

6. Campus Space Use Procedures

These procedures address the non-commercial use of campus space.

The application of these procedures will be consistent with the Policy on Freedom of Expression set out in [Section 5.1](#) of the *Faculty Handbook*. These procedures apply to the use of land and buildings owned or leased by the Institute by students, faculty, staff, and/or members of the general public. These procedures do not apply to the Institute's official departmental uses of Institute property. These procedures are based on a due regard for the purpose for which real property is owned or leased; the purpose for which the facility is established; the safety of the applicant, of Institute students and employees, and the public; the safety and maintenance of Institute property; the need for and the availability of supervisory personnel; and the maximum number of people who can safely use the property at one time.

These procedures apply to all faculty, staff, students, of Georgia Tech (GT) and the general public. Individuals who are not students or employees of the Institute are required to abide by all pertinent campus policies and regulations while on Institute property. Activities on Institute property may not violate any federal, state, or local safety code, including regulations set by the State Fire Marshal and the Campus Carry Guidance document (see <http://www.police.gatech.edu/campuscarry>).

The sponsor(s) of the activity are responsible for:

- sponsoring and supervising the event,
- assuring that the scheduled facilities are used for the purposes for which they were scheduled,
- operating costs (those that apply),
- reimbursing the Institute for damage to Institute property or facilities that might occur in connection with the scheduled activity, and
- ensuring that all promotion and advertising of events involving the use of Institute facilities identifies the individual or group that is the sponsor of the event and all groups involved in funding or facilitating the event.

Institute students, faculty, and staff may not reserve an Institute room or space on behalf of or for the use of an outside organization if the sole or primary reason is to allow the outside organization to obtain a reduced rate for that use.

The Institute may charge custodial fees and rental fees for furniture and audio-visual use in accordance with Institute policies. The Alumni Association, the Campus Recreation Center, the Ferst Center for the Performing Arts, the Georgia Tech Athletic Association, the Global Learning Center, the Historic Academy of Medicine, the Student Center, the Student Success Center, the Technology Square Research Building, and the Wardlaw Building may set their own rental rates for use of the venues they steward, in consultation with CPSM. **The Office of Capital Planning and Space Management** is responsible for establishing rental rates for centrally scheduled classroom spaces and for filming in campus buildings and outdoor spaces, in accordance with Institute policies.

Failure to comply with these procedures may result in denial of use of Institute space and facilities.

Anyone who is planning a public assembly and has questions may contact the Office of Capital Planning and Space Management (CPSM) through events@cpsm.gatech.edu. CPSM can provide guidance if there are any questions regarding these procedures.

6.1 Definitions

As used in Section 6:

1. "Academic or administrative unit" means any office or department of the Institute.

2. "Affiliated Organization" means the Affiliated Organizations of the Georgia Institute of Technology, which are legally separate non-profit corporations that assist Georgia Tech in achieving its strategic goals and priorities, and are identified at <https://larm.gatech.edu/affiliated-organizations> .
3. "Amplified sound" means sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means. Shouting and group chanting are not amplified sound and are not subject to the special rules on amplified sound, but are subject to general rules on disruption.
4. "Committee on Use of Institute Facilities" was established by and is responsible to the President of Georgia Tech. Refer to Section 6.2, Committee on the Use of Institute Facilities.
5. "Facility" means any building, structure, or venue (including outdoor venues) in which an activity can occur.
6. "Faculty member and staff member" includes any person who is employed by Georgia Tech.
7. "Georgia Tech," "GT," and "Institute" mean The Georgia Institute of Technology.
8. "Institute person or organization" includes academic and administrative units, registered student, faculty, and staff organizations, and individual students, faculty members, and staff members.
9. "Off-campus person or organization" means any person, organization, or business that is not an academic or administrative unit, a registered student, faculty, or staff organization, or a student, faculty member, or staff member.
10. "CPSM" means Georgia Tech's Office of Capital Planning and Space Management.
11. "Permit" means permission to use Institute facilities.
12. "President" means the President of the Georgia Institute of Technology or any designee or representative of the President of the Georgia Institute of Technology.
13. "Provost" means the Provost of the Georgia Institute of Technology or any designee or representative of the Provost of the Georgia Institute of Technology.
14. "Chartered student organization" includes a registered student organization and Student Government and any unit or subdivision thereof.
15. "Recognized faculty and staff organizations" are those internal organizations recognized by the Office of the President, the Office of the Provost, the Office of the Executive Vice President for Research, the Office of the Executive Vice President of Administration and Finance, or by the Faculty Executive Board.
16. "Room or space" includes any room or space, indoors or outdoors, owned or leased by the Institute.
17. "Scheduling Officer" means the staff who schedule space for CPSM or any campus facility.
18. "Student" means any person who is enrolled in or auditing classes of the Institute, either full-time or part-time; is participating in Institute academic programs; or is pursuing undergraduate, graduate or professional studies. A student is also any person who matriculates into any Institute program, has been accepted for enrollment, or who is eligible to re-enroll without applying for readmission.
19. "Vice President for Student Life" or "VPSL" means the Vice President for Student Life and Dean of Students or any designee or representative of the VPSL.
20. "Weekday", "working day", or "business day" means Monday through Friday, except for official Institute holidays; "day" means calendar day.
21. "Display" or "Exhibit" means an object or collection of related objects, designed to stand on the ground or on a raised surface, that is not a table, that is designed for temporary display, and that is not permanently attached to the ground (e.g., an A-frame sign), building or landscape feature.
22. "SGA" means Student Government Association.

