The Georgia Institute of Technology encourages chartered student organizations to express their artistic, educational, and social awareness by sponsoring events and activities on campus. GT organizations may reserve campus walkways, courtyards, plazas and available lawns. These areas may be reserved on the GT Campus Reservation Virtual website at gtevents.gatech.edu

Georgia Tech School and department activities are also permitted to hold events outside on campus. Any administrator(s) may reserve space on the GT Campus Reservation Virtual website at gtevents.gatech.edu

GEORGIA TECH EVENTS WEBSITE FOR CLASSROOMS, EVENT SPACE AND OUTDOOR SPACE

Capital Planning and Space Management (CPSM) offers event scheduling to GT student organizations, Schools and Departments through the Georgia Tech Campus Reservation website gtevents.gatech.edu You will now be able to reserve campus classrooms, conference rooms and outdoor space with less waiting time. Using the Browse feature, individuals can see beforehand if a space is available.

Co-Sponsored Requests by Non-GT Affiliates with GT Student Organizations, or Schools and Departments

Any group, company, school, organization or individual may co-sponsor an activity on campus with a GT student organization, or School Department. The GT Student Organization, School and Department will be responsible for any damage to campus property including lawns and landscaping during the event. Effective August 1, 2015 is a non-refundable usage fee of $200 paid by the GT Student Organization, Schools and Department. Liability insurance may also be required.

EVENT LOGISTICS COMMITTEE

The Event Logistics Committee (ELC) is comprised of administrators from over 15 campus service departments. At ELC meetings, groups will gain information and assistance with organizing large outdoor events. The information includes campus locations, set-up advice and policy instruction for campus, health and safety information, as well as other logistical instructions. The ELC meets twice each month to assist student organizations, school and departments. For more information please click on the resource link for Events Logistic Checklist.

DISPLAYS AND EXHIBITS (For walk ways; use reservation form: Outdoor Space-Info Tables)

1. Approved display and exhibit locations. Appendix A.

2. Any exhibit over 10’0” tall must be reviewed by the ELC for approval. Approval may also be necessary from the Executive Vice President of Administration and Finance or his designee.
3. Displays and exhibits may be set-up between the hours of 7:00am and 5:00pm on each day of the reservation. These exhibits must be removed by 5:00pm each day. Exceptions to this policy must be approved by the Executive Vice President for Administration and Finance or his designee.

4. Department Displays/Exhibits
   The following GT departments are permitted to advertise outdoors on a 24-hour basis, seven days a week each semester:
   
   - Campus Center for Career Discovery and Development (C2D2)
   - Campus Recreation Center (CRC)
   - Stamps Health Center
   - Leadership & Civic Engagement
   - Student Center

5. Displays and exhibits that require interaction with the public must have a Georgia Tech student, faculty, or staff member present at all times.

6. Georgia Tech student groups, school, or departments that are co-sponsoring an event, display, or exhibit with a non-Georgia Tech organization shall be responsible for the event. A Georgia Tech student, faculty, or staff member must be with the display at all times along with a representative of the co-sponsoring organization. In addition, the Georgia Tech group, school and departments must post a sign that is visible to the public and identifies the student organization as the sponsor of the event.

7. Displays on sidewalks may be required to have a barrier in front of the display if determined necessary by the GTPD or Fire Marshal to protect the display or improve pedestrian traffic. Some barriers may be obtained from Parking and Transportation Services.

8. Displays on sidewalks must not block the flow of pedestrian traffic, building entrances, or exits.

9. Displays and exhibits on lawns must be to be staked down with prior approval from Facilities/Grounds department. Exceptions to this policy must be approved by Fire Marshal

10. Georgia Tech is not responsible for displays or exhibits that are damaged or stolen.

   If the sponsoring group must drive on campus to deliver the display, the group must coordinate the delivery with the GT Parking and Transportation Services. Once the display is delivered, the delivery vehicle must return at the end of the reservation period to pick up the display. If the delivery vehicle is an over-sized vehicle, it may only be parked on campus with a special permit obtained from Parking and Transportation. Average sized vehicles may park in the designated visitor parking areas. GT is not responsible for setting up or taking down displays or exhibits. For more information contact Parking and Transportation please email www.pts.gatech.edu

11. Vehicles on display must remain parked within the designated area assigned to them. Vehicle engines must remain off while on display. For more information please contact GT Fire Marshal at fire@gatech.edu

   Displays or Exhibits may be set-up at the locations highlighted in Appendix

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TENTS

1. Georgia Tech student organizations, schools, and departments along with their co-sponsoring groups may set up tents outdoors during their events. Tents are the responsibility of the sponsoring organization. GT does not have tents to rent or lease. For information and rates on tent rentals please contact local tent vendors by referring to the Yellow Pages or log onto the Internet.

