

# Guidelines for Events in Centrally Scheduled Classrooms

Georgia Tech Students, Chartered Student Organizations, Schools, and Departments are permitted to reserve space in Centrally Scheduled Classrooms on campus by accessing the online reservations system [GT Events](#)

Alumni and individuals who are not members of the Georgia Tech community may reserve space by [clicking here](#)

## Room Setup:

- Classroom setups come “as is.”
- Changing desk and table setups is prohibited.
- Removing or adding outside equipment or furniture is prohibited.

## Food in Classrooms:

- Catered meals that require hot plates, sterno burners, or buffet-style setups are prohibited in classrooms.
- Guidelines for food in classrooms can be found by [clicking here](#).

## Trash Removal:

- Classrooms must be left clean.
- Trash must be removed from the building at the close of the event. Large dumpsters are located near campus buildings and should be used for this purpose.
- Groups that leave trash behind in classrooms or other areas will be charged for custodial services and may face suspension from use of classrooms until further notice.

## Classroom Use Fees:

- Custodial fees for classroom space apply Monday-Friday, **after 8pm and on Weekends**. Custodial fees for the *Instructional Center* and *West Village* begin at 5pm on Fridays.
- Payments must be made by 12pm no less than three (3) **business days** prior to your event.
- For more information on custodial rules and fees please send an email to [buildingservices@facilities.gatech.edu](mailto:buildingservices@facilities.gatech.edu)

Events in centrally scheduled classrooms are managed by Capital Planning and Space Management (CPSM). Contact [events@cpsm.gatech.edu](mailto:events@cpsm.gatech.edu) for questions and additional information.