6.2 Committee on Use of Institute Facilities

A committee on the Use of Institute Facilities has been established by and is responsible to the President of Georgia Tech. The committee shall have the following membership: a chairperson appointed by the president; one student appointed by the undergraduate SGA; one student appointed by the graduate SGA; one faculty member appointed by the Faculty Executive Board; the Vice President for Student Life or designee; the Director Capital Planning and Space Management or designee; and the CPSM Scheduling Officer. The chair is the first point of contact with the CPSM Scheduling Officer to determine if waivers and/or exceptions are warranted. The chair may defer to the full committee to make a recommendation. The committee shall:

1. Review and recommend policies regarding the non-academic use of the Institute facilities.

2. Upon referral by the chair, review and recommend all proposed exceptions to policies regarding the use of facilities.
3. Review group requests not fitting into previously established categories.
4. Hear appeals from decisions regarding non-academic use of Institute facilities. The CPSM Scheduling Officer shall not sit on the committee if the decision was made by the CPSM Scheduling Officer.

Responsibility for administering these procedures is in the Office of the CPSM, the responsible scheduling officer(s), and the Committee on Use of Institute Facilities.

6.3 Use of Outdoor Space

6.3.1 Use by the General Public

Members of the general public, who are not Georgia Tech faculty, staff, students or groups chartered by Georgia Tech, may express their views at the Amphitheater adjacent to the Ferst Center. Georgia Tech may designate alternative public forum areas to accommodate large crowds and/or any campus emergency.

Requests for the use of the Amphitheater shall be made by sending an email request to CPSM at events@cpsm.gatech.edu. The email request must be submitted at least five (5) business days prior to the date requested for use.

With the exception of venues of the Campus Recreation Center and the Georgia Tech Athletics Association, and filming and still photography, Georgia Tech does not rent outdoor space to external organizations or groups.

6.3.2 Use by Student, Faculty, and Staff Organizations

1. Reserving Outdoor Spaces

Students, faculty, and staff may choose to use outdoor space on campus for meetings, fundraisers, and organized activities. Tables, carts and booths may be set-up on Tech Walkway and other areas around campus for promoting student organization missions and goals. Tables, carts, booths or similar structures may be set out and used on campus only as provided in these procedures. Representatives of the student groups or faculty or staff organizations that reserve space must be in attendance at the location during the entire reserved time period, especially if co-sponsoring with non-Institute individuals. GT groups can reserve campus space by logging into GT Events from the CPSM website by clicking "reserve space."

Chartered student groups and recognized faculty and staff organizations are eligible to apply for approval for overnight stays (three nights 10 p.m. – 7 a.m. per month) if the following conditions are met: Overnight stays for no more than three consecutive or non-consecutive days may occur only in areas designated by CPSM and whose group members are students, faculty, or staff of the Institute. Rejection or approval of these requests is determined by CPSM based on the location and size of the structure to be placed in the reserved space, to avoid safety and security issues.

2. Banners and Fliers

- a. Chartered student organizations and recognized faculty and staff organizations may reserve space to hang banners advertising their events at the Student Center balcony.
- b. Chartered student organizations and recognized faculty and staff organizations may reserve space to post fliers advertising their events at the Student Center.