2. When reserving outdoor space indicate in your request whether a tent will be used.

3. Tents must be staked down if they are on grass or weighted down if they are cemented areas. Ballasting of tents is approved on a case-by-case basis. All tents larger than a 10x10 must be approved by GT Fire Marshal fire@gatech.edu.

Tents may be on campus only between the hours of 7:00am and 5:00pm. Tents may not be left out overnight. Exceptions to this policy are the large tents used for annual departmental events and are approved by contacting GT Fire Marshal fire@gatech.edu and GT Police www.police.gatech.edu.

4. If the sponsoring group must drive on campus to deliver the tent, the group should coordinate the drop off and pick up with the GT Department of Parking and Transportation and GT Police Department. Once the tent is dropped off, the delivery vehicle must come back at the end of the reservation period to pick up the tent. If the delivery vehicle is an over-sized vehicle, it may only be parked on campus with a special permit obtained from Parking and Transportation. Average-sized vehicles may park in specific designated visitor areas. For more information please email Debraca.shelton@pts.gatech.edu.

5. Georgia Tech Landscaping Services Department and Parking and Transportation Services are not responsible for moving tents.

6. At least one member of the Georgia Tech sponsoring group must stay with the tent at all times.

7. Georgia Tech is not responsible for tents that are damaged, missing, or stolen.

Tents may be set up at the locations highlighted in Appendix A

TABLES

1. The Facilities/Staging Department loans tables during regular business hours for various campus activities. Please place your request no less than 7 business days (8am-5pm Monday - Friday) prior to the date that you need your table. You must be associated with a department or organization in order to reserve Info Tables. Tables are reserved on a first come, first served basis. Once you have booked your outdoor space you should then contact the Facilities/Staging Department to reserve tables. If the Facilities/Staging Department does not have tables available, you may rent tables from an off-campus vendor. For information on table rental vendors please refer to the Yellow Pages or log onto the Internet.

Important: Booking outdoor space does not mean you automatically have tables. You must reserve tables by contacting Facilities at brandon.ford@facilities.gatech.edu.

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1. Tables are not permitted on campus lawns.

2. Tables should not be left unattended.

3. All GT Student Organizations, schools and GT Departments are responsible for receiving tables from the Facilities/Staging Department and for making sure that tables are returned at the end of the event.

**Table Locations**

Tech Walkway (TechWW): Tech walkway surrounds the Tech Green lawn. In GT Events these walkways are referred to as TechWW Table Space South, TechWW Tablespace North, TechWW Tablespace East, TechWW Tablespace West. See the diagram in Appendix 18 – 21. You can reserve more than one table space in each of these areas for your event. This will only be for the space, tables are not included.

Tables may also be used in Courtyards, sidewalks and plazas. Pedestrian thoroughfare should not be obstructed.

*Tables may be set up at the locations highlighted in Appendix A*

**AMPLIFIED SOUND**

Amplified sound is permitted on Tuesdays and Thursdays between the hours of 11:00 AM and 12:00 PM and after 5:00 PM Monday - Friday. It is also permitted on weekends and holidays. Institute-sponsored programs and special events may use amplified sound outside of these parameters with permission.

**BANNERS**

Banner space is only available at the Student Center balcony. Contact Student Center Programming for information on hanging a banner in that location. The Programming Office is located on the second floor of the Student Center.

**FLYERS**

Flyers cannot be posted outside on campus. To post a flyer inside of a campus building, you must check with the building manager or his or her designee for permission to place it on any bulletin board or wall area.

**CHALKING**

Chalking is permitted on campus sidewalks. DO NOT CHALK ON buildings, staiways, walls, fountains, or other surfaces not designated for this purpose. All chalking must be no less than 20′ from entrances ways of buildings and not under any overhead obstruction. (Rain needs to be able to wash your art away)Chalk sprays, markers, stencils, or paint of any kind is NOT PERMITTED. Send an email to events@spaceplan.gatech.edu to request permission to chalk for your event. Completing a reservation form is not necessary for chalking. Only chartered student organizations, schools or departments may chalk outside to promote their events.

