

## **FACILITIES RESERVATIONS**

**Section:** Residence Halls – All 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.

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

**Procedure:**

- I. All requests for facilities reservations should be made directly with the appropriate community office. The area coordinator or 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 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. University Housing staff, community/hall council and the Residence Hall Association have priority in reserving space for programs targeted to building residents. Reservations will be confirmed through the appropriate community office.
- V. A room rental fee of \$40 may be charged to all non-housing departments or non-Housing student organizations. Minimum charges for trash removal and cleaning are \$35. Special set-up requests may require the submission of an additional form in each office. Contact the office responsible for making the reservation to obtain additional information. Reservations must be canceled 24-hours in advance of the program or the reserving group may be held responsible for the set-up charges. Any damages to equipment and/or facilities may be assessed by the area coordinator of the facility on an individual basis.
- VI. Typical reservation hours are from 8 a.m.-10 p.m. Spaces in more private areas may have extended hours. See the appropriate area coordinator for more information. Any activity in an interior or exterior space that is too loud or disrupts the hall quiet hours (typically beginning at 10 p.m.) and/or surrounding residential area may be suspended by the University Housing staff responsible for the area reserved. The coordinator for the event is expected to assist housing staff in communicating this and other important information to event participants.
- VII. University Housing reserves the right to require any sound system that is interfering with the normal operations of the residence halls, apartment buildings or surrounding buildings 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 coordinator at the time the reservation is made. Sound reinforcement of live music may not include sub-woofers, long throw speakers, woofers larger than 15 inches or heavy percussion including large drums and heavy bass.

- VIII. Kitchen facilities may not be available to students or organizations outside University Housing. Check with the appropriate office for additional information.
- IX. Electrical power cords or other items may not be run to obstruct hallways. Exterior doors cannot be propped open. No cords may be run from outside the residence hall to an interior outlet by non-Housing organizations.
- X. No candles with flames are allowed in any housing facilities.
- XI. Confetti may not be allowed in some facilities (especially carpeted facilities). Check with the appropriate office for additional information.
- XII. The group/person responsible for reserving the space should be aware of accessible restrooms for participants.
- XIII. All University Housing facilities are tobacco-free environments.
- XIV. No vehicles may be parked on university grounds around the residence halls or apartment buildings, in designated reserved spaces (without the proper decal), or in designated fire lanes during an event.
- XV. Organizations outside of University Housing cannot reserve facilities excessively at the sole direction of the area coordinator.
- XVI. Facilities are intended for group meetings, educational events, and other special events. The facilities are not intended for personal use (i.e. instrument/band practice).
- XVII. University Housing groups may fundraise inside buildings managed by University Housing. Non-housing groups are not allowed to fundraise inside buildings managed by University Housing unless they have prior approval from the associate director for residence life or the associate director for staff development and student conduct. Fundraising may only take place in the public areas of the residence halls and University Village. Fundraising activities outside the halls must comply with guidelines in the Student Handbook.
- XVIII. All reserving groups are responsible for following the rules and regulations of the University of Georgia (found in the Student Handbook) and University Housing (found in the Community Guide).
- XIX. 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.
- XX. 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.

XXI. 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.

XXII. Residence Hall Facilities List

**Brumby Hall**

Reservations made by calling the Brumby Community Office, 706-542-8250

Room Name	Location	Non-Housing Organizations May Reserve?	Standing Room	Sitting Room
Rotunda	Main Lobby	Yes	150*	80
Multipurpose Room	Main Lobby	Yes	60	22*
Conference Room	Main Lobby	Yes	30	12*
Brumby Beach	East Lawn	Yes	200	N/A

**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
TV Lounge	South Lobby	Yes	150*	70
Main Lobby	North Lobby	Yes	150*	70
Conference/Classroom	1 <sup>st</sup> Floor North	Yes	N/A	32*
Bolton Plaza (outside)	1 <sup>st</sup> Floor East	Yes		N/A
Finley Street Plaza (outside)	1 <sup>st</sup> Floor West	Yes		N/A
First Floor Kitchen and Dining	1 <sup>st</sup> Floor South	No	N/A	16

Main Study Hall	1 <sup>st</sup> Floor Southwest	No	N/A	70
Glass Conference Room	1 <sup>st</sup> Floor South	No	N/A	10

### 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
ECV Plaza	Lawn between all buildings	Yes	N/A	N/A
Conference Room	Bldg 1512	No	N/A	10*
Conference Room	Rooker Hall Room 515	No	N/A	10*
Cindy Rooker Fireside Lounge	Rooker Hall	Yes	150	94
Patio	Rooker Hall	Yes	35	N/A
Conference Room	Vandiver Hall Room 103	No	N/A	8*
Conference Room	Vandiver Hall Room 137	No	N/A	6*
Multipurpose Room	McWhorter Hall	No	30	16*
Conference Room	McWhorter Hall	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
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Community Room	University Village Office	Yes	50*	50
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### 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
TV Lounge	Boggs Hall Lobby	No	30*	20
TV Lounge	Church Hall Lobby	No	30*	20
Lawn and Patio	Area Between Church and Boggs Halls	Yes	100	N/A
TV Lounge	Hill Hall Lobby	No	30*	20
TV Lounge	Lipscomb Hall Lobby	No	30*	20
TV Lounge	Mell Hall Lobby	No	30*	20
Lawn	Between Mell and Lipscomb Halls	Yes	100	N/A
TV Lounge	Oglethorpe House Lobby	Yes	50*	30
Lounge	Oglethorpe House Basement	No	30*	20

### 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	Basement	No	50*	25

Rutherford Library	Basement	Yes	15	15
Mary Lyndon Parlor (West)	Main Lobby	No	40*	20
Mary Lyndon Parlor (East)	Main Lobby	No	40	20*
Myers Quad	S. Sanford Dr.	Yes	unlimited	unlimited
Soule Lobby	Main Lobby	No	50	20
Myers Programming Room	Main Lobby	Yes	100	70
Rutherford Lobby	Main Lobby	Yes	100	75
Myers Conference Room C	1 <sup>st</sup> Floor	No	0	16
Myers Conference Room B	1 <sup>st</sup> Floor	No	0	6
Myers Conference Room A	1 <sup>st</sup> Floor	No	0	6
Rutherford Programming Room	2 <sup>nd</sup> Floor	No	100	70*

### 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
Reed Hall Program Room	Main Lobby	Yes	70*	60
Reed Hall Main Lobby	Main Lobby	Yes	30	40*
Reed Hall Conference Room	Main Lobby	Yes	20	10*
Payne Hall Lobby	Main Lobby	No	40	15*
Payne Hall Kitchen	Basement	No	30	10*
Reed Quad	Lawn North of Reed Hall	Yes	500	500

Payne Quad	Lawn between Milledge and Payne Halls	Yes	100	80
Building 1516 Multi-Purpose Room	Multi-Purpose Room	Yes	392	280
Building 1516 Classroom	Classroom	Yes	74	53

### **Russell Hall**

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

<b>Room Name</b>	<b>Location</b>	<b>Non-Housing Organizations May Reserve?</b>	<b>Standing Room</b>	<b>Sitting Room</b>
TV Lounge	Main Lobby	Yes	150*	70
Classroom 393	Academic Center	Yes	N/A	25
Classroom 395	Academic Center	Yes	N/A	35
Basketball Courts	West Side of Bldg.	Yes	200*	150

\* denotes the existing set-up for the room

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