

# HOW TO RESERVE SPACE AS A GT DEPARTMENT OR COLLEGE:

## Request Classroom Space

Student and Campus Event Centers

Centrally Scheduled Classrooms: [classroomreservations@stucen.gatech.edu](mailto:classroomreservations@stucen.gatech.edu)

1. Go To <https://studentcenter.gatech.edu/event-services>

Georgia Tech

### Student and Campus Event Centers

Home | Buildings | Our Programs | Event Services | Postal Services | Our Team | Campus Tickets | Contact Us

### Plan an Event

Event Services team supports reservable spaces in the John Lewis Student Center and Stamps Commons, Exhibition Hall, West Village, Historic Academy of Medicine, outdoor event and table spaces, and classrooms for non-academic meetings and events. Our office suite is staffed Monday – Friday from 8 a.m. - 5 p.m. and is located on the third floor of the Student Center. To reach a member of our team, please contact:

- For events in the Student Center, Exhibition Hall, or West Village: [SCReservations@stucen.gatech.edu](mailto:SCReservations@stucen.gatech.edu)
- For events in the Historic Academy of Medicine: [academyofmedicine@gatech.edu](mailto:academyofmedicine@gatech.edu)
- For class reservations: [classroomreservations@stucen.gatech.edu](mailto:classroomreservations@stucen.gatech.edu)
- For outdoor events: [outdoorevents@stucen.gatech.edu](mailto:outdoorevents@stucen.gatech.edu)

2. Scroll Down and Click on “Start a Reservation”



3. Click on “GT Departments and Colleges”

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### Start Your Reservation

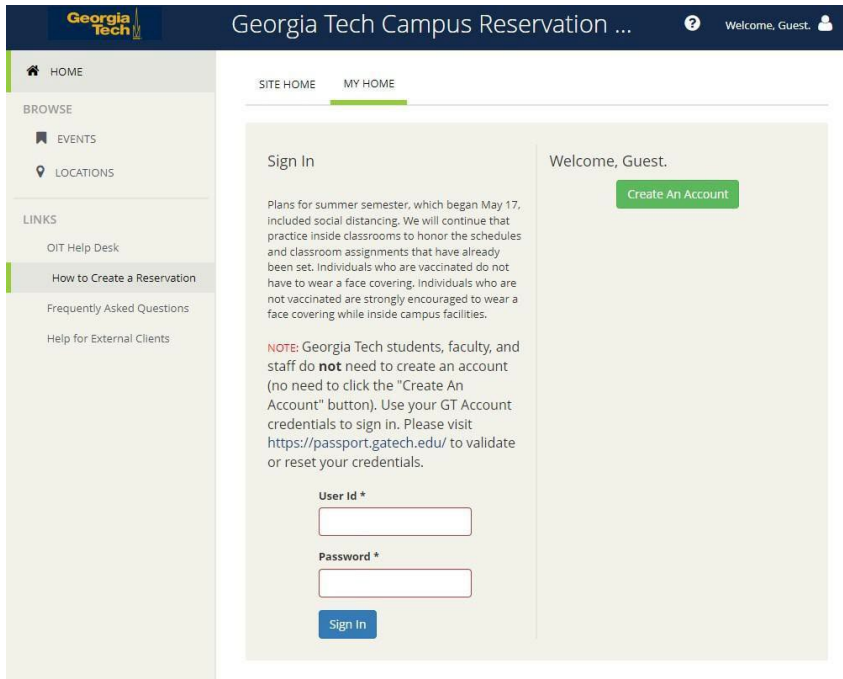
▼ Registered Student Organizations
▼ Students
▼ GT Departments and Colleges
▼ External Clients

