GUIDELINES / RULES FOR OUTDOOR SPACE USE ON
GEORGIA INSTITUTE OF TECHNOLOGY CAMPUS

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GUIDELINES / RULES FOR OUTDOOR SPACE USE ON GEORGIA INSTITUTE OF TECHNOLOGY CAMPUS

GEORGIA TECH OUTDOOR SPACE

The Georgia Institute of Technology encourages Chartered Student Organizations to express their artistic, educational, and social awareness by sponsoring events and activities on campus. Chartered Student Organizations may reserve campus walkways, courtyards, plazas and available lawns. Georgia Tech Schools and Department activities are also permitted to hold events outside on reservable campus lawns.

With the exception of the Campus Recreation Center, Parking and Transportation, and the Georgia Tech Athletics Association, there will be no outdoor space rental charges for GT groups; however, they are responsible for all direct costs. These areas may be reserved by using the GT Campus Reservation System [www.space.gatech.edu/gt-events](http://www.space.gatech.edu/gt-events).

REQUESTS BY EXTERNAL CLIENTS OR NON-GT MEMBERS

With the exception of the venues of the Campus Recreation Center, Parking and Transportation, the Georgia Tech Athletics Association, and filming and still photography, Georgia Tech does not rent outdoor space to external organizations or groups. Events being co-sponsored with external clients or off-campus groups must be coordinated and hosted by the GT Chartered Student Organization, School or Department; [Campus Space Use Procedures](http://www.space.gatech.edu/gt-events), Section 6.9.5 Buildings for External Clients.

EVENT LOGISTICS COMMITTEE

The Event Logistics Committee (ELC) is comprised of administrators from campus service departments and meets twice each month. Your reservation request containing the details of your event will be reviewed upon submission and a decision to attend an ELC meeting will be determined by CPSM. When invited to an ELC meeting, groups will gain information and assistance with organizing large outdoor events. The information includes campus locations, set-up advice and policy instruction for campus, health and safety information, as well as other logistical instructions. Prior to requesting outdoor spaces, event organizers are encouraged to plan ahead to ensure the event is on track by using the [Outdoor Event Planning Checklist](http://www.space.gatech.edu/gt-events).

DISPLAYS AND EXHIBITS

Any exhibit over 10’0” tall must be reviewed by GT Fire Marshal for approval. Approval may also be necessary from the Executive Vice President of Administration and Finance or his designee. Displays and exhibits may be set-up between the hours of 7:00am and 5:00pm on each day of the reservation. These exhibits must be removed by 5:00pm each day. Exceptions to this policy must be approved by the Executive Vice President for Administration and Finance or his designee.

- Displays/Exhibits on sidewalks - May be required to have a barrier in front of the display if determined necessary by the GTPD or Fire Marshal to protect the display or improve pedestrian traffic. Some barriers may be obtained from Parking and Transportation Services. Displays on sidewalks must not block the flow of pedestrian traffic, building entrances, or exits.

- Displays/Exhibits on lawns – Must be staked down with prior approval from
• GT Chartered Student Organizations, Schools and Departments must post a sign that is visible to the public and identifies the GT organization as the sponsor of the event.

**Department Displays/Exhibits**
The following GT departments are permitted to advertise outdoors on a 24-hour basis, seven days a week each semester:

- Campus Center for Career Discovery and Development (C2D2)
- Campus Recreation Center (CRC)
- Stamps Health Center
- Student Engagement Office
- Student Center
- Drama Tech

Displays and exhibits that require interaction with the public must have a GT student, faculty, or staff member present at all times.

**Vehicle Displays**
Vehicle must remain parked within the designated area assigned to them. Vehicle engines must remain off while on display. For more information contact GT Fire Marshal, fire@gatech.edu

Georgia Tech is not responsible for displays or exhibits that are damaged or stolen.

If the sponsoring group must drive on campus to deliver the display, the group must coordinate the delivery with the GTPD and GT Parking and Transportation Services. Once the display is delivered, the delivery vehicle must return at the end of the reservation period to pick up the display. If the delivery vehicle is an over-sized vehicle, it may only be parked on campus with a special permit obtained from GT Parking and Transportation. Average sized vehicles may park in the designated visitor parking areas. Georgia Tech is not responsible for setting up or taking down displays or exhibits. For more information contact GT Parking and Transportation, pts.gatech.edu

**Displays or Exhibits may be set-up at the locations highlighted in Appendix A**

**TENTS**
GT Chartered Student Organizations, Schools and Departments may set up tents outdoors during their events. Tents are the responsibility of the sponsoring organization. Georgia Tech does not have tents to rent or lease. Please look for a licensed and insured local vendor.

