



Title	<b>GT Events Guide   How to Request Special Use Spaces</b>
Responsible Office	Student and Campus Event Centers
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## GT Events Guide | How to Request Special Use Spaces

Special Use spaces are considered unique spaces to campus and therefore, activities in special use spaces should be distinctive in nature. **Typical weekly meetings will not be confirmed in these locations.** The following spaces are considered special use spaces:

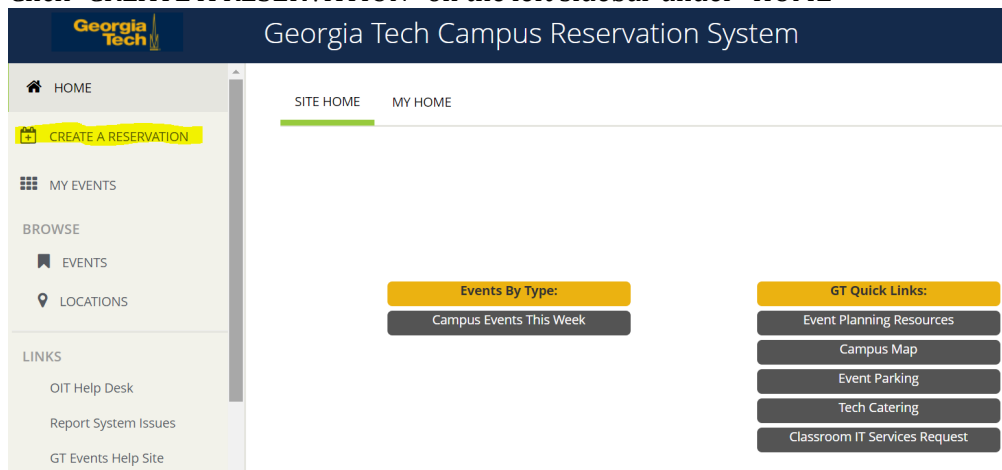
- John Lewis Student Center and Stamps Commons:
  - Atlantic Theater
  - Cypress Theater
  - Tech Rec
  - Southern Company Multicultural Programs Lounge
  - Beth Cabrera Reflection Space
- Exhibition Hall:
  - Midtown
- Historic Academy of Medicine
- Paper and Clay

Please note the following booking rules for these spaces:

- Requests will not be permitted LESS THAN three weeks in advance.
- All events in special use spaces will require a logistics meeting prior to the event.
- The maximum number of bookings permitted per reservation is seven.

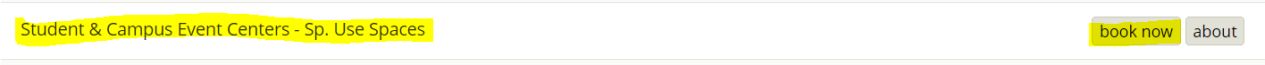
### Step-by-Step Guide

1. Navigate to <https://gtevents.gatech.edu/EMSWebApp/>
2. Sign in with your GT User ID (example – gburdell3) and Password
3. Click “CREATE A RESERVATION” on the left sidebar under “HOME”



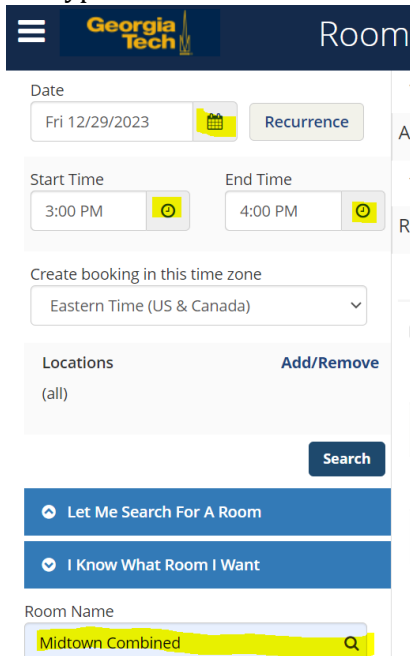


- 4. On the following screen will be all of the reservation templates that you have access to. Select “book now” beside the line that says “Student & Campus Event Centers – Sp. Use Spaces”.



- 5. Once you select this template for your event request, you will be able to search dates, times, locations, specific features, number of people, and specific rooms. Typically, when you are utilizing this event template, you already know which space that you want. The easiest way to submit your request if you know the space that you want is by:

- a. Selecting the date and time on the left sidebar, and under the section “I Know What Room I Want” type in the room name and select the correct space that you are wishing to request.