4. Click on “GT Departments and Colleges” Hyperlink

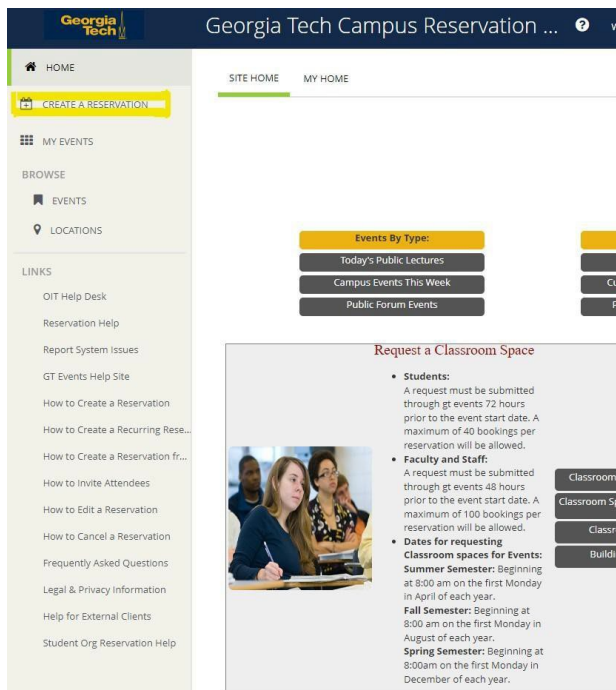


GT Departments may request and reserve spaces on campus through **GT Events**

5. Sign in with User Id and Password (wait 5-10 seconds for page to load after signing in)



6. Click on “CREATE A RESERVATION” on the sidebar under “HOME”



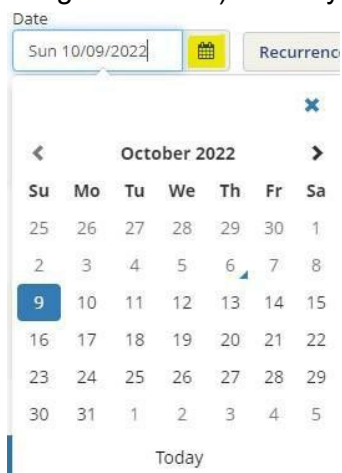
## 7. Select “book now” beside “Request Classroom Space (available AS IS only)”

My Reservation Templates

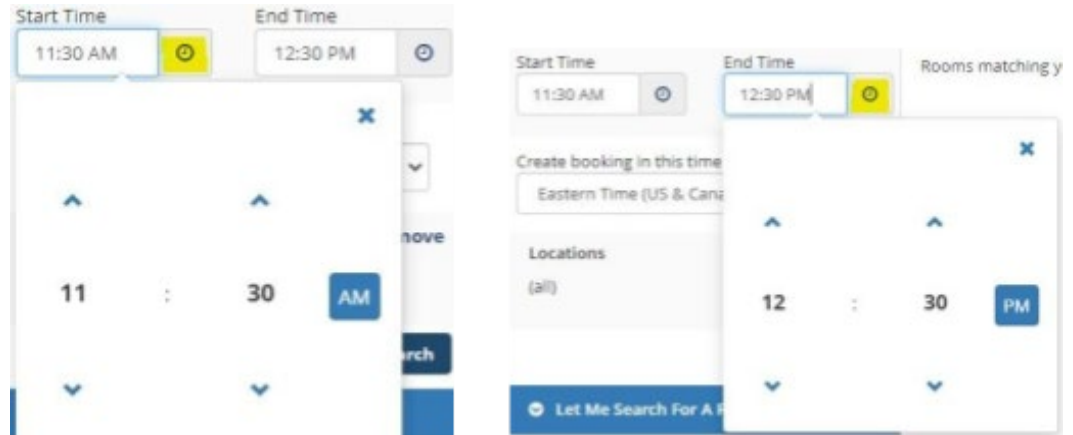
Academy of Medicine - Request Event Space	book now	about
John Lewis Student Center Multicultural Lounge	book now	about
John Lewis Student Center Reflection Space	book now	about
Price Gilbert - Media Scholarship Commons	book now	about
Price Gilbert - Teaching Studios	book now	about
Chartered Student Group - Instant Reservation	book now	about
Chartered Student Group - Request Classroom Space	book now	about
Chartered Student Group - Request Event Space	book now	about
Clough & Library - Class, Meeting, Rehearsal Rooms	book now	about
MoSE Atriums	book now	about
Outdoor - Tech Walkway Table Space	book now	about
<b>Request Classroom Space (available AS IS only)</b>	<b>book now</b>	about
Request Event Space	book now	about
Student Success Center	book now	about
Request Event Space	book now	about
SC/Ex Hall Special Use-Ati & Cyp Theaters, Midtown	book now	about
Request Classroom space-weekend & breaks use only	book now	about
Clough & Library - Instant Reservation Rooms	book now	about
Display Case, Table Spaces, Banner	book now	about
Outdoor Event Spaces (3 Weeks Advance Booking)	book now	about
Request a room in EBB	book now	about

## 8. From here, you will be able to search dates, times, locations, specific features, number of people, and specific rooms

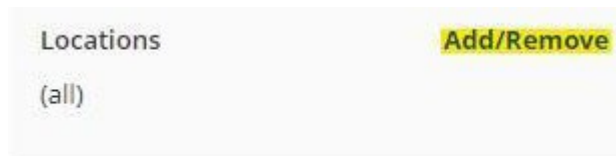
- Search by Date by Clicking on the Calendar Icon and selecting your month (by using the arrows) and day



