

Centennial Hall

Event Space Reservation Guidelines

Available Spaces

- 120 Conference Room – Flex room that can be used for board meetings, lectures, presentations, lunches/dinners, receptions, etc.
 - Capacity is approximately 110 guests.
 - Exact capacity varies depending on set up.
 - Please contact a member of the events team regarding your specific event set up and capacity.
 - Room is equipped with:
 - Two (2) projector screens and one (1) projector.
 - Standard classroom chairs.
 - Option of square or standard round tables.
 - Six or eight foot tables for check-in, buffet tables, etc.
 - Podium.
 - Client is responsible to provide linens needed for the space.
 - Client has the option rent and bring in additional tables and chairs.
- Auditorium – Theater seating, capacity 249. Space can be used for presentations, lectures, panel discussions, movie screenings, etc.
 - Stage is equipped with a moveable podium.
 - Large fixed screen and projector is available for presentations.
 - Wireless or handheld microphones available.
 - NO food or beverage is allowed inside the auditorium space.
- Pre-function / lobby area – this space can be reserved in conjunction with one of the above spaces. Area can be used as check-in, reception area, buffet set-up, display areas, etc.

Scheduling Priority

- Event space in Centennial Hall is for the exclusive use of Georgia State Administration, faculty and staff.
- Priority is given to the Office of the President and Office of the Provost.
- Reservations are accepted from faculty/staff only.
 - Student group and student event reservations are not accepted.
 - Outside groups are not permitted to reserve event space inside Centennial Hall.

Office of University Events Management

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- Exceptions to the above are permitted by approval of the President only. Please contact the Director of Events Management to submit your event for approval.

Hours of Event Operation

- Reservations are accepted for events held Monday, Wednesday, Thursday and Friday from 7 a.m. – 10 p.m.
 - Reservations are not accepted for Tuesday events.
- Event activities held in the pre-function / lobby are restricted to 4 -10 p.m. only.
- Event/event set up can begin no earlier than 7 a.m. and event conclusion/breakdown must be completed by 10 p.m.
- Reservation requests are not accepted for weekend events.
- Event space is not accessible over the weekend for set up and/or breakdown. Any event related set up/breakdown would need to occur during the hours of event operation.

Facility Fees

- 120 Conference Room - \$350
- Auditorium - \$400
- Combined space rental - \$700
- Usage of the lobby is included in rental of either space (*if available*).

Reservation Requests

- Reservations are accepted one semester prior:
 - Fall semester events (Aug.-Dec) – reservations accepted beginning March 1st.
 - Spring semester & summer events (Jan-July) – reservations accepted beginning in September 1st.
 - Exceptions made for the Office of the President and the Office of the Provost only.
- Only one reservation per day will be accepted for each space.
- Space assignments are confirmed on a first-come, first-served basis within the established priority scheduling deadlines. The events staff will attempt to honor client preferences but reserves the right to make judgments on the most appropriate space for an event.
- The Office of Events Management reserves the right to move your event date on the rare occasion the space is needed by the Office of the President and/or Provost.
- Email confirmation is sent to the identified client for the event. It is the responsibility of the client to carefully review the confirmation and make any changes/corrections within 24 hrs. of receipt.
- Please retain a copy of the reservation confirmation for your records.
- No event should be announced until the events office has provided written confirmation.

Reservation Procedure

- All interested clients must complete the reservation request form.

- Incomplete forms will not be processed. All requests must include a description of the event including anticipated number of participants, type of set up required, equipment needed, etc.
- Incomplete requests will either be held or returned to the client. Events Management staff will notify the client when additional information is needed to complete the request.
- Reservations are not confirmed until you receive official notice from the Office of University Events Management.

Event Procedure

- Once your reservation is confirmed, all event set up requests will be handled through the Office of Events Management. This includes:
 - Coordination with facilities on room set up.
 - Coordination with IS&T on AV needs.
- Client is responsible for the following:
 - Catering arrangements – any site visits by the catering company needs to be arranged through events office.
 - Parking – client needs to coordinate through Auxiliary Services regarding parking provided for guests (if any).