For more information on placement for tents and other rules/restrictions please refer to the [Tents and Tech Green Rules](#) and the [Tech Green Tent Layout Diagram](#)

Tents being delivered:
- Over-sized vehicle – may only be parked on campus with a special permit obtained from GT Parking and Transportation, pts.gatech.edu
- Average-sized vehicles – may park in specific designated visitor areas
- GT Landscaping Services Department and GT Parking and Transportation Services
are not responsible for moving tents.

Georgia Tech is not responsible for tents that are damaged, missing, or stolen.

**Tents may be set-up at the locations highlighted in Appendix A**

**TABLES**

1. Booking outdoor space or Tech Walkway (Tech WW Table Space) space does not mean you automatically have tables. Once your outdoor reservation is confirmed, place your table request no less than 5 business days (8am-5pm Monday thru Friday) prior to the date that you need the table(s). You must request tables by contacting GT Facilities 
   [brandon.ford@facilities.gatech.edu](mailto:brandon.ford@facilities.gatech.edu)
   
   If the Facilities/Staging Department does not have tables available, you may rent tables from an off-campus vendor.

2. Tables are not permitted on campus lawns.

3. Tables should not be left unattended.

Tables may also be used in Courtyards, sidewalks (approved areas) and plazas. Pedestrian thoroughfare should not be obstructed.

**Tables may be set up at the locations highlighted in Appendix A**

**ALCOHOL**

The **Alcohol Prior Certification Request Form** must be completed for Georgia Tech events where alcoholic beverages will be served. Prior approval is required. Please submit the completed form no less than seven (7) business days before the event date.

**AMPLIFIED SOUND**

Amplified sound may be used outside buildings only if approved in advance by CPSM. Amplified sound may be approved Monday through Friday only during the protected hours for faculty and student meetings, currently on Tuesday and Thursday from 10:45 a.m. to 11:45 a.m., in accordance with the Registrar’s Standard Class Meeting Times (https://registrar.gatech.edu/info/standard-class-meetingtimes-fall-and-spring-semesters), or after 5:00 p.m., and on weekends. All other requests must be approved in advance by CPSM [events@cpsm.gatech.edu](mailto:events@cpsm.gatech.edu). Authorization may not be granted or will be withdrawn if the amplified sound interferes with regularly scheduled classes or other educational functions, or with other scheduled events.

**ANIMALS**

Animal Exhibit and Petting Zoos are permitted on campus reservation spaces with prior approval. Send an email to the Director of Insurance and Assets [Frederick.trotter@business.gatech.edu](mailto:Frederick.trotter@business.gatech.edu) to request permission. For more information visit the GT Policy Library – Procedures for Animal Exhibit/Petting Zoos

**BANNERS**

Banner space is only available at the Student Center balcony. Contact Student Center
Programming for information on hanging a banner in that location [https://studentcenter.gatech.edu/advertise-us](https://studentcenter.gatech.edu/advertise-us). The Programming Office is located on the second floor of the Student Center.

**CHALKING**

Chalking is permitted on campus sidewalks. DO NOT CHALK ON buildings, stairways, walls, fountains, or other surfaces not designated for this purpose. All chalking must be no less than 20’ from entrances ways of buildings and not under any overhead obstruction. (Rain needs to be able to wash your art away) Chalk sprays, markers, stencils, or paint of any kind is NOT PERMITTED. Send an email to events@cpsm.gatech.edu to request permission to chalk for your event. Only GT Chartered Student Organizations, Schools and Departments may chalk outside to promote their events.

**FLYERS**

Flyers cannot be posted outside on campus. To post a flyer inside of a campus building, you must check with the building manager or his or hers designee for permission to place it on any bulletin board or wall area.

**FOOD TRUCKS**

If you would like to have a food truck at your event, approval will be required. Please contact Auxiliary Services, Assistant Director kira.freeman@gatech.edu.

**GRILLS**

Cooking raw food requires an approved caterer with appropriate food service permit, insurance, and licenses. If you would like to have grilled food at your event, approval will be required. Please contact Auxiliary Services, Assistant Director kira.freeman@gatech.edu.

**INFLATABLES AND OTHER STRUCTURES**

Inflatables and other structures are allowed as a one day set-up with prior approval from GT Fire Marshal. For more information on placement for inflatables and other rules/restrictions please refer to the [Tents and Tech Green Rules](#).

*Photos should be taken before installation or setup for any scheduled event by the GT organization reserving the space and GT Landscape Services. Turf or irrigation damage is the responsibility of the GT organization reserving the space, as specified by GT Landscape Services.*

**PARKING**

Please check out GT Parking’s web site at [www.pts.gatech.edu](http://www.pts.gatech.edu). For more information on parking and campus transportation visit [www.pts.gatech.edu](http://www.pts.gatech.edu) or call 404 894-9643.

