

## **Room and Space Reservation Policies**

As an academic institution, Georgetown gives priority to classes and academic events. Therefore, co-curricular events and meetings cannot be scheduled until the academic boards have been approved and entered into the scheduling system. The policies below explain how to use each form, the process that will be used to schedule the space and the rules that govern spaces.

**Please fill out the forms completely. Incomplete forms may result in delayed assignments.**

### **Forms:**

#### **Meeting Space Requests**

Provided that the booking period is open, assignments for routine Meeting Space requests will be sent to the requestor via email within 3 (three) business days.

Only members of the Georgetown Law community - staff, faculty & students - may attend programs booked via the **Meeting Space Request Form**. Meeting Space Requests must be sponsored by a faculty member, Georgetown Law department, or student organization. Programs that are arranged via the Meeting Space Request Form **must not** require complicated audio-visual set-up, facilities set-up, or internal or external catering.

Any changes or updates to Meeting Space requests must be made in writing, preferably via email ( [stdaffrs@law.georgetown.edu](mailto:stdaffrs@law.georgetown.edu)). A new assignment with the requested changes/updates will be sent to the requestor via email.

#### **Special Events Requests**

A Special Event Request form should be used for any event requiring audio visual support, catering or for “special event” spaces that are not generally used for classes. Any event which includes outside speakers or guests should be requested using this form.

Assignments for routine Special Event requests will be sent to the requestor via email within 7 (seven) business days. Due to set up requirements, special event spaces must include an hour of set-up and breakdown time on either side of the event. Special events must be sponsored and coordinated by members of the Law Center community. If an event is sponsored by an outside entity, it must be processed through the Office of Special Events.

All Georgetown Law community members who submit a Special Events Request Form to the Office of Student Affairs are completely responsible for making the necessary arrangements with the Audio-Visual team, the Facilities team, the appropriate catering company, and Public Safety to ensure that all aspects of the program are in place.

#### **Special Events Spaces**

The following spaces are the Georgetown Law Center’s Special Event Spaces and must be requested by submitting a Special Events Request Form:

#### **McDonough Hall:**

**Hart Auditorium** – no food or drink allowed inside

**McDonough 2<sup>nd</sup> Floor Atrium**

**McDonough 3<sup>rd</sup> Floor Atrium**

**Faculty Lounge** – very limited availability

**Market Cafe**

## **Hotung Building**

**Hotung Faculty Dining Room** – special permission

**Supreme Court Institute Moot Courtroom** – only limited hours are available, all events must have a faculty member present, no food or drink allowed inside

**Courtside Café**

**Hotung Second Floor Atrium** – noise considerations, not for use when classes are in session

## **Gewirz Building**

**Gewirz 12<sup>th</sup> Floor**

**Flegal Moot Courtroom** - no food or drink allowed inside

## **Library Quad**

## **Tower Green**

## **Outdoor Events**

All outdoor events:

1. must be arranged according to the Special Events Request Form policies cited above
2. must have an approved indoor rain site

Music/and or amplified sound may only be played outdoors on **Wednesdays between 3:30 p and 5:30 p.** or, in some circumstances, when no classes are being held.

Outdoor events must end by sundown.

## **Tower Green**

All equipment (tables, A/V, etc) that are hosted on the Tower Green must be set up on the sidewalk directly in front of the Sport and Fitness Center and must not block the entrances to Hotung or Sport and Fitness Center. Guests are not permitted to block the entrances to Hotung or Sport and Fitness Center.

Events must be contained within the boundaries of the Tower Green and may not extend onto 2<sup>nd</sup> Street or New Jersey Avenue.

## **Annual Events**

These annual events should have no makeup classes scheduled at the same time and no speakers, panels, workshops, large meetings, etc. scheduled within 2 hours on either side of them:

**Ryan Lecture**  
**Hart Lecture**  
**Kaiser Lecture**

These annual events should have no speakers, panels, workshops, or large meetings scheduled during the same time window:

**Curriculum Fair**  
**Clinic Town Hall Meetings**  
**Journal Town Hall Meetings**  
**Kirkpatrick Lecture**  
**Baker & McKenzie Lecture**  
**First Monday in October Event**

Two weeks out of every year (one in August and one in December) are designated as “No Special Events Weeks” to allow AV and Facilities to take care of staff vacations and other duties.

All spaces in the Law Center will be reserved for the use of the Week One program during that week. Events may not be scheduled during the exam period.

Events during Orientation/OCI week and Commencement weekend should be directly related to Orientation/OCI and Commencement.