**Atrium Events Requests**

5-5-2023

Due to an increase in demand for Atrium requests, and to collaboratively share the usage of the Atrium, CSS is updating the reservation process and procedures for future events.

**Coda Residents** can reserve rooms 180 days out from their event. Reservations will be made on a first come, first served basis.

Standing reservations can be made for no more than once a week and for up to 25 occurrences. Cancellation policy applies for standing reservations.

Note: There may occasionally be a high impact event that could supersede a standing reservation.  In this case the CSS team will make every effort to communicate proactively and assist with identifying an alternative space.

**The larger GT Community (non-residents)** can book up to 45 days in advance. This helps ensure priority for our residents.

**Reservation requests must be made in Service Now:**

<https://gatech.service-now.com/coda>  under Coda Community Services; Event & Large Meeting Space Request.

[Coda Atrium Setups- Link.pdf](file:///C:\Users\jd236\OneDrive%20-%20Georgia%20Institute%20of%20Technology\Desktop\Coda\Coda%20Atrium%20Setups-%20Link.pdf).

All information fields must be completed for the reservation to be made.

A **hold** will be confirmed by our team upon reservation request.

A **booked reservation** will be confirmed once our team has received all required information of the event.

If we are unable to accommodate your requests, please check with the other facilities below for accommodations:

**On Campus**

<https://studentcenter.gatech.edu/reservable-spaces>

<https://specialevents.gatech.edu/resources/event-spaces/campus>

**Off-campus** clients can ONLY reserve spaces in the John Lewis Student Center, Exhibition Hall, and Historic Academy of Medicine. To request an event space, off-campus clients must submit this form: [External Qualtrics](https://gatech.co1.qualtrics.com/jfe/form/SV_5549mEuA2lC5NUF)

[https://www.gatechhotel.com](https://www.gatechhotel.com/)

1. Tenants must clean up the Atrium after the event is over. Any left-over dishes or food and trash must be cleared out of the Atrium.
2. Customers or tenants should not move outside furniture to the Atrium for the event. This includes chairs in the hallway, stools from the kitchen, or any highchairs in vestibule.
3. After-hours requests will only be granted for Coda residents. Event requester must have after-hours Buzzcard access and is responsible for ensuring any visitor access.
4. Events after the hours of 5pm will incur an after-hours janitorial fee ($233).
5. Classrooms reservations are restricted in the Atrium and the Conference Rooms
6. The Atrium is not available for weekend events.
7. The collaborative spaces are not reservable.

**Cancellation policy**

The atrium is in high demand and to ensure equitable access we are instituting a cancellation policy.

If the event requestor does not confirm the reservation with all requirements met 5 business days in advance, the reservation for Atrium will be released.

We request notice of cancellation 72 hours prior to event if the space will not be used.

Repeat offenders who do not communicate cancelling events will have a meeting to discuss any appropriate actions.