

1. Reservation Process

- 1.1. Reservations must be submitted via the online form linked at: <https://bit.ly/2C1N7Pv>
- 1.2. Reservations can be submitted for up to one semester in advance, following the CRETS timeline for classroom reservations (dates available here: https://tate.uga.edu/reserve_content_page/reserve-classroom-form)
- 1.3. Reservations submitted after 4pm (Monday-Thursday) will not be processed until the following business day. Reservations submitted after 4pm on Fridays, or during the weekend, will be processed the following Monday (or the next business day if the office is closed due to a holiday).
- 1.4. Student organizations may not make blanket reservations (i.e. reserving every Saturday for three months). Reservations that are perceived to be “blanket reservations” will either be denied or approved and then spot-checked by staff to ensure actual usage of the space. If it is found that the space is not being used, the ISL staff reserves the right to cancel future related reservations.
- 1.5. A confirmed reservation for the Hall of Nations is the only way to guarantee dedicated use of this space for your organization. Student organizations may not pressure others out of the space by simply showing up and using the space for an event or practice. The Hall of Nations is considered an open meeting and study space when not officially reserved.

2. Reservation Guidelines

2.1. General Guidelines & Expectations

- 2.1.1. Student organizations, with a confirmed reservation, are able to utilize the entire Hall of Nations space – including furniture and the sound system – during their reservation period. Furniture may be moved within the Hall of Nations but should not be removed from the space.
- 2.1.2. Under no circumstances, unless approved by staff, should furniture or equipment in the Hall of Nations be removed from the space. This includes moving furniture to the Memorial Hall Ballroom. Student organizations who are found to be relocating furniture/equipment to other parts of the building or outside of the building may have their reservation privileges revoked and may be assessed fees for possible damages.
- 2.1.3. The Hall of Nations must be returned to its original condition - in regard to furniture placement and the overall condition of the space – at the end of the organization’s reservation. A diagram of how the space should be reset is available near the sound system and disposal/recycling bins are throughout the space to accommodate cleaning.
- 2.1.4. Student organizations may not reserve the Hall of Nations on behalf of another group. Members of the reserving organization must be present at all times throughout the reservation period.

- 2.1.5. The Hall of Nations is a unique space in that it is open to through-traffic in Memorial Hall and also shares open space with staff offices and other reservable spaces (i.e. the conference room and upstairs lounge). Student organizations should be mindful of their level of noise as others may be trying to work in this area.
- 2.1.6. Usage of the space during business hours (Monday-Friday, 8am-5pm) may not include the use of the sound system unless approved by staff. This is to ensure that the departments that occupy the surrounding areas can maintain a productive work-environment for staff and students.

2.2. Primetime Reservations

- 2.2.1. A primetime reservation for the Hall of Nations is defined as a reservation between Monday through Friday (weekdays) during the hours of 5pm and 11pm. This timeframe is in high demand in regard to reservations and, therefore, has been designated as the primetime reservation period.
- 2.2.2. Reservations for Saturdays, Sundays, and Mondays-Fridays before 5pm, are not subject to the primetime reservation limits.
- 2.2.3. Student organizations are allowed up to two primetime reservations per week (Monday-Friday) totaling no more than 10 hours.
 - Example: if Organization X reserves the Hall of Nations for a Monday from 5pm-10pm, they are eligible for one more primetime reservation that same week (for up to five hours).
 - Please note: the 10-hour maximum cannot be spread beyond two reservations in the same week (Monday-Friday). Meaning, if Organization X (in the example above) reserved the Hall of Nations for two hours on Wednesday that same week, they would not be able to make a third primetime reservation to use the remaining three hours.