority of attendees should be members of the student organization and/or GSU students.

- University Department- any officially recognized campus department that has a clearly defined connection to Georgia State University and receives university funding.

Ticketed Events

Any Event for the Georgia State University 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 a fee was charged, the reserving organization will be assessed the ticketed rental rate of the space and equipment.

Co-Sponsored Event

Defined as a joint programming venture with a chartered student organization or University department and a non-affiliated 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. All charges related to a co-sponsored event will be processed through a university account.

Unaffiliated Events

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 insurance, and submit a deposit of 50% of all charges within 7 days of signing the contract with the balance due 3 business days prior to the event date.

Unaffiliated 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), unaffiliated clients may book space 10 months in advance.

Reservation Policies

Scheduling Priority

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

Space Assignment

- The 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 the nature and size of your event will be considered in determining space assignments. The Event Management staff will ask that a room preference is indicated in an effort 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 in order 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 changed, A/V technician needed, early or late access, total change of Ballroom, Etc.) fewer than 5 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

Departments may request spaces 6 months prior to the event date. Requests for space outside of priority 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. 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 instance, 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, 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.

New ongoing reservations for the summer and fall semesters will be accepted starting April 15. New ongoing reservations for the spring semester will be accepted starting October 15.

Major University Events

Chartered 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.

Academic Classes

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

Administrative Cancellations/Changes

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

Audio-Visual Technicians

With advance notice, AV technicians are available to support events within the Center. Clients should request to reserve an AV technician in advance. Based on the event details and at the discretion of the Event Management Office, an AV technician may be required for an event. An AV technician must be

requested by noon 5 business days in advance of the event date; the charge for an AV 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 Event Management Office in sufficient time, the charge will be \$30 per hour, pending the availability of any AV technicians to support the event.

Cancellations

- All reservation cancellations must be made through Virtual EMS or in writing 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 5 days in advance for the meeting rooms.
- An email with the cancellation request or a Change/Cancellation Form should be completed through the Event Management office 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 the meeting rooms.
- Cancellations of the meeting rooms fewer than 3 business days in advance will incur a late cancellation fee and use of the facility may be restricted.
- If a room is canceled after it has been setup for the event, a late fee plus the cost of equipment will be charged.
- Guidelines for unaffiliated client cancellations can be found in Section 11 of the Georgia State University Special Use Agreement
- Late fees, where applicable, are determined by the Event Management Office.

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

- Cancellations 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 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 removed. If the Student Center staff removes decorations and/or provides additional cleaning, a minimum charge of \$25.00 will be assessed.

Decorations

Confer with the 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 (*with the exception of vases*) on tables.
- Clients can hang lightweight objects with hooks provided by the Building Manager 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 Event Management staff can recommend alternatives for to 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 is in conflict with university policies or regulations or not in good standing with the university.

Deposits

Chartered 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 business days of having the event confirmed (by an email confirmation sent by 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 Event Management office; credit card payments may be made through the Student Center's online store (link will be given by 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.
- Groups 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 Event Management and Accounting offices.

Diagrams

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

- All diagrams for the Ballroom must be signed by the client. No changes will be accepted other than the designated event contact on materials submitted to the Event Management Office.
- Diagrams provided by the Event Management staff are drawn to scale.
- All diagrams are to be dated.

Directional and Informational Signs

If your event requires the use of informational signs, arrangements need to be made through the Event Management staff ahead of time. They are only available to be reserved 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 and walls.

Easel and Poster Placement

- Easels are allowed in the Student Center by completing a Promotional Space Request form in the Event Management Office.
- 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 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 Management Meetings

Meetings with a member of the Event Management staff is required when the following apply:

- The program has an expected attendance of more than 100.
- The program occupies more than one reservable space.
- The program occurs over two or more consecutive dates.
- The program involves participants from an outside entity.

This meeting should occur within 2 weeks of receiving an emailed event status sheet from the Event Management office and is designed to ensure that we understand your requests and all needed equipment or special needs have been discussed.

