

FACILITIES RESERVATIONS

Section: Residence Halls

Policy: Reservation of space in and around each residence hall and apartment building is coordinated by the respective community office.

Purpose: The purpose of this policy is to provide guidelines regarding the reservation of space in and around each residence hall and apartment building. The common space in the residential facilities are dedicated first to the used of residents. Prior for use is for students, staff, hall council and Residence Hall Association (RHA).

Scope: This policy applies to the University of Georgia community.

Procedure:

- I. All requests for facilities reservations should be made directly to the appropriate community office. The area/senior coordinator will decide if the request is approved. A list of available spaces is included at the end of this policy.
- II. Only University Housing staff and residents, registered student organizations and university departments may reserve facilities and space in or around the residence halls or apartments.
- III. Reservations should be made at least one week in advance and no earlier than the start of the semester the event is intended to take place, unless permission is granted by the area/senior coordinator. Non-housing departments or organizations are not permitted to reserve housing facilities during hall openings, closings or during final exam periods.
- IV. Requests may be denied if space is not available or upon the discretion of the area/senior coordinator for reasons including:
 - A. The space has been reserved so much that residents' access has been significantly limited.
 - B. The person or group has reserved the space more than twice within the month.
 - C. The event that is to occur in the space would be too disruptive to the community (e.g. noise).
- V. University Housing staff, community/hall council/board and RHA have priority in reserving space for programs targeted to building residents. Reservations will be confirmed through the appropriate community office.
- VI. A room rental fee of \$75 will be charged to all non-housing sponsored events or non-housing student organizations. The area/senior coordinator of the facility may assess any damages to equipment and/or facilities. The administrative assistant will notify Housing Business and Human Resources (HBHR) to create an invoice to send to the campus department or student organization for payment.

- A. The minimum charge for set-up of \$10 is included in the room rental fee.
 - B. Minimum charge for trash removal and cleaning is \$35 which is included in the room rental fee.
 - C. If clean-up or repair for excessive damage occurs, additional charges will be assessed.
 - D. Those reserving the space must complete the Facilities Reservation Form at time of reservation.
 - E. Reservations must be canceled at least 24-hours in advance of the program or the reserving group will be held responsible for the set-up charges.
- VII. Limited use of AV equipment may be available. The individuals must indicate their need to use equipment on the reservation form and meet with the administrative assistant of that community prior to event during business hours to discuss the use of the equipment. Not all reservable spaces have AV equipment available.
- VIII. Typical reservation hours are from 8 a.m.-10 p.m. See the appropriate area/senior coordinator for more information. The University Housing staff responsible for the area reserved may suspend any activity that is too loud or disrupts the hall quiet hours (typically beginning at 10 p.m.) and/or surrounding residential area. The event coordinator for the activity is expected to assist housing staff in communicating this and other important information to event participants.
- IX. University Housing reserves the right to require any sound system that is interfering with the normal operations of the residential area to be turned off. University Housing may restrict or deny the use of amplified sound systems that would interfere with other events or activities scheduled in the surrounding area. All persons/groups sponsoring live music must obtain permission from the area/senior coordinator at the time the reservation is made. Sound reinforcement of live music may not include sub-woofers, long throw speakers, speakers larger than 15 inches or heavy percussion, including large drums and heavy bass.
- X. Kitchen facilities may not be available to departments or student organizations outside University Housing. Check with the appropriate community office for additional information.
- XI. Electrical power cords or other items may not obstruct hallways or access.
- XII. Lit candles are not allowed in any housing facilities.
- XIII. Confetti and glitter are not allowed.
- XIV. All University Housing facilities are tobacco-free environments. This includes vape pens.