3. Chalking

- a. Chartered student organizations and recognized faculty and staff organizations may advertise their events by chalking on ground surfaces around campus. Institute departments may also use chalking to advertise.
- b. Chalking is permitted on outside ground surfaces only.
- c. Chalking is not permitted under any campus building, awning, or overhangs, on the Campanile area, on campus fountains, or on buildings.
- d. The use of markers, paint, or chalk spray is prohibited.
- e. GT student organizations and departments can request permission to chalk on ground surfaces on campus by sending an email inquiry to events@cpsm.gatech.edu.

4. Displays and Exhibits

Refer to http://space.gatech.edu/sites/default/files/documents/campus_outdoor_space_guidelines.pdf for "Guidelines/Rules for Outdoor Space Use" for use of displays and exhibits for outdoor spaces.

6.4 Applications for Use of Indoor Space

6.4.1 Use by the Institute

Nothing in these procedures is intended to restrict in any way the use of Institute facilities for:

1. Regularly scheduled classes;
2. Extra or rescheduled classes;
3. Seminars and special instructional lectures sponsored by an administrative or academic department or Georgia Tech Professional Education;
4. Authorized consulting, contract or sponsored research; or
5. Institute-wide initiatives approved by an Institute vice president, college dean, or the president.

The use of Institute facilities for scheduled academic instructional and research purposes shall take precedence over all other uses of such spaces, and will not be displaced without the express approval of the President or the Provost.

6.4.3 Limitations on Use

The health, safety, and general welfare of the members of the Georgia Tech community must be preserved. Therefore, the following procedures have been established.

1. Dues, Fees and Admission Charges

- a. Dues or fees for an Institute organization may be collected during scheduled meetings.
- b. Admission may not be charged nor other funds solicited at such meetings or sponsored events unless specifically approved in advance by the responsible scheduling officer.
- c. If admission or fund solicitation is approved, the sponsoring organization will pay the venue for the use of space at the rates established for such use by the facility, plus any other direct costs incurred as may be required for the meeting or scheduled event.

2. Amplified Sound

Amplified sound may be used outside buildings only if approved in advance by CPSM. Amplified sound may be approved Monday through Friday only during the protected hours for faculty and student meetings, currently on Tuesday and Thursday from 10:45 a.m. to 11:45 a.m., in accordance with the Registrar's Standard Class Meeting Times (<https://registrar.gatech.edu/info/standard-class-meeting-times-fall-and-spring-semesters>), or after 5:00 p.m., and on weekends. Authorization may not be granted or will be withdrawn if the amplified sound interferes with regularly scheduled classes or other educational functions, or with other scheduled events.

3. Posters and Printed Materials

- a. Any student, chartered student organization, or recognized faculty or staff organization may place posters or printed materials on bulletin boards or kiosks provided by the Institute for that purpose. All posted materials, except for official Institute announcements, shall be removed within ten (10) days of posting.
- b. Campus spaces may be used by students, faculty, staff, and affiliated organizations to distribute free literature in such a way as to avoid interference with those entering or leaving buildings or with building occupants. The permission granted to posting materials in a space does not extend to distributing materials within a building or enclosed area. Distribution of information by affiliated organizations is limited to the purpose for which the affiliated organization is recognized by the Institution.
- c. Off-campus persons and organizations, including recognized candidates for public office, may distribute literature or non-commercial materials only at locations on the campus that are designated by CPSM for such purposes (e.g., Amphitheater area).
- d. The process of distribution must not interfere with regularly scheduled classes, other approved events, or similar activities, nor infringe upon the privacy of individuals.
- e. Political campaign and commercial advertisements, other than for student government elections or as provided for in a Board of Regents or Georgia Tech policy, shall not be displayed on the campus.

- f. Commercial materials, which, for these purposes are items other than newspapers, offered for sale or to induce sales, are prohibited from distribution or posting on the campus, with the following exceptions:
 - i. Vendors offering services to the Institute community under a contract with the Institute may solicit the sale of goods or services.
 - ii. Newspapers may be distributed only by vending machines and/or other distribution device approved by and at locations designated the appropriate scheduling officer.
 - iii. Items specifically for use in the conduct of official Institute activities or items normally ordered and delivered in support of on-campus housing.
 - iv. Items approved by the appropriate scheduling officer to be offered to the general public in conjunction with authorized campus events.
 - v. Items offered to the general public by Affiliated Organizations in conjunction with authorized campus events.
- g. The Athletic Association may permit commercial advertisement in the buildings it leases as it deems appropriate.