Extended Building Hours

Early/late access requests are made through the Event Management Office and should be scheduled at the time of reservation but no fewer than by noon 5 business days in advance. 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, yet they would like to arrive at 11:15 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 pm. A client holding a function that is scheduled to end at 10pm and won't be broken down until 11pm to be completely out of the building. The client would be charged for two hours of late access.

Access requests submitted after 12pm 5 business days prior to the event may be accommodated, if possible; must be approved in writing by the Event Planning Manager; and will incur a higher hourly charge as stated below.

The charges for access are as follows:

- Chartered student organizations & Campus Department Events: \$50/hour when scheduled at least 5 business days in advance or \$100/hour when not scheduled 5 business days in advance.
- Ticketed Events: \$75/ when scheduled at least 5 business days in advance, or \$150 without 5 business days' advance notice.
- Cosponsored & Unaffiliated Events: \$100/hour when scheduled at least 5 business days in advance or \$200/hour without 5 business days' advance notice.

Food & Beverage

Georgia State University Flavours by Sodexo Office is located in Student Center East, Suite 318 and can be reached by telephone at (404) 413-9601. PantherDining Catering Office can be reached by telephone at (404) 413-9670.

- All catered food served in the Student Center must be provided through Flavours by Sodexo or PantherDining Catering. Please consider catering/set-up needs (e.g. serving tables, access time, etc.) when placing reservation requests.
- Items for personal consumption may be present in the Student Center (e.g. brown bag lunch items are acceptable, but potluck or covered dish meals are not).
- If personal food items are to be present during a reservation, the Event Management staff must be notified at the time of the reservation and a completed Food Waiver Request form must be submitted.
- Additional clean up charges may be added for these events if food items or debris remains.

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 GSU Legal Affairs web site and must be processed in advance and in the order the signatures appear on the request form.

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 chartered student organization 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 submit a Snack Food Waiver Request form to the Event Management office.
- Snack Food Waiver Request forms are available in the Event Management office.
- Food distribution that is not approved through the Snack Food Waiver Request process will be forwarded to Flavours by Sodexo or 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 Flavours by Sodexo

Chartered student organizations and university departments may order food through Flavours by Sodexo in accordance with their “pick-up” menu guide. The following apply to any pickup 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 EXCEPT the second floor lounge.
- 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 the room as a result of the client’s food.
- Excessive damage caused by food may affect privileges of the client to reserve facilities in the future.

Non-Commercially Prepared Food

Chartered student organizations and university departments may have non-commercially-prepared (homemade) food items at scheduled events (that are not specifically marketed to the public) in Veterans Memorial Hall and West Exhibit Area only. The following apply to any events with non-commercially-prepared food:

- Groups must have at least 2 current members (for chartered 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 non-commercially-prepared food request form.
 - The 2 members are expected to attend the event to help monitor food safety practices
 - Groups must renew the training each academic year or more frequently if either of the two members are no longer involved with the group.
- Groups must display next to each food item a tent card with the name of the food item, its ingredients, and potential allergens.
- Groups must bring equipment to keep the food at appropriate temperatures during the event or stop serving the food after 3 hours.
- Groups 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 non-commercially-prepared food request form must be submitted to and approved by the Event Planning Manager at least 3 weeks prior to the event date. There will be a \$25 late request fee for request forms submitted fewer than 3 weeks in advance, if accepted.
- If a group is found to have brought in homemade food that was not approved, then a \$50 fee will be applied.

Outside Catering

- Flavours by Sodexo and PantherDining Catering are the two primary caterers for the Student Center, and they must provide all catering services.
- Exceptions to this policy may be considered with appropriate justification.
- 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.
- Clients must submit the Outside Caterer Request Form to the Event Management Office at least 3 weeks prior to the event date to avoid a late charge. Clients are responsible for submitting a copy of the caterer’s current business license and proof of liability insurance together with the Outside Caterer Request Form.
- The Outside Caterer Request Form will not be accepted or approved less than 1 week in advance of the event date.

- Additional guidelines are on the Outside Caterer Request Form, which both the client and the caterer are expected to follow. Failure to adhere to these guidelines may result in fees or loss of outside caterer privileges for the client.