- XV. Facilities are intended for group meetings, educational events, and other special events. The facilities are not intended for personal use (e.g., instrument/band practice, dance practice).
- XVI. All reserving groups are responsible for following the rules and regulations of the University of Georgia found in the Student Handbook https://dos.uga.edu/content_page/welcome-uga-student-handbook and the University Housing Community Guide https://housing.uga.edu/sa_docs/resources/community_guide.pdf. Any group failing to abide by these policies or the rules and regulations in the Student Handbook or Community Guide may lose privileges to reserve space in University Housing facilities and/or may face administrative or a referral through a student conduct process.
- XVII. No alcoholic beverages may be consumed in any public space of any residence hall. Failure to follow the alcohol policy will result in a referral through a student conduct process. In addition, the student may be subject to arrest for violating state and/or federal law. Illegal drugs are not permitted in the residence halls and possession of such drugs will result in a referral through a student conduct process.
- XVIII. Groups may not show movies in public spaces without proof of permission from the appropriate authorized distributor or copyright holder. Showing rented movies without this proof of permission may be a violation of copyright law.

Residence Hall Facilities List

Brown Hall

Reservations made by calling the Health Sciences Campus Community Office, 706-713-2654

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Conference Room	012	Yes	NA	10
Community Room and Kitchen	161	Yes	50	35

Brumby Hall*

Reservations made by calling the Creswell Community Office, 706-542-8344

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room

*Brumby space will be closed and unavailable to reserve until the renovation is complete in the fall of 2021.

Creswell Hall

Reservations made by calling the Creswell Community Office, 706-542-8344

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Main Study Space Southwest	101	No	N/A	70
Kitchen and Dining South	103 and 103A	No	N/A	16
Glass Conference Room South	103B	No	N/A	10
TV Lobby South	133	Yes	150	70

East Campus Village

Reservations made by calling the East Campus Village Community Office, 706-542-2041

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Building 1516 Multipurpose Room	101	Yes	100	70
Building 1516 Classroom	113	Yes	70	50
Busbee Hall Multipurpose Room	119	No	30	15
McWhorter Hall Conference Room	116	No	N/A	6
McWhorter Hall Multipurpose Room	118	No	30	15
Rooker Hall Cindy Rooker Fireside Lounge	120	Yes	150	90
Rooker Hall Conference Room	515	No	N/A	10

Vandiver Hall Conference Room	103	No	N/A	8
Vandiver Hall Conference Room	137	No	N/A	6

University Village

Reservations made by calling the University Village Office, 706-542-1473

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
University Village Community Room	103	Yes	60	45

Hill Community

Reservations made by calling the Hill Community Office, 706-542-5934

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Boggs Hall TV Lounge	112	No	30	20
Church Hall TV Lounge	101	No	30	20
Hill Hall TV Lounge	106	No	30	20
Lipscomb Hall TV Lounge	103	No	30	20
Mell Hall TV Lounge	117	No	30	20
Morris Hall Lounge	113	No	15	10
Morris Hall Kitchen	123	No	3	3
Oglethorpe House Lounge	B60	No	30	20
Oglethorpe House TV Lounge	137	Yes	50	30

Myers Community

Reservations made by calling the Myers Community Office, 706-542-5217

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Mary Lyndon Kitchen	126	No	50	25
Mary Lyndon Parlor (East)	233	No	40	20
Mary Lyndon Parlor (West)	234	No	40	20
Myers Programming Room	141 141A	Yes	100	70
Myers Kitchen	142	No	3	3
Myers Conference Room A	143	Yes	NA	16
Myers Conference Room B	139	Yes	NA	6
Myers Conference Room C	138	Yes	NA	6
Rutherford Programming Room	234	No	100	70
Rutherford Library	138	Yes	NA	15
Soule Lobby	112	No	50	20

Reed Community

Reservations made by calling the Reed Community Office, 706-542-3753

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Payne Hall Lobby	129	No	40	15
Payne Hall Kitchen	No Number	No	30	10

Reed Hall Program Room	B32	Yes	70	60
Reed Hall Main Lobby	137	Yes	30	40

Russell Hall

Reservations made by calling the Russell Community Office, 706-542-8331

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Main Lobby	276	Yes	200	100
Community Kitchen	392	No	NA	8
Conference Room/Group Study	393A	No	NA	15

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