

The meeting space in the University Housing residence halls was created to support programming and services for the residents of University Housing. The primary users of the meeting space are University Housing staff and residents. While groups outside of University Housing may request use of the space, the primary purpose for the use must be to provide some service or education to the residents of University Housing. The policies and procedures listed below apply to all University Housing public meeting spaces.

## POLICIES

1. University Housing meeting and programming spaces are available for use by residents and staff of University Housing, Georgia State University departments, and chartered campus organizations.
2. **Reservations for the Commons, Lofts or Piedmont North courtyards** require a lay out/floor plan of the event. Submit the layout by uploading a pdf copy in the appropriate space on the online reservation form. This layout may also require approval from the Office of Emergency Management.
3. Events must be open primarily to University Housing residents. Therefore, **sixty-percent** of attendees at all events must be residents of GSU Housing facilities.
4. Events held in the courtyards or meeting rooms cannot be advertised on campus (unless prior approval is granted). This request can be made on the reservation form.
5. Groups outside of University Housing may only reserve a room for recurring meetings that take place on a monthly basis (no bi-weekly or weekly meetings).
6. Priority for all space requests will be for University Housing sponsored events. Therefore, space requests from non-Housing staff or faculty will be held until the 20<sup>th</sup> of the previous month. (For example, a request for space on July 13 will not be considered until June 20<sup>th</sup>.) Please submit reservation request at least **three (3) business days prior to the event or meeting date.**
7. Meeting rooms are set up in theater style. Individuals or groups reserving meeting space are responsible for making sure the room is **returned** to its original set up after an event. In addition, individuals and groups reserving the space are responsible for clearing the room of trash and debris after their event. Failing to do so will result in refusals for future reservation requests. **NOTE:** please indicate on the reservation form if any particular set up or equipment is needed.
8. The individual making the space reservation request will be held responsible for any damage to the room. Groups causing damage to the rooms will be prohibited from using meeting rooms in the future and may also incur damage charges.
9. Use of the room to solicit for private businesses or financial gain is prohibited. Groups cannot charge admission nor collect donations for events that take place on University Housing property.
10. If parking is required for presenters and event organizers, this information must be included in the online reservation request. Security and parking access are not guaranteed. **Note:** parking for event attendees is not provided. If changes are needed to this request, send an email to [meetingspace@gsu.edu](mailto:meetingspace@gsu.edu) with those changes and reference the reservation request.

## University Housing Reservation Policy and Request Form

11. If a movie is to be shown during the event, please take note of the copy right policy. Please send a copy of the license agreement obtained to [meetingspace@gsu.edu](mailto:meetingspace@gsu.edu) and reference the reservation request.

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a home video copy of a movie carries with it the right to show the movie outside the home. No additional license is required to view a movie inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, daycare facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Below are three companies that you can go to get the necessary viewing licenses. Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller audiences. Most licensing fees are based on a particular performance or set of performances for specified films. The major firms that handle these licenses include:

Swank Motion Pictures, Inc.  
<http://www.swank.com>  
(800) 876-5577

Criterion Pictures  
<http://www.criterionpicusa.com>  
(800) 890-9494

Motion Picture Licensing Corporation (MPLC)  
<http://www.mplc.com>  
(800) 462-8855

**\*Note:** failure to follow these procedures can result in fines and penalties subject to the Federal Copyright Act (Title 17 of the U.S. Code).

### RESERVATION PROCEDURE

1. The requestor should thoroughly read the policy section.
2. Individuals and groups wishing to request a reservation of University Housing meeting or programming space must submit a request using the online form: <http://www.123contactform.com/form-1250711/University-Housing-Space-Request-Form>
3. The scheduler will reply to the request within **three (3) business days**.
4. If the reservation request is approved, please arrive on the day of the event at least 30 minutes before the start time to set-up for the event.
5. Upon arrival, present your ID to check in at the community desk. University Housing staff will assist you with entrance into the building and reserved meeting space.
6. It is the responsibility of the group to provide a list of non-resident attendees at the time the request is submitted. This is for security purposes. All non-resident attendees on the provided list will be required to check in at the security booth/community desk of the hall where the event is being held. If changes need to be made to this list, send an email to [meetingspace@gsu.edu](mailto:meetingspace@gsu.edu) referencing your reservation request in the email.
7. **Upon completion of the program/event, the room must be returned to theater style and cleaned.** Groups failing to do so or who cause damage to the meeting spaces will be prohibited from using the public meeting rooms in the future and could incur damage charges.