

Fall 2020 Reservations Resource Guide Social Distancing

To accommodate Social Distancing and the various needs of campus several changes have taken place in availability, capacity, and reservation priority.

Important Guidelines

Virtual Meetings/Events

In an effort to adhere to CDC Guidelines, we encourage all departments and student organizations to utilize a virtual platform when at all possible.

- **Weekly Business Meetings:** Groups that usually book rooms for weekly business meetings will be advised to move to a virtual meeting platform.

- **Smaller Indoor Meeting/Event Space**
 - Room capacities have been reduced to accommodate social distancing.
 - For small in-person meetings, meeting rooms in the Residence Halls, University Center, and Student Union are available for reservations.
 - Academic classrooms may be used when available for small meetings/events.
 - In order to adhere to social distancing guidelines, the number of available indoor spaces to reserve on campus has been reduced.

- **Larger Indoor Event Spaces**
 - Many larger event spaces (Student Union Ballrooms and Theater; University Center Magnolia Rooms and Cypress Room) will be used for academic classes during the day; therefore there is limited space availability for indoor programming to take place before 7:00pm and due to time constraints, may require classroom setup.
 - Many events that would take place prior to 6:30 pm are likely to be held outside as space will be limited.
 - Events requiring special set-ups are best suggested for Friday, Saturday, or Sunday when there is more time available to set-up your special event.

- **Outdoor Event Space**
 - Due to the shortage of indoor event space, additional outdoor spaces have been made available for Fall 2020. (See below table for additional spaces).
 - Outdoor spaces will have the same Standard Set Ups for each space as in previous semesters.
 - The event coordinator and/or department/organization hosting the event is responsible for sanitizing the space as appropriate (wiping down furniture, high touch areas, offering hand sanitizer, etc.) to minimize the spread of viruses. Masks are required indoors. Sanitizing supplies are generally available at

stations around campus but we cannot guarantee there is adequate supply for every on-campus event.

- Non-affiliated or off-campus client Usage of Meeting/Event Space
 - Non-affiliated or off-campus client use of space is not permitted without special approval of the Vice President overseeing the space being requested. All social distancing guidelines and use of masks apply if approved.

Available Spaces & Event Capacity

The following spaces are reserved by the Student Union. Contact the Student Union Reservations Office: Phone: 229-333-7047 Email: stunionresvoffice@valdosta.edu

Indoor: Student Union	Revised Capacity
Theater	150 seats
Ballroom A	50 seats
Ballroom B	100 seats
Ballroom C	100 seats
Ballroom B & C	200 seats

Outdoor: Student Union	Revised Capacity
Entire Oak Street Lawn	125
½ Oaks Street Lawn	60
Oak Street Lawn 15 x 15 foot tabling space	5
Pedestrian Side 10 x 10 foot tabling space	3

The following spaces are reserved by the Student Recreation Center. Contact the Student Recreation Center and/or Davy Shaw:

Phone: 229-333-5898 Email: davshaw@valdosta.edu

Indoor: Campus Recreation	Revised Capacity
Group Fitness Room	20

Racquetball Court 2	15
Basketball Court 1	60
Basketball Court 2	60
Basketball Court 3	60
Pool Lane 1	1
Pool Lane 2	1
Pool Lane 3	1
Pool Lane 4	1
Pool Lane 5	1
Pool Lane 6	1
Pool Deck	20
Red Cross Training Center	10

Outdoor: Campus Recreation	Revised Capacity
Sun Deck	80
Flag Football Field	300
Softball Field 1	500
Softball Field 2	500
Sand Volleyball 1	20

The following spaces are reserved by the Housing Department. For Housing Multipurpose rooms, contact Emily Seckinger:

Phone: 229-333-5921 Email: seseckinger@valdosta.edu

Indoor: Housing	Revised Capacity
Brown Hall Study Room 1007	1
Brown Hall Study Room 1010	1

