J. Mack Robinson College of Business

ROOM RESERVATION POLICY

The J. Mack Robinson College of Business (“RCB”) has meeting space (“facility(ies)”) available for conducting meetings, training sessions and workshops for the RCB and Georgia State University (“GSU”) community. A faculty or staff representative is the exclusive contact and must actively participate in the event and assumes responsibility for all reservation arrangements. All requests for use of a facility under the direction of the RCB Dean’s Office are made and confirmed by the RCB Dean’s Office.

**Scheduling Priority**

RCB faculty and staff are given first priority in the reservation process. External GSU departments may utilize the facilities but receive second priority. Last priority is given to non-affiliated groups.

RCB faculty and staff will have exclusive rights to make new reservations during the first week of classes for the Fall and Spring semesters. After the first week of classes, all other reservations will be accepted on a first come, first served basis.

**On-going or Long Term Reservations**

Ongoing meetings or weekly meetings will only be accepted from RCB faculty and staff. Conference rooms can not be used for regularly scheduled class sessions. On some occasions, academic classes are allowed to use conference rooms upon prior permission granted from the RCB Dean’s Office.

**Confirmations**

All persons requesting space must submit an email request to RCBRoomReservations@.gsu.edu. Room reservation requests are not official until the RCB Dean’s Office replies to the email confirming reservation or explaining the reason for denial of the request. **Your reservation is not confirmed until you have received an email approving your request.** No event should be announced until the RCB Dean’s Office has provided email confirmation.

**Cancellations**

If it is necessary to cancel a reservation, notify RCBRoomReservations@gsu.edu at least three business days prior to the reservation. Failure to honor a reservation without canceling three business days in advance may restrict future use of the facilities.

**Administrative Cancellations/Changes**

It is the responsibility of the RCB Dean’s Office to ensure that rooms are used in the best interest of RCB and/or GSU. In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with a high-priority function. These instances occur infrequently and the RCB Dean’s Office staff will make every effort to work with the faculty or staff representative to provide alternative accommodations.

**Extended Building Hours**

Early or late access requests can be made through the RCB Dean’s office. These requests are designed to accommodate confirmed events where start and/or end times exceed normal business hours (8:30 AM – 5:15 PM, Monday through Friday). Early access is determined by the actual time the faculty or staff representative would like access to the reserved space. Late access is determined by the actual time the faculty or staff representative (and participants) is expected to vacate the premises. All arrangements must be made at time of original request.

For reservations that extend beyond business hours, require that either a member from the faculty or staff be present at all times during the event. The designated faculty member or staff person will be fully responsible for making sure that all attendees have exited the building once the event has ended and responsible for securely locking the
conference room upon departure. All trash generated from the event must be emptied in the trash bends located on
the basement level to the left of the elevators. The room must be arranged back to its original condition before
departing.

Audio-Visual Use
A/V training from RCB Systems Support is required prior to the date of the meeting for utilizing any of the
conference rooms’ audio-visual equipment. Systems Support can be contacted directly at x3-7100 to schedule
training. External users must provide their own laptop and are responsible for their meeting set-up needs.

Signage
If your event requires the use of directional or informational signs, arrangements must be made through the RCB
Dean’s office staff to secure sign holders. Affixing signs to walls, columns, doors, windows, rails, ceilings, floors or
furniture is prohibited.

Decorations
- No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, windows, ceilings,
columns, doors, doorframes, staging, curtains or draperies, or other surfaces.
- Decorations and displays that require flame, sand or water-filled items are prohibited.
- All decorations and materials must be removed by the sponsoring facilitator immediately following the
meeting; failure to do so will result in the items being discarded.
- Departments or Units will be billed for any damage to surfaces and/or any excessive cleaning requirements.
- All sponsoring facilitators are required to return the room to its original condition before departing. All
trash should be placed inside the trash receptacles. The conference room should be free and clear of all
trash and debris and all decorative materials removed.

Alcoholic beverages
The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by
the GSU is strictly prohibited. Only the President or his designee, or the GSU Office of Legal Affairs may make
exceptions.

Requests for alcoholic beverage service must be approved through the alcohol review process. To submit a request
form to serve alcohol and to review GSU’s alcohol policies, please visit GSU Office of Legal Affairs webpage at
http://www2.gsu.edu/~wwwola/policies/alcohol.html The Request to Serve Alcohol form must be approved by
the Georgia State Legal Department no less than two weeks prior to the event.

Smoking
The use of all tobacco products is prohibited in all GSU facilities. This includes all offices, leased spaces, and
doorways, meeting rooms, restrooms, dining areas and loading areas.

Drugs
Use or possession of any illegal drugs is strictly prohibited.

Gambling
Gambling, in any form, is not permitted.

Animals
Animals, other than those trained to assist the disabled, are not permitted in RCB without prior approval from the RCB
Dean’s Office. Exceptions may be requested in writing to the RCB Dean’s Office 10 business days prior to the event.
Personal Sound Devices
No portable radios, portable personal audio devices, MP3 players, cassette decks, compact disc players, instruments or other sound devices can be operated without personal earphones in the common areas of the RCB without prior approval.

Hallways and Stairwells
In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent RCB authorized item, such as a trash receptacle. Easels, display boards or other items are not to be placed in hallways and stairwells without approval from the RCB Dean’s Office.

Lounges and Other Common Areas
Lounges and other common areas are intended for use by the RCB’s faculty and staff. External individuals and groups without authorized approval to use these facilities are prohibited from doing so and will be asked to leave.

Trash Receptacles
Only RCB trash receptacles should be located in common areas. Other receptacles are to be located in their respective offices, rooms and suites. All trash should be placed inside these trash receptacles. Should an event generate excessive trash that is unable to be placed in the provided trash receptacles, excess trash must be taken to the large barrels in the basement to the left of elevator #1.

Damage and Loss
All individuals using RCB’s facilities are expected to take reasonable steps to ensure proper care of the meeting space and equipment. Accidental damage, repair and replacement costs are the responsibility of the sponsoring facilitator, department or group.

Intentional misuse, vandalism, defacing and/or destruction of RCB facilities and/or equipment are prohibited.

Property of the RCB (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without the approval of the RCB Dean’s Office.

RCB reserves the right to make judgments concerning any facility usage that are in the best interest of RCB and GSU. RCB maintains the right to cancel without advance notice any event not in compliance with these regulations. It is the responsibility of the person requesting the facility and services to ensure that the event and patrons are in compliance with all applicable regulations.

• All events and patrons are subject to state laws, rules and regulations of RCB and GSU policies.
• For your safety, security, and convenience the Building Managers and Public Safety personnel conduct periodic rounds throughout RCB facilities. They must be able to enter all spaces at any given time. Therefore, doors to conference rooms must remain unlocked and free of obstruction while the event or meeting is in progress.
• RCB Dean’s Office, Public Safety personnel and/or the Building Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise.
• All persons using RCB facilities are to act responsibly. Individuals who display disruptive, dangerous or inappropriate behavior will be asked to leave. All persons reserving or facilitating the meeting should become familiar with the fire codes and the safety policies of the building.

Questions concerning applicable policies may be directed to the RCB Dean’s Office.

RCB Dean’s Office (404) 413-7000
GSU Police (404) 413-2100
Building Manager (404) 413-7003
Building Maintenance (404) 413-0700 (for after hours assistance, leave a voicemail and the call will be dispatched to the on-call personnel on duty)