

Chartered Student Organizations – Helpful information for using the GT Events Campus Reservation System

Access to make reservations on behalf of a student organization is assigned in the OrgSync application at <https://gatech.campuslabs.com/engage/>. The president of the organization can assign reservation rights to individual members of the organization using OrgSync. These rights will then automatically port over to GT Events within 48 hours. The Office of Student Engagement can assist with using OrgSync.

Once an individual has reservation rights for a student organization in GT Events the following additional reservation templates will be available for making reservations on behalf of the organization.

- Chartered Student Group – Instant Reservation
Provides instant access to the Student Center Cypress, Juniper and Board (359) rooms
- Chartered Student Group – Request Classroom Space
Provides access to larger capacity classrooms in addition to the classrooms available to all students
- Chartered Student Group – Request Event Space
Provides access to the Bradley conference room, Student Center and West Village spaces in addition to event spaces available to all students
- Display Case, Org. Kiosk, Banner, Tech WW space
Provides access to Student Center case, kiosk and banner spaces AND the Tech Walk Way table spaces
- Outdoor Space – Large Events Spaces – 3wks Required
Provides access to large outdoor spaces. **Please note that requests for these spaces must be submitted a minimum of 3 weeks in advance of the event date.**

When completing a reservation request on behalf of a student organization it is important to choose the organization in the Group drop down field on the Reservation Details page.

1 Rooms 2 Services 3 Reservation Details

Reservation Details

Event Details

Event Name * Student Organization Meeting

Event Type * Meeting

Group Details

Group * A Cappella

1st Contact Name * (temporary contact)

Additional information regarding the use of GT Events is located at the links below.

GT Events Help Site – <http://gtevents.gatech.edu>

GT Events Campus Reservation System – <http://gtevents.gatech.edu> click on RESERVE A ROOM

Campus Event Space Requests information – <http://space.gatech.edu/campus-event-space-requests>