- b. Once you select the correct room name, a pop up box will appear asking for the number of attendees and setup type. Once you enter that information and select “Add Room”, you will see if the space is available for the date/time you selected.

Attendance & Setup Type ×

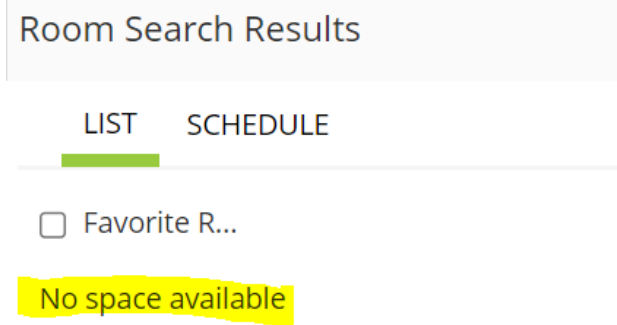
To continue, please enter the number of attendees and desired setup type for this Room.

**No. of Attendees \***

**Setup Type \***



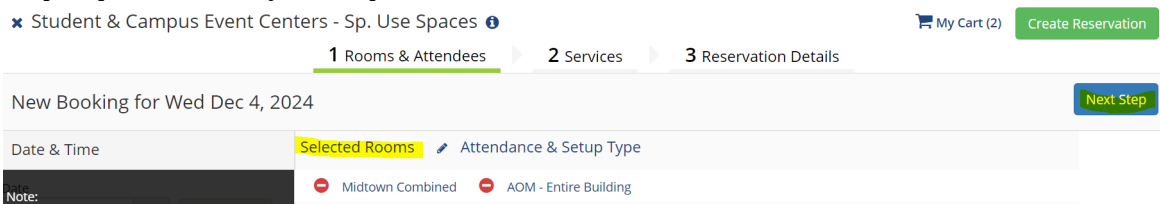
- c. If the space is not available, then the following message will be displayed.



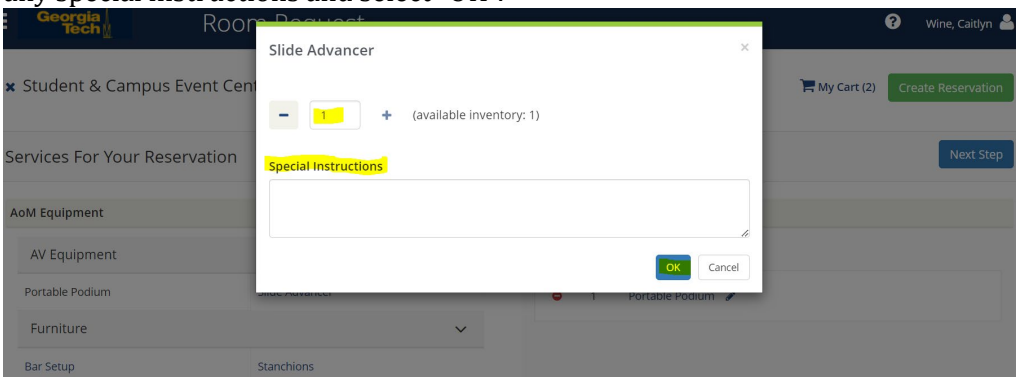
- 6. If the space is available, it will be displayed under “Rooms You Can Request”. To add the space to your reservation request, click on the green plus circle next to the space name. You may add as many spaces as you wish.

Rooms You Can Request						
	Midtown Combined	Exhibition Hall	First Floor	ET	840	
	Atlantic Theater	John Lewis Student Center and Stamps Commons	Third Floor	ET	297	
	All Billiard Tables	Tech Rec	(none)	ET	25	
	AOM - Entire Building	Academy of Medicine	(none)	ET	550	
	Tech Rec- Full Facility Rental	Tech Rec	First Floor	ET	125	
	Tech Rec- All Bowling Lanes	Tech Rec	(none)	ET	40	

- 7. The spaces that you have selected will not appear below the “Selected Rooms” and you may now click “Next Step to proceed with your request.



- 8. If needed, any resources (including equipment and furniture) will appear in the “Services For Your Reservation” step. To add resources, select the equipment and identify how many you need and if you have any special instructions and select “OK”.





9. Once you have added all the resources that you are requesting, you may select the “Next Step” box at the top right of the screen that will take you to the final step of your request. This is the screen where you input your details for your reservation. Once all of the required information is filled out, you can select the “Create Reservation” box on the bottom right of the screen.