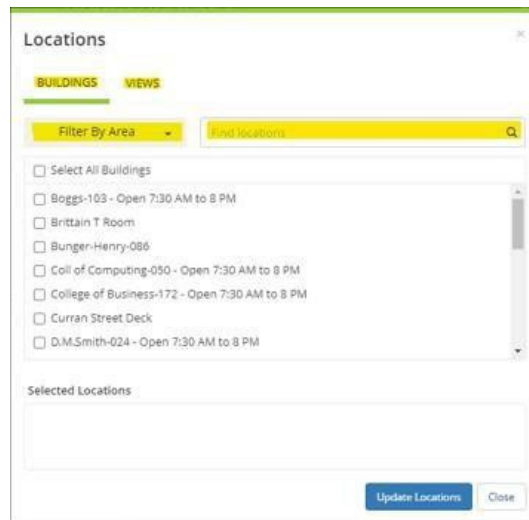
- Search by Time by Changing Start Time and End Time for Event by Clicking on the Clock Icon (can change times by up/down arrows or by clicking on numbers, change AM/PM by clicking on blue block, can then click blue “x” and time will be saved)



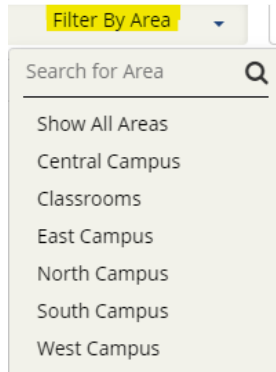
c. Search by Location by clicking “Add/Remove”



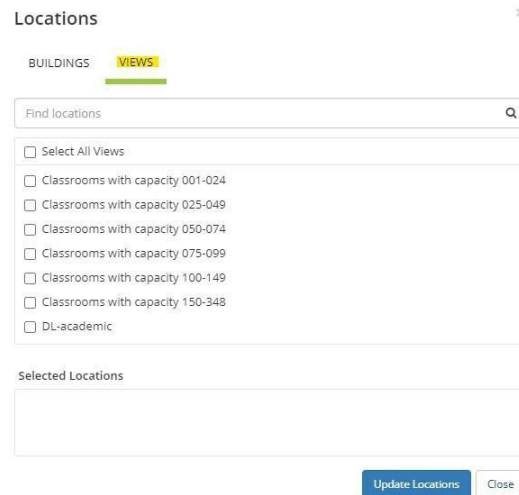
i. Can change search through “Buildings” “Views” “Filter By Area” or by “Find Locations”



ii. Can change “Filter By Area” to different Areas of Campus



iii. Can change “Views” to different Classroom Capacities



iv. Can Add Locations by Clicking on the Black Square Next to the Building (which will then fill with a blue check) and will now show under “Selected Locations” (which you can delete by selecting the red minus circle) and then click “Update Locations”

**Locations** ×

BUILDINGS VIEWS

Filter By Area ▾ Find locations 🔍

- Select All Buildings
- Callaway Manufacturing Research Building
- Cherry Emerson-066A - Open 7:30 AM to 5:00 PM
- Coll of Computing-050 - Open 7:30 AM to 8 PM
- College of Business-172 - Open 7:30 AM to 8 PM
- Couch
- D.M.Smith-024 - Open 7:30 AM to 8 PM
- East Architecture-076 - Open 7 AM to 7:30 PM

**Selected Locations**

- Coll of Computing-050 - Open 7:30 AM to 8 PM

**Update Locations** Close

- d. Can Add Features by Clicking “Add/Remove” next to “Features” and selecting features and clicking “Update Features”

📌 **Let Me Search For A Room**

**Features** Add/Remove

(none)

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**Features** ×

Find features 🔍

- Select All features
- ADA Compliant
- Auditorium Seating
- Chalkboard
- Fixed Tables/Fixed Chairs
- Fixed Tables/Movable Chairs
- Marker Board
- Movable Tables/Movable Chairs

**Selected Features**

**Update Features** Close

- e. Can Search Number of People by adding Number in box below “Number of People” and clicking “Search”

**Number of People**

0

**Search**

- f. Can Search Specific Rooms by Typing in Room Name Under “I Know What Room I Want”

**I Know What Room I Want**

**Room Name**

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- 9. All Available Rooms Based on Your Inputs will then be Displayed under “Rooms You Can Request” in which you can Add that Room to Your Reservation by Clicking the Green Plus Circle Next to the Room You Want

