

## GEORGETOWN UNIVERSITY LAW CENTER POLICY ON ROOM AND SPACE RESERVATIONS

### Purpose

The Office of Event Management and Scheduling is responsible for space scheduling functions at the Law Center. Requests to use spaces at the Law Center must be submitted in writing using the appropriate form, available on the Student Organizations [Resources and Policies](#) page 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 email the Office of Event Management and Scheduling 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 Tabling 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 Event Management and Scheduling at [lawrsvp@georgetown.edu](mailto:lawrsvp@georgetown.edu).

### 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:

1. 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.
2. 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**

A special events request refers to the booking of **classrooms and event spaces** for larger events that are expected to be attended by both the Law Center community and visitors. Examples of spaces that are used for special events are the following:

- Gewirz 12<sup>th</sup> Floor, Hart Auditorium in McDonough Hall, atriums, lobbies, and other public access areas, the Library Quad, Tower Green, and other exterior areas, the Library's 5<sup>th</sup> Floor Atrium, and the Supreme Court Institute's Moot Courtroom.<sup>3</sup>

A space request is a special event when reserving standard meeting spaces with any of the following:

- Alcoholic beverages are a component of the event.
- Formal catering is a component of the event.
- 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.
- Substantial facilities management services, such as furniture rearrangement or extensive custodial services, are required.
- Extensive audio-visual services are required, including recording devices, panel setup, 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.

Forms 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.

### **University Sponsored Special Events:**

Throughout the academic year, student organizations may not schedule against occasional university sponsored event dates. Please consult with the Office of Event Management and Scheduling for alternative event dates. Conflicting virtual events will be approved on a case by case basis.

### **Additional Fees**

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<sup>3</sup> 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

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.

Due to limited inventory and high demand for events, tables and chairs will be assigned on a first come first serve basis through your Space Request Form. Should the event require additional furniture, the sponsoring organization will be responsible for coordinating external furniture rentals.

### **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 must refrain from publicizing an event until after you have received your room assignment and confirmation of all the resources necessary for the event.**