4. Displays and Exhibits

- a. Institute persons and organizations may erect exhibits, subject to the procedures in this subsection. An academic or administrative unit may authorize indoor exhibits in a space that it occupies and controls. In all other cases, advance permission is required from CPSM.
- b. CPSM shall advise each applicant how to correct, if possible, any conditions that preclude approval of his or her application. Even if an applicant is entitled to have its application approved as submitted, CPSM may give advice about other possible locations, or about modifications to the exhibit, that would avoid potential problems or make the proposed exhibit more workable.
- c. An outdoor exhibit may be displayed for up to five (5) consecutive days. The exhibit must be removed at the end of each business day and may be re-erected each morning. Institute persons and organizations may request an extension beyond the initial five-day period, subject to space availability. This time limit does not apply to academic or administrative units.

All requests for the construction of displays, exhibits or similar structures must be submitted to CPSM for a safety compliance review prior to construction. Sites for the construction of displays shall be coordinated with CPSM.

5. Security of Speaker and Audience.

The Institute may require that measures be taken to provide protection for persons seeking attendance, persons in attendance at an event, and for the Institute property involved.

6.4.4 Non-Institute Speakers Invited by Students, Faculty, or Staff, and Student, Faculty, or Staff Organizations

1. Procedure for Chartered Student Organizations
 - a. Any chartered student organization or SGA may invite a guest speaker to address their membership without prior authorization.
 - b. Any chartered student organization or agency of student government wishing to present off-campus speakers to persons beyond the organization's membership in Institute facilities may do so by complying with the following procedures:
 - i. An authorized officer of the organization shall submit notice in writing to the appropriate scheduling officer via email.
 - ii. The notice shall state:
 1. The speaker's name and the organization represented, if any;
 2. The proposed date and time of meeting;
 3. The audience to be addressed;
 4. The Institute facility requested; and
 5. Information that will satisfy the scheduling officer for the desired facility that funds are on hand to pay all expenses involved.
2. Procedure for Invitation by Student Petition
 - a. In the absence of sponsorship by a chartered student organization or other Institute authority, a petition to the VPSL may initiate invitation of a speaker.
 - b. The petition shall bear the signatures of at least fifty (50) currently enrolled students of Georgia Tech.
 - c. The first five (5) signers of the petition shall constitute a committee responsible for arrangements, and the first signer shall be chair.
 - d. The petition shall contain the following information:
 - i. The speaker's name and the organization represented, if any;
 - ii. The proposed date and time of meeting;
 - iii. The audience to be addressed;
 - iv. The Institute facility requested; and
 - v. Information that will satisfy the VPSL that funds are on hand to pay all expenses involved.
3. Procedure for Instructional Faculty
 - a. For information concerning normal academic use of Institute facilities, see Section 6.4.1.
 - b. A faculty member may reserve a room or facility for an off-campus speaker by requesting space through the GT Events Website (<https://gtevents.gatech.edu/emswebapp/>)

4. Procedure for Faculty and Staff Organizations
 - a. An authorized officer of the organization shall submit in writing to the appropriate scheduling officer the speaker's name and the organization represented, if any, the proposed date and time of meeting, the audience to be addressed, and the Institutional facility sought to be used.

6.5 Grounds for Denial of Application for Use of Property

Notice of denial of an application for permit shall clearly set forth in writing the grounds upon which the application was denied and, where feasible, shall contain a proposal by the Institute for measures by which the applicant may cure any defects in the application for permit or otherwise procure a permit. Where an application has been denied because a fully executed prior application for the same time and place has been received, and a permit has been or will be granted to the prior applicant authorizing uses or activities that do not reasonably permit multiple occupancy of the particular area, the Institute may propose an alternate place, if available for the same time, or an alternate time, if available for the same place. An application for permit may be denied on any of the following grounds:

1. The application for permit is not fully completed and executed;
2. The applicant has not timely tendered an application fee, user fee, indemnification agreement, security deposit, or satisfied any other condition related to the date and location of the event, license agreement for the event, safety and security arrangements for the event (if applicable) by the scheduling officer;
3. The application for permit contains a material falsehood or misrepresentation;
4. The applicant or the person on whose behalf the application for permit was made has on prior occasions damaged Institute owned or leased property and has not paid in full for such damage, or has other outstanding and unpaid debts to the Institute;
5. A fully executed prior application for permit for the same time and place has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular property or part hereof;
6. The use or activity intended by the applicant would conflict with planned programs organized and conducted by the Institute and scheduled for the same time and/or place;
7. The proposed use or activity is prohibited by or inconsistent with the uses of Institute owned or leased property or part thereof;
8. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the property, or of Institute students or employees, or of the public;
9. The applicant has not complied or cannot comply with applicable licensure requirements, rules, or regulations concerning the sale or offering for sale of any goods or services;

10. The use or activity intended by the applicant is prohibited by applicable rules or laws;
11. The applicant has not secured the requisite insurance;
12. The applicant or the person on whose behalf the application for permit was made has on prior occasions made material misrepresentations regarding the nature or scope of the event or activity previously permitted or has violated the terms of prior permits issued to the applicant;
13. The proposed use or activity would interfere with the Institute's normal use of its property, including but not limited to interference with a facility or blocking pedestrian and/or vehicular traffic;
14. The applicant intends to sell, distribute or consume alcoholic beverages in any academic building or space, or to do so at any other location on the premises of the Institute without prior written authorization from the President;
15. The proposed use or activity intended by the applicant would present an unreasonable risk of substantial damage to property of the Institute and/or of persons lawfully present on Institute property.

6.6 Procedure for Review of Denials

1. If the request for use of facilities is denied, any sponsoring person or organization may file an appeal with the Chair of Committee on Use of Institute Facilities (see **Section 6.2**) not later than five (5) business days after the notice of denial is sent.
2. The Committee on Use of Institute Facilities will consider the appeal within seven (7) business days after filing. The Committee on Use of Institute Facilities, in its sole discretion, may request that the aggrieved party and the appropriate scheduling officer appear before the Committee on Use of Institute Facilities.
3. The Committee on Use of Institute Facilities shall, within seven (7) business days from the date on which the appeal was filed, serve upon the applicant a decision affirming, modifying or reversing the denial. If necessary, the Committee on Use of Institute Facilities will attempt to expedite its review.
4. Notice shall be deemed served upon the applicant when it is personally delivered or when it is sent by email or United States mail, with proper postage prepaid, to the name and address set forth on the application for permit.
5. If the appeal is neither granted nor denied within seven (7) business days after it was filed, it shall be deemed granted, and the invitation to a non-Institute speaker may be issued.
6. If the appeal is denied by the Committee on Use of Institute Facilities, the sponsoring person or organization may file an appeal with the President not later than seven (7) business days after the notice of denial is sent. The appeal should be submitted to the Office of the President.
7. The President shall deliver his/her decision within seven (7) business days after receipt of the appeal. Such notice shall be deemed delivered to the applicant when it is sent by email or United States mail, with proper postage prepaid, to the name and address set forth on the application for permit;

8. If the appeal is neither granted nor denied within seven (7) business days after it was filed, it shall be deemed granted, and the invitation to a non-Institute speaker may be issued.
9. Appeal from the decision of the President may be made to the Board of Regents in accordance with the Board of Regents' Policies.

6.7 Form of Appeals

Any appeal filed pursuant to Section 6.6 of this procedure shall state succinctly the grounds upon which it is asserted that the denial should be modified or reversed and must be accompanied by copies of the application for permit, the written notice of the determination of the responsible administrator, and any other papers material to the determination.

6.8 Waiver of Requirements or Limitations

Any requirements in this procedure may be waived by the appropriate scheduling officer, in consultation with the Chair of the Committee on the Use of Institute Facilities, for property under the jurisdiction of the officer granting the waiver.

6.9 Rental or License of Facilities by Non-Institute Persons or Organizations

6.9.1 Conditions of Rental or License

The physical facilities of Georgia Tech are not generally available for rental or license. Under specific conditions, however, the President may authorize or delegate the approval for the license or rental of physical facilities of the Institute, under certain conditions.

