

**Georgia Southwestern State University**  
**Americus, Georgia**  
**Facilities Scheduling Form For On-Campus Events or Student Organizations**

**INSTRUCTIONS:** Completed Facilities Scheduling Form must be submitted to the appropriate department chairman (according to location of facility requested) at least five (5) business days in advance of the requested date. A confirmed copy will be mailed in 5 business days or emailed within 2 business days to the person submitting the form. Public Safety 229-928-1390 or 229-931-2245 must be contacted to unlock the facility. All fees must be submitted before paper work can be processed. If this form is sent electronically, please have your advisor email reserve@gsw.edu.

**GENERAL INFORMATION: (PLEASE TYPE)**

**NAME [Person in Charge]:** \_\_\_\_\_ **TELEPHONE/CELL #** \_\_\_\_\_

**ORGANIZATION:** \_\_\_\_\_

**DATE OF THE EVENT:** \_\_\_\_\_

**HOURS OF EVENT: From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **NEED ACCESS TO FACILITY BY:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**LOCATION DESIRED:** \_\_\_\_\_

**PROJECTED NUMBER ATTENDING:** \_\_\_\_\_

**SPECIAL EQUIPMENT OR SERVICES REQUIRED: (5 working days minimum notice required)**

**A. SERVICE SOLUTION/PHYSICAL PLANT/ARAMARK**

**TABLES NEEDED: Size: 6ft #** \_\_\_\_\_ **8 ft #** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**CHAIRS NEEDED #** \_\_\_\_\_

**If sound system equipment is needed (i.e mics, Speakers), Please complete additional "Sound System Reservation Form"**

**SPECIFIC SETUP:** \_\_\_\_\_

**B. WILL FOOD BE SERVED OR PROVIDED? YES NO**

**IF CATERING IS NEEDED, PLEASE CONTACT ARAMARK 229-924-2732**

**C. IF ANYONE IN YOUR GROUP HAS AN ACCESSIBILITY NEED (Example- A wheel Chair)**

**PLEASE INDICATE** \_\_\_\_\_

**D. WILL PUBLIC SAFETY SERVICES BE REQUIRED? YES NO**

**(If yes, please indicate specific services:)** \_\_\_\_\_

**E. ADMISSION CHARGE? YES NO**

**F. IS EVENT OPENED TO THE CAMPUS? YES NO**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY,STATE,ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**TELEPHONE (Cell)** \_\_\_\_\_

**DATE SUBMITTED** \_\_\_\_\_

**CHARGES: RENTAL FEE** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**RECEIPT #** \_\_\_\_\_

**ID:** \_\_\_\_\_

BELOW THIS LINE IS FOR OFFICE USE ONLY

**CONFIRMED BY:** \_\_\_\_\_  
Signature

**DATE CONFIRMED:** \_\_\_\_\_

**TYPE NAME** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

GUIDELINES FOR FACILITY RESERVATIONS

1. No on campus Social Event may be held without prior approval of the Director of Campus Life whose office is located on the 3<sup>rd</sup> Floor of the Student Success Center Room 3409. You may also contact him at [jcurtin@gsw.edu](mailto:jcurtin@gsw.edu) or by phone: 229-928-1387.
2. Requests for activities must be submitted for approval to the Director of Campus Life at **least 5 business days in advance**. When reserving the Fine Arts Theatre, Jackson Performance Hall, Old Gymnasium, or the Student Success Center STORM Dome, requests must be submitted at **least two weeks in advance**. Requests to reserve the Fine Arts Building and Jackson Performance Hall must be made through Ray Manilla at 229-931-2204 or [rmanilla@gsw.edu](mailto:rmanilla@gsw.edu). Requests to reserve the SSC STORM Dome, must be submitted to Debra Sloan at 229-931-2222 or [dds@gsw.edu](mailto:dds@gsw.edu).
3. Reservations for facilities can be made in the Division of Student Affairs located on the 3<sup>rd</sup> floor of the Student Success Center in Room 3416 or by contacting 229-931-2368 or email [reserve@gsw.edu](mailto:reserve@gsw.edu).
4. Submission of request to hold an event does not mean an organization automatically gains approval and access to the facility. Organizations are requested to follow up on the status of their request. The Office of Reservations will respond with approval of your request by email, as long as one was provided.
5. Arrangements for work orders necessary for the use of the facility must be made in **the Division of Student Affairs at least 5 working days prior to the event**. Preferably, such arrangements are made at the time of the request is submitted.
6. Organizations member and faculty/staff advisors are responsible for insuring those facilities and adjacent areas used, including parking lots, are clean and properly put in order after use. The sponsoring organization is financially responsible for any and all damage that occurs to the facility during use and litter left after use.
7. A Public Safety Officer must be contacted to close the building following the event at 229-931-2245.
8. Faculty/staff advisors (or the designated representative) are request to attend all functions of the organization, for the duration of the event.
9. Social Events sponsored by student organizations are intended for the benefit of those organizations members, but may be open to the campus if approved by the Director of Campus Life. Social events sponsored by student organizations are not open to the general public, as stated in the Weathervane. Organizations requesting to host an off campus social, must submit and office Campus Request Social form which can be found in the Office of Reservations and submitted to the **Director of Campus Life within 5 business days of the request**.
10. Organizations may lose reservation privileges for a specific time period if damage or litter becomes a repeated problem, or if there is evidence of alcoholic beverages or non-students present at an event.
11. Each sponsoring student organization must comply with the rules and regulations as contained in current editions of the Weathervane, including the rights and responsibilities of the student organizations.
12. If sound equipment is requested for an event, the organization is responsible for reserving and securing all equipment upon completion of the event and returning any equipment which has been checked out by noon the following day, unless it is a weekend, then equipment should be turned in the following Monday by noon. If equipment is damaged, lost or stolen, the organization assumes all responsibility for replacement and cost.

***By our signatures, we attest that we have read and understand the above regulations:***

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***President's Signature***

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***Advisor's Signature***

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***Date***

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***Date***