Brown Hall Study Room 1012	1
Brown Hall 1st Floor Mtg. Room	15
Centennial Hall East Community Rm. 0138	15
Centennial Hall East Computer Lab	3
Centennial Hall East Conf. Room 0144	7
Centennial Hall East Multipurpose Rm. 0162	7
Centennial Hall West Community Room	21
Georgia Hall Study Room 1012	18
Georgia Hall Multipurpose room 1013	25
Georgia Hall Game Area	15
Hopper Hall Study Room 1421	18
Hopper Hall Mutlipurpose Room 1422	10
Langdale Hall Study Room 0128	10
Langdale Hall Kitchen	4
Lowndes Hall Music Practice Rm. 1214	1
Lowndes Hall Music Practice Rm. 1216	1
Lowndes Hall Multipurpose Rm.	10
Patterson Hall Multipurpose Room	18
Reade Hall 1st Floor Study Room	5

The following spaces are reserved by the Event Services Department. For classrooms, outdoor spaces, and the University Center please contact Event Services:

Phone: 229-333-5998 Email: facility@valdosta.edu

Indoor: University Center - North	Revised Capacity
Theater	13 seats

Magnolia Room	72 seats
Cypress Room	40 seats
Dogwood	10 seats
Rose	20 seats
Executive Dining Room	15 seats
Live Oak Conference Room	5 seats--only use for teleconferencing
Willow Conference Room	2 seats--only use for teleconferencing

Outdoor: Main Campus	Standard Capacity
Outdoor: Front Lawn	3000
West Front Lawn	1500
Nevins Front Lawn	1500
Outdoor: Fine Arts	300
Fine Arts Lawn (Main back lawn)	225
Fine Arts Lawn (Side back lawn)	75
Outdoor: Pedestrian Mall	
Pedestrian Mall Odum	75
Pedestrian Mall Nevins	75
Pedestrian Mall Gazebo	100
Pedestrian Mall West	75
Pedestrian Mall Bailey	75
Outdoor: Education Building	
Reames Field	1200
Education Center Lawn (includes area between Ed Center & Oak St. Lot and Jenette and N. Oak St. Ext.)	500

Outdoor: University Center - North	
Brookwood Lot - UC (area North of UC at corner of Brookwood Dr. & Slater St.)	500
Outdoor: Hopper Courtyard	300
Outdoor: Langdale-Georgia Lawn w/ Courtyard	350 + 100
Outdoor: Palms Quad A&B	500

Outdoor: North Campus	Standard Capacity
Crane Plaza	350
HSBA Courtyard A (Pound Hall Side) *Add side lawn on Pendleton Dr.	100 250
HSBA Courtyard B (Patterson Side)	200
North Campus Field	1500
Pound Hall Front Lawn	500

Indoor: Academic Buildings	Revised Capacity
Bailey Science 1011	45 seats
Bailey Science 3009	24 seats
Bailey Science 1023	20 seats
Bailey Science 1024	17 seats
Bailey Science 1025	18 seats
Bailey Science 1202	12 seats
Bailey Science 2020	15 seats
Bailey Science 2021	15 seats
Bailey Science 2202	15 seats
Bailey Science 3017	15 seats
Bailey Science 3018	13 seats

Bailey Science 3019	11 seats
Nevins Hall 1030	16 seats
Nevins Hall 1032	16 seats
Nevins Hall 1061	28 seats
Nevins Hall 1109	20 seats
Nevins Hall 1121	24 seats
Odum 1160	19 seats
Converse (Psychology) 1204	29 seats
HSBA Auditorium 1002	35 seats
Jennett Hall 1111	55 seats
Jennett Hall 2211	55 seats
Education Center 1103	4 seats
Education Center 1130	12 seats
Education Center 1142	4 seats
Education Center 2001	12 seats
Education Center 2130	21 seats
West Hall 1205	15 seats
West Hall 1206	14 seats
West Hall 1207	15 seats