

Policy on Food Allowed in Classrooms for Event Reservations

Revised 4-28-16

Centrally scheduled lecture halls and classrooms (“classrooms”) are first and foremost intended as instructional spaces for Georgia Tech student learning. Any other uses of these spaces is a privilege, not a right.

Effective June 1, 2016, food will be allowed in all centrally scheduled classrooms excluding computer labs authorized for event use for students, departments, or schools as long as the following responsibilities are met:

- The requesting party must check the box indicating it intends to have food when making its initial request to reserve the space.
- When you choose to have food at your event, the Chartered Student Organization, department, or school is responsible for the clean-up of the classroom space by the ending time stated on the approved reservation.
- Customers must bag and **remove all trash from the building**.
- Wipe clean all table(s) and desk surfaces **with cleaning products**. For Chartered Student Organizations, these products are stored by the Office of Leadership and Civic Engagement (OLCE) for this purpose.
- All groups must reset the classroom furniture back to its “as is” format.

Failure to comply with the above policies for Chartered Student Organizations will result in:

- First infraction within a semester will be a warning sent to the president of the Chartered Student Organization for which the reservation was made and the person whose name is on the reservation. The Office of Leadership and Civil Engagement will be copied on the warning notice.
- Second infraction within a semester will be a suspension of the Chartered Student Organization’s privilege to reserve space in any centrally scheduled classroom authorized for event use by Chartered Student Organizations, for a period of four calendar months from date of the infraction, through the end of the semester and continuing to the next semester, excluding the summer semester. Once the suspension period is over, the Chartered Student Organization will be allowed to reserve space in centrally scheduled classrooms authorized for event use by Chartered Student Organizations.
- An appeal process will be available for Chartered Student Organizations that wish to provide evidence to prove the infraction is not the fault of the Organization. (NOTE: The process and proposed membership of the appeal committee are being developed and will be included as part of this document.

Failure to comply with above policy for departments and schools could result in loss of privileges for reserving space in that specific classroom.

All current rules for Building Hours and Facility Custodial Fees will remain in place.

Events in instructional buildings ending after 8:00pm Monday through Friday or on weekends may be required to pay a Facility Custodial Fee. All fees are due prior to the date of the scheduled event. Payment for weekend events are due no later than noon the Thursday before the scheduled event.

* “Food” includes beverages, small snacks, pizza, bagels or sandwiches. Excludes fully catered meals that require hot plates, sterno burners, or buffet-style set-ups. Classrooms are reserved “as-is.” Adding outside equipment is prohibited.