The conditions include, but are not limited to, the following:

1. The facilities involved are not required during the period of intended license/rental for any Institute purpose.
2. The use of the facilities shall be restricted to purposes that will benefit directly a major segment of the population of Georgia Tech in an educational or entertainment context, or which are compatible with the academic and residential functions and responsibilities of the Institute.
3. The non-Institute parties seeking the license or rental must demonstrate sound financial and management capabilities related to responsible utilization of the facilities and must provide an IRS ID number, bonding, and insurance protection.
4. The rental/license rate shall be set at fair market value as determined from the current rate for similar facilities in the City of Atlanta. Adjustments may be made for events that are sponsored and managed

by the appropriate committees of Student or Faculty Governments or by Tier One or Tier Two student organizations (as defined by the SGA by-laws).

5. The net income from all licenses/rentals shall be utilized to support related programs, or to maintain and improve the physical facility that is used to generate such income.
6. Individuals or organizations using Institute facilities under these provisions shall not use the name of the Georgia Institute of Technology, University System of Georgia Board of Regents, or the State of Georgia in advertising or in any other manner to state or imply sanction or sponsorship.
7. During such use Georgia Tech police and other duly empowered police, security officers, public safety officials and EMT's assigned to the facilities shall be required and instructed to observe and enforce all applicable laws.

In addition, non-Institute persons or organizations permitted to use Institute facilities must:

1. Sign an agreement with the Institute for use of its facilities.
2. Obtain and provide a certificate of liability and property damage insurance (without deductible) that names Georgia Institute of Technology as an additional insured. The liability limits will depend on the nature of the activity and shall be set by the Office of Risk Management.
3. Reimburse the Institute for additional costs for police, maintenance, etc., incurred in connection with the scheduled activity or event (see Section 6.9.4).
4. Ensure that all promotion and advertising of event involving the use of Georgia Tech identifies the non-Institute person or organization sponsoring the event.
5. Provide any necessary support personnel not provided for in the contractual agreement with the Institute (i.e., ticket sellers, box office personnel, ushers, support crew, security, etc.).
6. Ensure that all non-Institute decoration, staging and equipment meet State Fire Code provisions and all other applicable safety standards and regulations prior to their installation and use.
7. Provide evidence of their ability to meet all expenses in advance of the event.
8. Arrange food and beverages through the campus concessionaire, where applicable.
9. Comply with the policies of the Board of Regents, the Institute and the State of Georgia concerning alcoholic beverages, tobacco and smoke-free products, and campus carry guidelines on campus.
10. Take reasonable care to ensure the physical safety and health of the participants and spectators.

6.9.2 Classification of Activities and Events

Use of Georgia Tech facilities by an external organization for an activity or event will be classified in the following levels:

Level 1 is an activity that affects the venue itself and will have no impact on other campus functions or services.

Examples: A team wishes to use Roe Stamps Field for a practice on an hourly basis. A team wishes to rent a specific number of lanes to practice in the Campus Recreation Center Aquatic Center. A small group wishes to use a particular facility for a short-term activity.

Level 2 is an event that will have an effect on campus services adjacent to the venue.

Examples: A swim event at the Campus Recreation Center (CRC), or a concert, which will affect such campus services as parking and landscape.

Level 3 is an event that will have a major impact across the campus, and that will require coordination of a wide variety of campus facilities and/or services. These events may involve scholarly conferences, academic camps, commercial films or television, attract a large media contingency, and require significant traffic control, security, and parking.

Examples: Georgia State Games, USA National Championship, International Championship, a large outdoor concert, State High School Basketball Championship at McCamish Pavilion, or a city-wide marathon race.

6.9.3 Reservation Process

1. All Level 1 and Level 2 requests for the use of any Georgia Tech facilities from sources external to the Institute must be submitted to the appropriate contact as listed at <https://space.gatech.edu/georgia-tech-buildings-that-rent-spaces-to-external-clients>. The appropriate building contact will evaluate such requests under applicable Institute policies. Level 3 requests must be made in writing to the Executive Vice President for Administration and Finance or his/her designee.
2. Once the initial inquiry has been made, the date for the event will be checked with the appropriate scheduling officer. The following considerations will be reviewed:
 - a. The availability of the desired facility;
 - b. The description of the proposed event;
 - c. The organization's ability to meet expenses and the attendant costs for the event;
 - d. Anticipated attendance;
 - e. Supervision and control of the facility;
 - f. Supervision of the event;
 - h. Admission charges, ticket printing and sales;
 - i. Staffing of box office and gate;
 - j. Care and disposition of the monies collected for the event;
 - k. Publicity;
 - l. Food service;
 - m. Alcoholic beverages;
 - n. Police and custodial coverage;