**POWER**

Please contact the Grounds/Landscaping Department at 404 385-1001 to make arrangements for Power connections or [www.facilities.gatech.edu](http://www.facilities.gatech.edu).
RECYCLE
Georgia Tech is a sustainable campus. Groups that sponsor events outdoors on campus are responsible for minimizing their waste stream. To request recycling containers and find out information on how and what to recycle please go to www.recycle.gatech.edu or call Recycling Services at 404 385-0088.

TRASH
It is the responsibility of the group sponsoring the event to clean up and remove trash. Trash bags must be taken to nearby dumpsters. Please determine ahead of time if you will need additional trash containers and request them from GT Facilities Department. To find out more information on ordering trash containers please contact facilities-landscaping@mail.gatech.edu.

YOUTH PROGRAMS
All youth-focused events must be registered and approved by the Youth Programs Compliance Specialist. Send an email to youthprograms@gatech.edu. Your group must be registered no less than 30 days prior to the date of your event. For more information please visit youthprograms.gatech.edu/home.

CAMPUS POLICE (404 894-2500)
The need for Police/Security services for on-campus events will be determined by the Georgia Tech Police Department. GTPD will provide information for hiring off-campus security companies if they decide that additional security is necessary at an event. For more information please visit police.gatech.edu.

Race/Walk/5k
Any race/walk/5k requires prior approval from GTPD including the race/walk/5k route. Register at Special Events Security Request or contact Sgt. Archie Hill at archie.hill@police.gatech.edu, 404-385-6186.
APPENDIX A

Areas that are highlighted may be used for displays, sandwich boards and exhibits.

Small Amphitheater adjacent to Ferst Center for the Arts – A1  Amphitheater Lawn – A2
BioTech Quad – A3
Kessler Campanile Plaza – A4  Ferst Theater Plaza – A5  Harrison Square Plaza – A6  Plum Street
Walkway – A7  Instructional Center Lawn – A8
School of Industrial Civil Eng. (ISYE) Courtyard – A9  Lower Campanile Lawn Straw – A10
Manufacturing Related Disciplines Complex (MRDC) Plaza – A11  Peters Parking Deck Basketball
Side – A12
Peters Parking Deck Tennis Side – A13  Skiles Courtyard – A14
Paul Mayer Memorial Gardens – A15
Student Center Outdoor Commons Area – A16  Tech Green Lawn – A17
Tech Walkway – A18  Tech Walkway – A19  Tech Walkway – A20  Tech Walkway – A21

Tents may be set-up at the following outdoor locations:

Amphitheater (Small) adjacent to Ferst Center for the Arts – A1
Bio-Tech Courtyard – A3
Harrison Square Plaza – A6
Instructional Center Lawn – A9
Kessler Campanile Plaza – A4 & A10
Noonan Courtyard (Klaus) – A8
Manufacturing Related Disciplines Complex (MRDC) Plaza – A13
Peters Parking Deck Basketball Side – A14
Peters Parking Deck Tennis Side – A15
Tech Green Lawn – A17
Tech Tower Lawn - annual department events only
Appendix A1
Amphitheater adjacent to Ferst Center for the Arts
Appendix A2
Amphitheater Lawn

[Diagram showing the Amphitheater Lawn area with dimensions and area +/- 700 sq ft.]

Revised 4/23/2019
Appendix A4
Kessler Campanile Plaza

+/- 275 sq. ft.
Appendix A5
Ferst Theater Plaza

SMITHGALL STUDENT SERVICES

WENN STUDENT CENTER

+/- 400 sq. ft.

Revised 4/23/2019
Appendix A6
Harrison Square Plaza

+/- 450 sq. ft.
Appendix A7
Plum Street Walkway

Revised 4/23/2019

+/- 1,170 sq. ft.

+/- 1,020 sq. ft.
Appendix A8
Instructional Center Lawn

+/- 17,000 sq. ft.

Revised 4/23/2019
Appendix A9
School of Industrial/Civil Engineering - ISyE Courtyard

+/- 816 sq. ft.
Appendix A10
Lower Campanile Lawn Straw

+/-900 sq.ft.

Revised 4/23/2019
Appendix A15
Paul Mayer Memorial Gardens

SKILES

SKILES
GARDEN

+/-350 sq. ft.

Revised 4/23/2019
Appendix A16
Student Center Outdoor Commons Area

+/- 260 sq. ft.
Appendix A19
Tech Walkway East