Snack Food Waiver

- Chartered student organizations and university departments that would like to bring food (not including food catered by Flavours by Sodexo or PantherDining Catering) into their reserved space must submit a Snack Food Waiver Request form.
- Food that qualifies for a waiver includes those not requiring temperature-maintenance, such as cookies, chips, donuts, bagels, and nuts.
- Beverages such as soda and bottled water are also acceptable, however beverages containing red dye are not allowed.
- **Food deliveries and outside caterers are not permitted as part of the snack food waiver request.** Pizza that is temperature maintained and served immediately following delivery is acceptable.
- Snack Food Waiver Request forms are available in Student Center East, suite 305.
- Snack food items are not permitted in the Auditorium Lobby, Speaker's Auditorium, Pre-function, State Ballroom, or 260 Student Center West.
- Requests submitted fewer than 3 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 of a snack food waiver will be charged a \$30 fee.

Inclement Weather Cancellations

- Outdoor Space:
 - Events that are scheduled in outdoor venues due to preference or size should reserve an alternative date for inclement weather.
 - Reservations requests for inclement weather locations will not be processed.
 - Unity Plaza, Urban Life Plaza, or Hurt Park events canceled due to weather may not be held in public areas of the Student Center.
- 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 approved street closure permit, which may be requested through GSU 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-feet 6-inches high and 8-feet 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 fewer than 3 business days prior to the event will need to be submitted in writing via email or a Change/Cancellation form to the Event Management office.
- Late fees will be charged per item or request, depending on the complexity of the request or labor involved to accommodate the request.
- 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 room requests that require no set-up (or no change from existing set-up in the space) will not incur a fee.
- 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.
 - At the Event Management office's discretion, abusers of this policy may be charged a late request fee.

Setup Change

- If 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 10am there is a lecture for 30, and at 4pm there is a banquet for 24. If a client asks Tuesday at 5pm for the room to be set as open U for 20 at 1pm 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 business days in advance.
- If possible to accommodate, fees will be based on the room requested:
 - Meeting rooms - \$10
 - Combo rooms, Speaker's Auditorium, any one ballroom salon, Veterans Memorial Hall, West Exhibit Area - \$25
 - Two salons or full ballroom - \$50-\$100

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 chartered student organization or university 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 10am nor continue past 9pm.
- 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 Student Center Event Management office.
- 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.

Major Events

For requests of Speaker's Auditoriums, State Ballroom, Salons, or more than 4 rooms the reservation will be classified as "tentative" until a meeting has been held with the client and assigned staff member in order to complete setup details.

- Reservation and setup style information must be provided 30 days prior to the events
- 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 less prior to the event.

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, then additional fees and restrictions will be placed on the client.

- 1st no show – Client will be sent a warning email
- 2nd no show – Client will be charged room and equipment fees at next highest rate and sent a warning email
- 3rd no show – Client will be charged same fee as above 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 groups to negotiate or bargain for space. Space will be reassigned by the 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 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. Events defined as co-sponsored or non-affiliated will be charged appropriate facility, equipment, and staffing fees for rehearsals.

Reservation Start and End Times

In order 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 time 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 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 still remaining in the building will be charged \$100, and GSU Police will be called to issue a warning. If clients still remain in the building after this warning, then GSU Police will be called a second time to escort them out of the building, and clients will be charged an additional \$200.

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 *On Campus* student handbook. Contact the Office of Student Involvement 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.

Storage Facilities

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

- Clients that need to have materials and equipment delivered prior to an event must check with the Event Management staff to ensure that their reserved event space will be available at the time of the shipment's arrival. Should the reserved event space not be available for the shipment's arrival, an alternate space for storage may be requested; however, this alternate 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 is able to access the online reservations system to determine availability through our online reservation system (Virtual EMS) at studentcenter.gsu.edu/events. Chartered student organizations and department are able to set-up accounts so that they can make their reservation requests online. Non-Georgia State University individuals should speak with Event Management staff directly in order 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 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, and food and beverage requests.