- o. Insurance requirements;
- p. Fire code regulations;
- q. EMT services;
- r. Program or activity accessibility;
- s. Crowd control;
- t. Provisions for guests;
- u. Signing of contracts or agreements for facility and services;
- v. Needed equipment and/or special services;
- w. Accounting for any income derived from the event;
- x. Set-up of the facility;
- y. Compliance with all other Institute regulations, federal and state laws;
- z. Clean-up and restoration of the facility to its original condition;
- aa. Parking considerations;
- bb. Housing needs;
- cc. Coordination of campus support services; and
- dd. Waste removal and recycling.

3. Insurance

Once it is determined to accommodate the event, the external organization must produce proof of appropriate insurance coverage, as determined by the Office of Risk Management. The appropriate scheduling officer will be responsible for processing the contract, obtaining the insurance certificate, explaining the charges associated with the event, and completing all necessary paperwork for the event.

4. Contracts

At the time the insurance coverage is presented, two originals of a Georgia Tech contract must be signed by the external organization. The contracts are then sent to the appropriate administrator for execution. Once executed, a copy of the contract is sent to the external organization and a copy is kept on file by the scheduling officer. The external organization is to be given no confirmations or guarantees until the contracts have been executed. When the contracts have been executed, a copy will be sent to the event organizer.

5. Advertising

Advertising shall not begin nor shall invitations be extended until after the proposed event has been approved and all contracts fully executed.

6.9.4 Charges for Use of Georgia Tech Facilities

Depending on the nature, duration, and special requirements for events, the following charges may be assessed:

1. Use of Facility;
2. Event Supervision;
3. Police;
4. Maintenance and clean up (i.e. electricians, custodians, grounds crew, etc.);
5. Equipment and Supplies;
6. Outside Personnel;
7. Student Assistants;
8. Special Services; and
9. Parking.

All charges will be explained to the potential user prior to signing a contract with the Institute for the use of its facilities. A deposit may be required at the time of the permit holder signing a contract. For the Ferst Center for the Performing Arts, the balance of all charges due no more than thirty (30) days following the receipt of an invoice. For all other event venues, the balance of all charges is due within fourteen (14) days following the receipt of an invoice. Invoicing of activities will be a function of the appropriate scheduling officer for the facility rented and shall comply with all Georgia Tech policies and procedures governing accounting activities.

6.9.5 Student Organization Co-Sponsored Event

If a Georgia Tech student organization co-sponsors an event with an external partner, the event will be treated as an external event under these procedures.

An event is a co-sponsorship if an individual student or student organization:

1. Advertises the event as co-sponsored by an off-campus person or organization;
2. Operates the event as agent of, or for the benefit of, an off-campus person or organization, except when the purpose of the event is to solicit charitable contributions;
3. Distributes any proceeds of the event to an off-campus person or organization, except for the proceeds of charitable contributions solicited;
4. Pays fair market price for goods or services provided to the student organization; or
5. Reserves a room or space for the use of an off-campus person or organization.

Co-sponsorship by a student organization requires the following:

1. That a member of the student organization be designated and known as the "Institute Host". The "Institute Host" shall:
 - a. Be responsible for planning the event and preparing the budget that will detail anticipated expenses and revenues;
 - b. Attend the event to ensure that it is conducted properly and Institute policies are followed; and
 - c. Become the single point of contact for the external group.

2. A contract in the form prescribed by the Institute must be executed between the outside organization and the Institute.

6.10 Severability

If any provision of these procedures or the application thereof to any person or circumstance be held invalid, the remainder of these procedures and the application of such provisions to other persons or circumstances shall not be affected thereby. The Institute reserves the power to amend or repeal these procedures at any time; and all rights, privileges and immunities conferred by these procedures or by acts done pursuant hereto shall exist subject to such power.

6.11 Institute Facilities that Permit External Users to Rent Space and Their Scheduling Officers

As used in Section 6, refer to the list of building or space scheduling officers who are responsible facilities that permit external users to rent space: <https://space.gatech.edu/georgia-tech-buildings-that-rent-spaces-to-external-clients>.