Chartered Student Group - Request Classroom Space

1 Rooms 2 Services 3 Reservation Details

New Booking for Wed Nov 23, 2022

Date & Time: Wed 11/23/2022, 1:00 PM - 2:00 PM

Room Search Results

Room	Location	Floor	TZ	Cap	Filter Match
<b>Rooms You Can Request</b>					
016 Classroom CoC	Coll of Computing 050 - Open 7:30 AM to 8 PM	First Floor	ET	240	
017 Classroom CoC	Coll of Computing 050 - Open 7:30 AM to 8 PM	First Floor	ET	102	
052 Classroom CoC	Coll of Computing 026 - Open 7:30 AM to 8 PM	(none)	ET	40	
100 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	348	
101 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	75	
101 Classroom CoC	Coll of Computing 050 - Open 7:30 AM to 8 PM	First Floor	ET	60	
102 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	75	
102 Classroom CoC	Coll of Computing 050 - Open 7:30 AM to 8 PM	First Floor	ET	48	
103 Classroom COB	College of Business-172 - Open 7:30 AM to 8 PM	First Floor	ET	75	
103 Classroom IC	Instructional Center (IC) 053-Open 7:30AM to 11PM	(none)	ET	300	
104 Classroom D.M. Smith	D.M.Smith-024 - Open 7:30 AM to 8 PM	First Floor	ET	48	
105 Classroom D.M. Smith	D.M.Smith-024 - Open 7:30 AM to 8 PM	First Floor	ET	180	

- 10. After Clicking on the Green Plus Circle, a box titled “Attendance & Setup Type” will pop up in which you add the Number of Attendees in the box below “No. of Attendees” and click “Add Room”

**Attendance & Setup Type**

To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees**

0

**Add Room** Cancel

11. The Room(s) that you have Selected will now Appear Below “Selected Rooms” in which you can now click “Next Step” to Proceed with your Reservation

A screenshot of a web interface for requesting classroom space. At the top, it says "Request Classroom Space (available AS IS only)". There are three steps: "1 Rooms", "2 Services", and "3 Reservation Details". A "My Cart (1)" icon and a "Create Reservation" button are in the top right. Below the steps, it says "New Booking for Thu Oct 27, 2022" with a "Next Step" button. Under "Selected Rooms", there is a dropdown menu showing "016 Classroom Cc" and "Room Search Results".

12. If Needed, any Services will pop up under “Services For Your Reservation” and can click “Next Step”

A screenshot of the "Services For Your Reservation" section. The title "Chartered Student Group - Request Classroo..." is at the top. It shows the same three-step progress bar. A "My Cart (1)" icon and a "Create Reservation" button are in the top right. Below the progress bar, the text "Services For Your Reservation" is highlighted in yellow. A "Next Step" button is on the right. Below this, a message reads: "Your selected room(s) and date(s) do not allow for additional Services. Please adjust your selections or continue to the next step."

13. All of the Details needed for your Reservation will now appear under “Reservation Details” including “Event Details” “Group Details” and “Additional Information”

A screenshot of the "Reservation Details" section. The title "Chartered Student Group - Request Classroom Space" is at the top. It shows the three-step progress bar. A "My Cart (1)" icon and a "Create Reservation" button are in the top right. Below the progress bar, the "Reservation Details" section is highlighted in yellow. It contains three sub-sections: "Event Details" with "Event Name" and "Event Type" (set to "Meeting") fields; "Group Details" with "Group" (set to "Student"), "1st Contact" (set to "temporary contact"), "1st Contact Name", "1st Contact Phone", "1st Contact Email Address", "2nd Contact (GA Tech Advisor Name)" (set to "none"), "2nd Contact (GA Tech Advisor Name) Phone", and "2nd Contact (GA Tech Advisor Name) Email Address" fields; and "Additional Information" which is currently empty.

14. After filling in all the Required Information (all boxes outlined red/\* questions), you can click “I have read and agree to the terms and conditions” and then click “Create Reservation”

I have read and agree to the terms and conditions

Create Reservation

15. You will then see a Pop-Up Message titled “Help” with any Additional Information Announcements, see a Page that says “Reservation Created” behind that Pop-Up, and will Shortly Receive an Email from “GEvents” titled “Reservation Summary”

Reservation Created



## Reservation Summary

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GTevents <GTevents.Notification@gatech.edu>

16. TO EDIT OR CANCEL: Click on “My Events” on the Side Panel



17. Click on the Upcoming Reservation/Booking from either “RESERVATIONS” or “BOOKINGS” at the top that you would like to Cancel by Clicking on the “Name” under “CURRENT”



18. From here, you can click on “Edit Reservation Details” to Edit any Aspect of the Reservation or click on the Red Minus Circle by the Booking Date to Cancel



## Bookings

CURRENT

PAST

Cancel Bookings Booking Tools

Date ^



Fri Oct 7, 2022

Event Services | [Student & Campus Event Centers](#) Division  
of [Student Engagement & Well-Being](#)

Georgia Institute of Technology

404.894.2828 | [classroomreservations@stucen.gatech.edu](mailto:classroomreservations@stucen.gatech.edu) | [gatech.edu](http://gatech.edu)

*This email is monitored Monday - Friday from 8a - 5p.*

***For on-site assistance with your event, please reach out to our Event Services Managers.***

***For Classroom Guest Services: 404.894.2828***

*For Event Services | [Student & Campus Event Centers](#)  
Division of [Student Engagement & Well-Being](#)*