- Organizations with large or major event requests must set up a meeting with Event Management staff within 2 weeks of submitting the reservation request in order to have the request processed and potentially approved.
- For chartered student organizations, in addition to the above, reservation requests will not be reviewed until an emailed advisor approval is received by the Event Management office at the scevents@gsu.edu email address.
- Reservation requests are only confirmed with emailed notification from the 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, the 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 Library Plaza events and up to 9 days in advance for all other spaces.
- Late changes may only be submitted via email or with the Change/Cancellation form, which is available in the Student Center East 305.
- 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 Event Management office.
- Changes requested less than three full business days in advance of the event require direct correspondence with and confirmation by an 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 Event Management staff is able to 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 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 Event Management Office. 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

The Event Management office has diagrams available to help you visualize the different sets in the various event space environments. Please consult the Student Center 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'	32	16	18	12
259	20' x 20'	32	16	18	12
260 (VIP Room)	28' x 44'	24	24	24	18
455	19'4" x 18'	32	16	18	12
460	20' x 39'	64	40	25	24
462	20' x 39'	80	40	34	24
464	24' x 34'	60	32	30	27
466	20' x 39'	64	40	34	24
468	24' x 39'	80	40	34	24
460-462 combo	39' x 48'	140	88	36	48
466-468 combo	39' x 48'	140	88	36	48
Cinefest Theater	N/A	138	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	51	135
House Salon *	40' x 82'	205	136	51	108
Senate Salon *	45' x 82'	232	168	51	135
Speaker's Auditorium *	N/A	425	N/A	N/A	N/A
201	tbd	15	8	10	N/A
203 *	21' x 33'	56	40	30	30
207 *	15' x 17'	15	8	10	N/A
208 *	15' x 17'	15	8	10	N/A
216 *	20' x 34'	50	40	30	24
217 *	28' x 34'	80	48	36	33
218 *	17' x 34'	40	32	30	24
Golden Key Boardroom *	33'6" x 27'3"	N/A	32	16	N/A
Dahberg Hall					
		Lecture (Max)	Banquet (Max)	Reception	Classroom (Max)
Veterans Memorial Hall		250	176	400	160

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 (GSU network/Internet) line access.

RESERVABLE SPACE - 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 Student Center Event Management office.
- Any food served must be catered by Flavours by Sodexo, PantherDining Catering, or an outside approved caterer, in accordance with Student Center outside catering application process.
- University affiliated groups must request all set-up, equipment and electrical requests through the Student Center Event Management Office. Setups are the responsibility of the GSU 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.

Library Plaza

Located between the Pullen Library and Sparks Hall. Chartered student organizations and university departments may apply to use the 6 foot tables in this area to support their department or student organization functions. No amplified sound is permitted at these tables. Additional information is available in 305 Student Center East.

Langdale Plaza

Located between the Pullen Library and Langdale Hall. Six tables have been allocated for commercial solicitation. Please see the GSU Student Center Commercial Solicitation Policy available in Student Center East, Suite 305 for details. Exceptions to the use of this area may be granted by the Director of the Student Center.

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 Event Management office.
- Events on Unity Plaza cannot disrupt other Student Center programs and events.
- Events and activities that require sound amplification can occur between 12:15 p.m.-1:00 p.m. and other times as approved by the 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 Event Management office.
- All food service in this location must be provided by Flavours by Sodexo, 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 Library or Unity Plaza.
- Banners, signs or backdrops may not be attached to buildings, trees, doors, light poles, or walls on Library or Unity Plaza.

Urban Life Plaza

- Located adjacent to Urban Life building and Student Center West.
- Chartered student organizations and university departments may reserve this outdoor area.
- All set-up, equipment and electrical requests must be requested through the Student Center Event Management Office.
- Events on Urban Life Plaza cannot disrupt other Urban Life building or Student Center West programs or events.
- Events and activities that require sound must be approved in advance by Student Center 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 Flavours by Sodexo, 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 on Urban Life Plaza.
- Banners, signs or backdrops may not be attached to buildings, trees, doors light poles or walls on Urban Life Plaza.