Catering

- Panther Dining is the preferred caterer of the Centennial Hall event space.
- Clients have the option of utilizing an external caterer with written approval from the Director of University Events Management.
- Clients choosing to purchase and bring in food and/or beverages need prior written approval from the Director of University Events Management.
- It is the responsibility of the caterer/client to return the room to its original condition before departing. The space should be clear of all trash, debris, balloons and other decorative materials. If the events office removes the decorations or provides additional cleaning, charges will be assessed according to the labor and materials required.
 - Any space requiring additional cleanup or special attention for cleaning purposes will be charged a flat rate of \$50 per space in addition to any direct labor costs associated with the cleaning of the space.

Alcoholic Beverages

- The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the university is strictly prohibited. Only the President or his designee may make exceptions.
- Requests for alcoholic beverage service in Centennial Hall must be approved through the alcohol review process. Request to serve alcohol forms and alcohol policies are available in the Office of Legal Affairs (located at 10 Park Place, Suite 510).
- Completed and approved forms must be submitted to the events office a minimum of ten business days prior to your event.
- Additional fees may be charged if your event runs after normal business hours.

Parking

- Parking requests for visitors to Centennial Hall must be made through Auxiliary Services.
- The visitor parking form can be found at <http://parking.gsu.edu/visitor-parking-request-form/>.
- Parking charges are determined and handled directly through Auxiliary Services.

Audio-Visual Technician / Support

- An AV technician is available to assist you during your event.
- All AV requirements need to be coordinated through the events office.

Directional / Informational Signs

- If your event requires the use of directional or informational signs, arrangements must be made through the events staff to secure easels and/or sign holders.
- Production of the signs is the responsibility of the client.
- Affixing signs to walls, columns, doors, windows, rails, ceilings, floors or furniture is prohibited.
- Events staff will determine where signage will be placed.
- Signs cannot be placed in doorways that may cause egress issues.

Decorations

Consult the events staff regarding decorations best suited for use within the space. No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, staging, curtains or draperies, or other surfaces.

- Decorations that require flame, sand or water may be used only with prior written approval from the Director of University Events Management.
- Clients may not use glitter or confetti.
- All decorations and materials must be removed by the client immediately following the event, failure to do so will result in the items being discarded.
- Client will be billed for any damage to surfaces and/or excessive cleaning requirements.
- Events staff can recommend appropriate decorations and/or vendors for your event.

Administrative Cancellations/Changes

- In rare instances, confirmed reservations may be changed or cancelled if they are found to be in conflict with the best interest of the University. These instances will be extremely infrequent and the events staff will work with the client or department to provide alternate space when possible.
- If you need to cancel your reservation, please contact the events office as soon as possible to release the date. Reservations cancelled less than two weeks prior to the event date will forfeit event facility fee.
- In the case your event is canceled and the events office is not informed future reservations will be restricted.

Facility Rules and Regulations

All events are subject to state laws, rules and regulations of Georgia State University. The Office of University Event Management reserves the right to cancel, without advance notice, any event not in compliance with these regulations. It is the responsibility of the person requesting the facility to ensure that the event and patrons are in compliance with all applicable regulations. Questions concerning the applicable policies may be directed to the Office of University Event Management. The Office of University Event Management reserves the right to make judgments concerning facility usage that are in the best interest of Centennial Hall and Georgia State University.

- The use of all tobacco products is prohibited in all university facilities, including Centennial Hall.
- Use or possession of any illegal drugs is strictly prohibited.
- Gambling, in any form, is not permitted in Centennial Hall.
- Animals, other than service animals, are not permitted in Centennial Hall without prior written approval from the Director of University Events Management. Exceptions may be requested in writing to the events office no later than 10 business days prior to the event.

