

## Office of Classroom Scheduling

Office Hours: Monday – Friday 8:30 AM – 5:15 PM

Phone: (404) 413-2231 or (404) 413-2280

E-mail: [regreservation@gsu.edu](mailto:regreservation@gsu.edu)

## Weekend and Semester Break Reservations

### WEEKEND AND SEMESTER BREAK BUILDING USAGE

- ❖ **All reservations held on Weekends and during Semester Breaks will be subject to a building usage fee of \$40.00 per hour per building during the following situations:**
  - Reservations on Fridays after 6:00 PM in Aderhold
  - Reservations on Saturday in any building **except** Classroom South, Langdale Hall, and College of Education
  - Reservations on Saturdays before 8:00 AM and after 5:00 PM in any building
  - Reservations on Sundays in any building
  - Reservations on Weekdays during Semester Breaks in any building **except** Classroom South, Langdale Hall, College of Education, and Sparks
  - Reservations on Weekdays during Semester Breaks before 8:00 AM and after 5:00 PM in any building
- ❖ **Weekend Reservations for Aderhold:**
  - Reservations must be submitted at least three weeks (15 business days) in advance of event in order to secure custodial and security services
  - Reservations must be a minimum of 4 hours long
  - In order to obtain a refund, written cancelled notice must be received within 48 hours of planned event
- ❖ **General classrooms in the following buildings may be reserved on Saturdays for events and programs sponsored or hosted by Georgia State, at no cost for the times listed:**

Classroom South	8:00 AM - 5:00 PM
College of Education	8:00 AM - 5:00 PM
Langdale Hall	8:00 AM - 5:00 PM
- ❖ **General classrooms in the following buildings may be reserved on Weekdays during Semester Breaks for events and programs sponsored or hosted by Georgia State, at no cost for the times listed:**

Classroom South	8:00 AM - 5:00 PM
College of Education	8:00 AM - 5:00 PM
Langdale Hall	8:00 AM - 5:00 PM
Sparks	8:00 AM - 5:00 PM
- ❖ **No reservations are permitted in Petit Science Center on Weekends or Semester Breaks.**
- ❖ **Credit hour-generating activities, examinations, orientations, recruitment events, etc. requiring classrooms on weekends should be scheduled at times and in the buildings listed above in order to avoid building use fees.**
- ❖ **Please Note: Reservations on Weekends and during Semester Breaks may be limited due to maintenance and construction projects, which cannot be undertaken while classes are in session.**

### REASONS FOR THE BUILDING USAGE FEE

- ❖ **The Building Usage Fee is intended to help defray the extra cost of building operations incurred for events held when classes are not in session and during the times the building is normally closed.**

- ❖ **Extras services include:**
  - Police to open and secure buildings
  - Police patrols around the buildings while events are being held
  - Housekeeping services to ensure classrooms, hallways and restrooms are ready when classes resume.
- ❖ **The fee does not include technology support.**

#### **BUILDING USAGE FEE PAYMENT**

- ❖ **The fee of \$40.00 per hour per building will apply to all hours or fraction thereof for each event reservation.**
  - Events and programs using more than one building will be subject to building usage fees for each building used.
  - The full fee must be paid for each event or program reservation in a given building, even if reservations made by different sponsors overlap.
- ❖ **Fees must be paid at least five business days prior to the event start date or the reservation will be cancelled.**
  - Reservations requiring fee payment that are made less than five business days before the start date of the event cannot be guaranteed.
- ❖ **Payments are required via speed-type through your department or organization prior to your event.**
  - The speed-type is required at the time of the request and must be entered on the Reservation Request Form.
  - After the initial processing of your request and receipt of any required approvals, you will receive an invoice for your event via e-mail, and your speed-type will be charged.
  - Once payment has been verified, the requestor will be sent the Event Confirmation and Room Access Information Sheet via e-mail.

#### **BUILDING USAGE FEE REFUNDS**

- ❖ **If you must cancel your event after Building Usage Fees have been paid, a refund may be requested.**
  - Refund requests must be sent via e-mail to [regreservation@gsu.edu](mailto:regreservation@gsu.edu).
  - Requests must be received at least five business days prior to the start date of the event.
  - Refund requests will be denied if received less than five business days before the event start date.
  - Please allow five business days for processing.

#### **REGULATIONS FOR WEEKEND AND SEMESTER BREAK BUILDING USAGE**

- ❖ **The unit making a classroom building reservation will be responsible for having a Georgia State employee, faculty or staff member present and in the building for the duration of the reservation.**
  - The employee, faculty or staff member present must have a cell phone for contacting Georgia State Police at 404-413-2100 in the event of an emergency.
- ❖ **The unit making a classroom building reservation will be responsible for ensuring that all rooms used for their event or program are left in a state approximating that upon arrival.**
  - Furniture must be returned to the original arrangement of furniture.
  - Instructor desks with instructional technology equipment and tables with computer and electrical connections are NEVER to be moved because of breakable connections underneath the furniture.
  - If the event or program includes meals or snacks, all refuse from such must be collected in plastic garbage bags supplied by the sponsoring unit. The garbage bags may be left in the hallway for removal by housekeeping services.