FACILITY USE FEES, EQUIPMENT, & BILLING

Reservable Space	Student Organizations & University Departments	Ticketed Events	Unaffiliated/ Co-sponsored Events
Student Center West			
SCW 258	No Charge	\$55	\$110
SCW 259	No Charge	\$55	\$110
SCW 260 (VIP room)	No Charge	\$110	\$220
SCW 455	No Charge	\$55	\$110
SCW 460	No Charge	\$85	\$170
SCW 462	No Charge	\$85	\$170
SCW 460-462	No Charge	\$150	\$300
SCW 464	No Charge	\$85	\$170
SCW 466	No Charge	\$85	\$170
SCW 468	No Charge	\$85	\$170
SCW 466/468	No Charge	\$150	\$300
SCW Cinefest	No Charge	TBD	TBD
Student Center East			
SCE Speaker's Auditorium	No Charge	\$350	\$800
SCE State Ballroom	No Charge	\$500	\$1000
Court Salon	No Charge	\$175	\$350
House Salon	No Charge	\$175	\$350
Senate Salon	No Charge	\$175	\$350
SCE Golden Key Boardroom	No Charge	\$150	\$300
SCE 201	No Charge	\$35	\$70
SCE 203	No Charge	\$85	\$175
SCE 207	No Charge	\$35	\$70
SCE 208	No Charge	\$35	\$70
SCE 216	No Charge	\$85	\$175
SCE 217	No Charge	\$110	\$220
SCE 218	No Charge	\$85	\$175
Other Indoor Spaces			
Veterans Memorial Hall	No Charge	\$175	\$350
West Exhibit Area	No Charge	\$125	\$250
Outdoor Spaces			
Unity Plaza	No charge	No charge	Not available
Langdale Plaza	If co-sponsored with unaffiliated group	Not available	Solicitation policy applies
Library Plaza	No charge/Tabling Only	Not available	Not available
Hurt Park	No Charge	Subject to City of Atlanta Regulations	Subject to City of Atlanta Regulations
Urban Life Plaza	No Charge	No Charge	Not available

All fees are on a per use basis with a maximum one-day (8 hour) use.

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 in order to avoid fees will be charged appropriately and may have reservation privileges suspended.

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 Student Center 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 Student Center 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 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 displays damage 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 these 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 chartered 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 or not 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 a completed change form to be submitted to either the Event Management Office or to the building manager.
3. At the conclusion of the program, an invoice will be prepared and sent to the organization contact listing all of the charges, listing the speed type code to be charges 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 check, money order, university speed types, credit card, and exact cash amounts. Payment can be mailed or delivered to the Student Center 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 groups 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, a representative from the organization *or* department will be required to sign a Change Form authorizing additional support and additional charges. The Event Management office will adjust an invoice after the event to reflect increased services and/or equipment used for the event.

SALES, SOLICITATION, & DISSEMINATION OF INFORMATION

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 Event Management office.
- Student organizations and university 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, 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 the Event Management office, between 10:00 am - 4:00 pm Monday – Friday. An 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.

Handouts

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

- Chartered student organizations and official university departments may distribute information.
- Unaffiliated 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 Library Plaza, Unity Plaza, Urban Life Plaza, and the Info Lobby and Courtyard inside Student Center East are for the exclusive use of chartered student organizations and university departments for official university activities.

Library Plaza

- 20 informational tables may be reserved through the Virtual EMS platform by completing the Urban Life/Outside Space request form. Each table comes with 2 chairs.
- Reservation requests must be submitted at least 1 week prior to event date.

- Table requests are confirmed on a first-come, first-served basis.
- Clients may request more than 1 table at a time, as available.
- Tables may be used between 10:00 am - 2:00 pm daily.
- Additional materials (displays, equipment) may be utilized with the approval of the Associate Director for Building Administration, and the request must be submitted at the time of the original space request.
- The Student Center cannot provide storage for any materials.

Unity Plaza and Urban Life Plaza

- Unity Plaza and Urban Life Plaza may be each reserved by one client at a time through the Virtual EMS platform by completing the Urban Life/Outside Space request form.
- Clients may request up to 25 informational tables in Unity Plaza and up to 10 tables in Urban Life Plaza.
- Reservation requests must be submitted at least 1 week prior to event date.
- Table requests are confirmed on a first-come, first-served basis.
- Tables may be used starting from 30 minutes after the building opens until 30 minutes prior the building closing; weekend and holiday hours may vary.
- Additional materials (displays, equipment) may be utilized with the approval of the Associate Director for Building Administration and must be requested at the time of the reservation.
- The Student Center cannot provide storage for any materials.

