J. Mack Robinson College of Business
ROOM RESERVATION POLICY
For Student Groups

Student groups are encouraged to hold meetings at the Student*University Center which is designed and staffed for student activities of all sizes. Students can inquire about availability by contacting the Center's reservation office at (404) 413-1870.

If a student group wishes to hold an event within RCB facilities the group’s faculty or staff advisor will be held responsible for the event. Those responsibilities include:

1. Requesting the room reservation
2. Being present for the entire duration of the event
3. Ensuring that the event adheres to all RCB Room Reservation policies (see pages 2-5 below)
4. Checking out room key and securing the room once the meeting has concluded
5. Ensuring that all participants have left the premises

Reservation requests for rooms should include the following information:

1. The day of the week, date and the duration of time needed for the event including setup and clean-up along with the actual start time of the event (e.g. Friday, October 28, 1pm – 5pm; event at 2pm)
2. Description of the meeting (e.g. departmental meeting; guest speaker for BUSA 2103 class; XYZ Company student informational session, etc.)
3. If there will be any non-GSU attendees or presenters. If so, include names or descriptions of those attendees. (e.g. President Jimmy Carter; University Donors; Open to the public)
4. Telephone number of the requestor

Scheduling Contacts

<table>
<thead>
<tr>
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<th>Contact</th>
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<tbody>
<tr>
<td>CEPRIN Conference Room (Room 401)</td>
<td>Vanessa Browne</td>
<td><a href="mailto:vbrowne@gsu.edu">vbrowne@gsu.edu</a></td>
</tr>
<tr>
<td>5th floor Tax Library (Room 502)</td>
<td>Carla Hines</td>
<td><a href="mailto:chines@gsu.edu">chines@gsu.edu</a></td>
</tr>
<tr>
<td>6th floor Conference Room (Room 600)</td>
<td>Veda Jackson</td>
<td><a href="mailto:Vjackson17@gsu.edu">Vjackson17@gsu.edu</a></td>
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<tr>
<td>Manners Room (Room 710)</td>
<td>Erica George</td>
<td><a href="mailto:RCBRoomReservations@gsu.edu">RCBRoomReservations@gsu.edu</a></td>
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<tr>
<td>Computer Lab (Room 821)</td>
<td>Jodie Harper</td>
<td><a href="mailto:RCBRoomReservations@gsu.edu">RCBRoomReservations@gsu.edu</a></td>
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<tr>
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<td><a href="mailto:Dwilson11@gsu.edu">Dwilson11@gsu.edu</a></td>
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<tr>
<td>10th floor Conference Room (Room 1000)</td>
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<td><a href="mailto:yhall@gsu.edu">yhall@gsu.edu</a></td>
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<tr>
<td>11th floor CEAR Seminar Room (Room 1122)</td>
<td>Mark Schneider</td>
<td><a href="mailto:CEAR@gsu.edu">CEAR@gsu.edu</a></td>
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<tr>
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<td><a href="mailto:bstevenson@gsu.edu">bstevenson@gsu.edu</a></td>
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J. Mack Robinson College of Business

ROOM RESERVATION POLICY

The J. Mack Robinson College of Business ("RCB") has meeting space ("facility(ies)") in the main RCB building at 35 Broad Street available for conducting meetings, training sessions and workshops for the RCB and Georgia State University ("GSU") community. A faculty or staff representative must be the exclusive event contact and is responsible for adhering to the policies outlined below.

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### Reservation requests for rooms must include the following information:

1. The day of the week, date and duration of time needed for the event including setup and clean-up along with the actual start time of the event (e.g. Friday, October 28, 1pm – 5pm; event at 2pm)
2. Description of the meeting (e.g. departmental meeting; guest speaker for BUSA 2103 class; XYZ Company student informational session, etc.)
3. If there will be any non-GSU attendees or presenters. If so, include names or descriptions of those attendees. (e.g. President Jimmy Carter; University Donors; Open to the public)
4. Name of the faculty or staff member who will be present for the duration of the event to facilitate the meeting. In the case of student events this must be the faculty or staff advisor.
5. Telephone number of the requestor

### Scheduling Priority

RCB faculty and staff are given first priority in the reservation process. Student Groups and 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.

### Student Groups

Student groups are encouraged to hold meetings at the Student*University Center which is designed and staffed for student activities of all sizes. Students can inquire about availability by contacting the Student*University Center's reservation office at (404) 413-1870.

If a student group wishes to hold an event within RCB facilities the group’s faculty or staff advisor must assume full responsibility for the event. Responsibilities are outlined within the Student Room Reservation Policies document that can be requested by emailing RCBRoomReservations@gsu.edu.
**On-going or Long Term Reservations**

On-going meetings or weekly meetings will only be accepted from RCB faculty and staff. Conference rooms cannot 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 the assigned room scheduling contact. Room reservation requests are not official until the scheduling contact replies to the email confirming reservation or explaining the reason for denial of the request. No event should be announced until the scheduling contact has provided email confirmation.

**Cancellations**

If it is necessary to cancel a reservation, notify the scheduling contact 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.

Reservations that extend beyond business hours require that a faculty or staff member be present at all times during the event. The designated faculty 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.

**Setup and Cleanup**

Conference rooms must be ready for the next user at the completion of your reserved time. Sufficient setup and cleanup time should be requested at the time of the reservation. All event-related items, including food and catering equipment, must be removed prior to the end of the reserved time and chairs and tables must be returned to their original positions. If vacuuming is needed please contact the Building Manager at 3-7003 as soon as possible after the event ends to allow time for custodial staff to arrive.

**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.
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 3-7100 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://www.gsu.edu/legal/36341.html](http://www.gsu.edu/legal/36341.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.

Audio 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. Noise levels within conference rooms must not be loud enough to be heard outside the room. Keep in mind that noise may travel through floors,
ceilings and walls. If meeting noise levels become disruptive to neighboring rooms meeting attendees will be required to reduce the volume or move to a more suitable location.

**Crowd Control**
Meetings shall not under any circumstances exceed the posted capacity of the meeting room. It is the responsibility of the faculty or staff member making the reservation to ensure that the capacity of the assigned room not be exceeded. GSU Police must be contracted in advance for any meeting at which a celebrity or high-profile individual is expected to be present.

**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.

**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.

**Compliance**
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 Manager 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.
- 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.
- 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.

Questions concerning this policy may be directed to Jodie Harper at 404-413-7003 or jodieharper@gsu.edu

**Other Contacts**
- RCB Dean’s Office: (404) 413-7000
- GSU Police: (404) 413-2100
- 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)