**GRILLS**

Grilling food of any kind is not permitted outdoors on campus reservation spaces unless permission is granted by ELC and being done by an Approved GT Caterer. Cooking raw food requires an approved caterer with the appropriate food service permit, insurance, and licenses. If you would like to have grilled food at your event, GT Catering can provide this service for a fee. If you would like to use a different catering company, approval will be required. For more information please send an email to Retail Services Department by emailing kira.freeman@gatech.edu
**POWER**

Please contact the Grounds/Landscaping Department at 404 385-1001 or to make arrangements for power connections on Tech Walkway or email Garry.lockerman@facilities.gatech.edu

**RECYCLE**

Georgia Tech is a sustainable campus. Groups that sponsor events outdoors on campus are responsible for minimizing their waste stream. Recycle containers must be used at all outdoor events. To request recycling containers and find out information on how and what to recycle please go to www.recycle.gatech.edu or call Recycling Services at 404 385-0088.

**TRASH**

It is the responsibility of the group sponsoring the event to clean up and remove trash. Trash bags must be taken to nearby dumpsters. Please determine ahead of time if you will need additional trash containers and then request them from the Facilities Department. To find out more information on trash containers please contact Cheryl.taylor@facilities.gatech.edu or call Facilities at 404 894-3980.

**PARKING**

If you have any questions please email Debraca.shelton@pts.gatech.edu

**ALTERNATE TRANSPORTATION**

Visitors may ride GTtrolleys and buses free of charge. Service runs seven days each week, with some exceptions on holidays.

For more information on parking and campus transportation visit www.parking.gatech.edu or call 404 894-9643.

**CAMPUS POLICE**

404 894-2500

The need for Police/Security services for on-campus events will be determined by the Event Logistics Committee.

Please contact the Georgia Tech Police Department for information on acquiring police services at a campus event. Georgia Tech Police will provide information for hiring off-campus security companies if they decide that additional security is necessary at an event. For more information please visit www.police.gatech.edu
APPENDIX A

Areas that are highlighted may be used for displays and exhibits.

- Amphitheater adjacent to Ferst Center for the Arts - A1
- Amphitheater Lawn - A2
- BioTech Quad - A3
- Kessler Campanile Plaza - A4
- Ferst Theater Plaza - A5
- Harrison Square Plaza - A6
- Plum Street Walkway - A7
- Instructional Center Lawn - A8
- School of Industrial Civil Eng. (ISYE) Courtyard - A9
- Lower Campanile Lawn Straw - A10
- Manufacturing Related Disciplines Complex (MRDC) Plaza - A11
- Peters Parking Deck Basketball Side - A12
- Peters Parking Deck Tennis Side - A13
- Skiles Courtyard - A14
- Paul Mayer Memorial Gardens - A15
- Student Center Outdoor Commons Area - A16
- Tech Green Lawn - A17
- Tech Walkway South - A18
- Tech Walkway East - A19
- Tech Walkway North - A20
- Tech Walkway West - A21

Tents may be set-up at the following outdoor locations:

- Bio-Tech Courtyard - A3
- Instructional Center Lawn - A9
- Kessler Campanile Plaza - A4
- Klaus Walkway - A8
- Lower Campanile Walkway - A12
- Manufacturing Related Disciplines Complex (MRDC) Plaza - A13
- Peters Parking Deck Basketball Side - A14
- Peters Parking Deck Tennis Side - A15
- Tech Tower Lawn - annual department events only
Appendix A1
Amphitheater adjacent to Ferst Center for the Arts
Appendix A2
Amphitheater Lawn

Appendix A3

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+/- 700 sq ft.
Appendix A4
Kessler Campanile Plaza

CAMPANILE

+/− 275 sq. ft.
Appendix A5
Ferst Theater Plaza

SMITHGALL
STUDENT SERVICES

WENN
STUDENT CENTER

+/- 400 sq. ft.
Appendix A6
Harrison Square Plaza

+/- 450 sq. ft.
Appendix A8
Instructional Center Lawn

+/- 17,000 sq. ft.
Appendix A9
School of Industrial/Civil Engineering - ISyE Courtyard

ISyE ANNEX

IC

+/- 816 sq. ft.

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Appendix A10
Lower Campanile Lawn Straw

+/−900 sq.ft.
Appendix A12
Peters Basketball

+/- 23,000 sq.ft
Appendix A13
Peters Tennis

PETERS PARKING DECK

PETERS TENNIS COURTS

+/31,000 sq.ft

PETERS BASKETBALL
Appendix A14
Skiles Courtyard

+/− 100 sq. ft.

+/− 100 sq. ft.
Appendix A15
Paul Mayer Memorial Gardens

SKILES

SKILES GARDEN

+/–350 sq. ft.
Appendix A16
Student Center Outdoor Commons Area

+=/- 260 sq. ft.
Appendix A19
Tech Walkway East
Appendix A20
Tech Walkway North

Appendix A21
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