Info Lobby Inside Student Center East

- 1 table may be reserved through the Virtual EMS platform by completing the request form.
- Reservation requests may be submitted up to 1 month in advance of event date.
- Table requests are confirmed on a first-come, first-served basis. Clients are only allowed to book this table twice per month.
- Table may be reserved from 9:00 am – 5:00 pm Monday – Friday.
- Client will be considered a no-show if not present by 20 minutes past the reserved start time.
- No food or beverage may be given away or sold at this table. No commercial solicitation is allowed. No sound from recordings or videos is permitted at this table.
- No solicitation is allowed at this table.
- The Student Center cannot provide storage for any materials.

Courtyard Inside Student Center East

- Courtyard stage may be reserved by one client through the Virtual EMS platform by completing the Ballroom/Auditorium/Courtyard request form.
- Up to 5 tables may be permitted in these locations (2 on the stage, 1 in front of the stage at the bottom of the steps, and 2 by the lower railing).
- No food is permitted between 9:00 am – 3:00 pm. After 3:00 pm, all food must be provided by Flavours by Sodexo.
- Programs with amplified sound are not permitted when auditorium events are in session.
- A meeting with Event Management staff to discuss program logistics is required at least 2 weeks prior to event date.
- Additional materials (displays, equipment) may be utilized with the approval of the Associate Director for Building Administration and must be requested at the time of the reservation.
- The Student Center cannot provide storage for any materials.

Posting Policies and Locations

All posting must be in compliance with the university posting guidelines. Copies of these guidelines are available in the Student Center Administrative office.

Enclosed Bulletin Boards

- Enclosed bulletin boards are located throughout the Student Center East and West for posting official university activity announcements by chartered student organizations and university departments. Chartered student organizations and university departments should first bring their items to the 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 event takes place, whichever is sooner.
- Up to 5 copies of each flyer should be delivered to the Student Center Event Management office 48 hours prior to the requested posting date. As space permits, the Event Management office will post any or all of 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.

Easel Displays

- An easel display is located in the Auditorium Lobby in Student Center East for larger displays announcing chartered student organization and university 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 Event Management office.

Grip Strips

- Grip strips are located throughout Student Center West for posting official university activity announcements. Chartered student organizations and university departments should first bring their items to the 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 Student Center Event Management office 48 hours prior to the requested posting date. As space permits, the Event Management office will post any or all of the flyers on the grip strips.
- Unaffiliated 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.

Solicitation and Information Tables by Unaffiliated Clients

- 6 table spaces on Langdale Plaza have been allocated for commercial solicitation or information disbursement by unaffiliated clients.

- Rain 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 Student Center East, Suite 305.
- 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 Event Management 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 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.

Table-Tents and Flyers

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

Newspaper and Magazine Distribution

- The Signal, Recreation Wrap-Up, and Cinefest film schedules may be placed in appropriate bins located 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 first 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.

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.

- For your safety, security, and convenience, the Student 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 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 groups 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 Director of the Student Center. Exceptions may be requested in writing to the Student Center Senior Director 10 business days prior to the event.

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 or reservation privileges.
- 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 or the Associate Director for Programs and Services.

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

The use of collection boxes in the Student Center requires the advance approval from the Associate Director for Building Administration. Only chartered student organizations and GSU departments may request permission to setup 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 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 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.

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. Easels, display boards or other items are not to be placed in hallways and stairwells without approval from the Associate Director for Building Administration.

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.

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 (SC) 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 agents must be presented to the SC Event Management Office prior to the scheduled event unless the event organizer has shown that an exception to the PPR

requirement exists. You may contact the SC Event Management Office for information about securing public performance rights (PPR).

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 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 Library 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 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. The organization may contact Building Services for additional receptacles and/or trash bags.