

GEORGETOWN UNIVERSITY LAW CENTER POLICY ON ROOM AND SPACE RESERVATIONS

Purpose

The Manager of Scheduling in the Office of Student Life is responsible for managing the event and room scheduling function at the Law Center. Requests to use spaces at the Law Center must be submitted in writing using the appropriate form, available from the Office of Student Life, [online](#), or via OrgSync for student organization events. The timely submission of a written request helps to ensure that events run smoothly and professionally. If you are unfamiliar with the form and do not know how to fill it out, please call Beverley Sapp for assistance. Because there are frequently several large events going on simultaneously and staffing resources are limited, advanced planning and the sharing of information are crucial elements to a successful program or event.

Requesting Space on Campus

Law Center space may only be booked by Law Center departments, faculty, or student organizations using the Room Reservation Request form or the Special Events Request form as outlined below.

Non-funded organizations' Special Events must be co-sponsored by a funded department or organization, and a member of the funded department or organization must be an active participant in the event. External organizations must submit requests through the office of Special Events at (202) 662-9505.

Room Reservation Request

The most commonly used form, the Room Reservation Request Form, is used to book **standard meeting spaces** (classrooms, lecture halls and conference rooms in McDonough and Hotung) for routine events that are attended primarily by members of the Law Center community only - students, staff and faculty. This form may be used for:

- i Routine meetings or events that would require no additional audio visual arrangements other than what is standard for each space (ex. Computer, projector, etc.) and/or minimal facilities management and custodial services.
- ii Meetings or events where informal catering is used. Informal includes any vendor that does not require significant set-up and clean-up time, and the requestor will be responsible for ensuring the room is left in the condition in which it was found. Formal catering and/or alcohol are *not* to be components of these events. The sponsoring organization or department assumes the responsibility for the clean-up of any food or soft drinks that might be brought in.

This form should *not* be used for Rescheduled or Review Classes.

This form must be submitted at least one week prior to the event. All requests should be considered *pending* until a confirmation via email has been received. The requester should allow for three business days to receive a confirmation of space.

Special Events Request

The Special Events Request Form is used to book **classrooms and special event spaces** for larger events that are expected to be attended by both the Law Center community and visitors. This form should *always* be used for:

- i Reserving any special event space such as the Gewirz 12th Floor, the Gewirz TV Lounge, the Hart Auditorium in McDonough Hall, atriums, lobbies and other public access areas, the Library Quad, Tower Green and other exterior areas, the Library's 5th Floor Atrium, the Faculty Lounge in McDonough, the Faculty Dining Room in Hotung and the Supreme Court Institute's Moot Courtroom.¹

This form should also be used when reserving standard meeting spaces if any of the following apply:

- ii Alcoholic beverages are a component of the event.
- ii Formal catering is a component of the event.
- ii The event will be attended by a significant number of outside guests (more than 50% of your total guests), members of the general public, and/or VIPS and high-profile individuals.
- ii Substantial facilities management services, such as furniture rearrangement or extensive custodial services, are required.
- ii Extensive audio visual services are required, including recording devices, panel set up, and live streaming.

Student Organization representatives must meet with the Assistant Director of the Office of Student Life before their Special Event requests can be confirmed.

This form should be submitted at least two weeks prior to the event. All requests should be considered *pending* until a confirmation via email has been received. Special Events Requests may take up to two weeks to process, so it is advisable to submit this form at least four weeks in advance of the event.

¹ The Faculty Lounge in McDonough and the Faculty Dining Room in Hotung are not available to student organizations; these spaces are assigned to Law Center departments only under rare circumstances. The Supreme Court Institute Moot Courtroom must be approved directly by the Director of the Supreme Court Institute. Student Organizations are allowed to request the Fifth Floor Atrium of the Library in the event that no other space is available.

Rescheduled and Review Class Requests

The Rescheduled Class and Review Class Request forms are used to schedule a make-up class or review class. The Review Class Request form may also be used to schedule a class extension or additional class.

These forms should be submitted at least one week prior to the event, and the requester should allow three days for confirmation.

Fees

Though most internal organizations are not charged for the use of space for functions that are directly related to the Law Center, it is possible that the organization will incur fees for Audio Visual services and staffing, Facilities Management staffing, and Public Safety staffing. Please check with the Manager of Scheduling for more information.

The department/group/individual may also be fined for failing to follow these rules.

Events during Final Exams and Breaks

In order for student organizations to host events or meetings during the final exam period, winter break, or the summer months, special permission must be obtained from the Office of Student Life *prior* to submitting any paperwork.

Confirmations

All space requests should be considered tentative until a written confirmation is received. **You should refrain from publicizing an event until after you have received your room assignment *and* confirmation of all the resources necessary for the event.**