

# Grad Lounge (GL) Policies

## Grad Students Only

- The Grad Lounge is a grad only space with Buzzcard access. All events should be graduate focused and/or for members of the Graduate Student community. Registered Student Organizations (RSO) that wish to reserve the grad space must either be a Grad RSO or the leadership must be graduate students. These situations can be discussed in the consultation meeting with the Graduate Program Advisor upon submission of request.
- The only exception to this rule is for closed-event rentals made by a Grad RSO or Graduate Student resource departments in which undergraduate guests may be allowed.
- Immediate family members of Grad students may also be allowed

## Rental Options – Open Events vs Closed Events

- Open Event Policies
  - The Grad Lounge doors cannot be propped open. This is a safety requirement.
  - Students in the Grad Lounge may or may not want to engage. Please be mindful of the space and students' levels of comfort when soliciting participation. This includes completing surveys, any activity or game, taking photos, or receiving information.
  - All reservations must be confirmed at least 2 weeks in advance. This includes a consultation meeting with the Graduate Program Advisor.
  - All clients are responsible for cleaning up after an event. This means throwing away all marketing material, food items, general trash from the event and putting furniture back to original layout if anything was moved. Please use the trash cans in the GL and discard larger items in alternative trash cans.
  - Hours of reservation includes set up and clean-up of the space.
- Closed Event Policies
  - Closed events means general Graduate Students will not be allowed inside the Grad Lounge and only specific guests will be permitted. Signage for the closed event will be placed in the Lounge and a verbal reminder will be implemented 1 hours prior when applicable. We recommend a point of contact be available to regulate your guests list at least 15 minutes before the start of your event. Please see the policy on Graduate Student Only events for more information.
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  - Students in the Grad Lounge may or may not want to engage. Please be mindful of the space and students' levels of comfort when soliciting participation. This includes completing surveys, any activity or game, taking photos, or receiving information.
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## What does the GL supply?

- Trash cans are already inside the Grad Lounge. Large items must be disposed of by the client outside of the Lounge (pizza boxes for example).
- Furniture
- Kitchenette equipment (Refrigerator, Microwave, Sink, etc).

## What does GL not supply?

- Table clothes
- Plates, cups napkins, flatware etc.
- Additional furniture
- Additional trash bags
- Board games / Billiards without reservation
- Dedicated GLPA staff support without reservation

## Space Set Up

- The Grad Lounge cannot rearrange furniture. You can only add one 6 ft table to the huddle room area. Only closed events can accommodate furniture rearrangement but still must be within ADA compliance and safety requirements.
- No furniture can be removed from the Grad Lounge.

## GLPA Hire Reservation (Graduate Lounge and Program Assistant )

- You may reserve a GLPA to aid in your event. GLPAs who are working in the lounge during an event must prioritize their duties as staff if your reservation is does not include GLPA hire.
- The Graduate Program Advisor may require a GLPA Hire at their discretion.
  - Events that occur outside of normal staffed hours and a professional staff is not available for support will require the hiring of one of our GLPAs. For example, any Sunday events. Other examples may be where the RSO or department do not have efficient support for the event, there is a high flow of expected participants or when one is requested.

## Board Game and Pool Table Reservations

- If a client wants to ensure games and equipment are out to use for your event's purpose, you must pay the reservation fee.
  - For example, An RSO is having an open event in the Lounge and wants students who are partaking in the RSO program to also be able to play pool must reserve the board games/pool table.
- All events that do not have a GLPA present and wish to use these amenities must pay the reservation fee.



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## Decoration Policy

- No glitter!
- Do not tape anything to the walls or windows.
- No outward facing posters or signage.
- TV Screens can be used for marketing, decor, etc., upon prior approval.
- See [Student Center Decorations Polices Here](#)

## Marketing

- Any event taking place in the Grad Lounge should have the Grad Lounge logo on any marketing materials. [You can find our logo here.](#)
- We are able to advertise your event via our Instagram page @GTGradLounge, our screens within the Lounge and also on our bulletin boards. Upload on the reservation form or send to gradlopunge@stucen.gatech.edu
- We recommend using the Grad Buzz newsletter for open events. [Here](#) is the website and how to share events on the newsletter.

## Community Guidelines

- Please review each below by clicking on the links.
  - [GL - Community Guidelines](#)
  - [GL - Kitchen Rules](#)

**Alcohol Policies** – [absolutely no alcohol is allowed in the Grad Lounge. This includes consumption or storing in the kitchenette.](#)

