

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.

- **Priority for Assigning Event Space**
 - Groups requesting space for programs and events.
 - Groups requesting space to table/promote their organization.
 - Groups requesting space for business meetings. General business meetings are encouraged to take place online.
 - At this time, we are not allowing off campus organizations to host events on campus.

- **Weekly Business Meetings:** Groups that usually book rooms for weekly business meetings will be advised to move to a virtual meeting platform.
 - Option A
 - Move your organization's weekly meeting to an online platform
 - Please be sure to let John Wright or Evan Fondren (Student Life) know of your meeting so they can assist you with your Blazerlink information
 - Option B
 - Move your organization's weekly meetings to an online platform and meet once a month in a scheduled classroom to conduct certain necessary organization business

- **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.

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- 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.

- University Center North Conference Center
 - The building will now be able to accommodate events until 11:00PM Monday-Saturday & until 9:00PM on Sundays.
 - The Magnolia Room will remain setup “as is” classroom style for 72 Monday-Thursday. Alternate setups may be used by approval Friday-Sunday.
 - The Cypress Room will remain setup “as is” classroom style setup for 40 the entire Fall 2020 semester.

- 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).
 - The event coordinator and/or department/organization hosting the event is responsible for sanitizing the space as appropriate (wiping down furniture, especially in high touch areas like check-in tables, have hand sanitizer available for guest access, etc.) to minimize the spread of viruses. Masks are required indoors and outdoors where social distancing is not possible.
 - For events that require outdoor furnishings, the Event Services department will provide a small Sanitizing Packet with additional items for use during your event.
 - Larger outdoor events must meet with Event Services to review resources and logistics of the event. Event Services cannot finish processing events without meeting.
 - Updated Outdoor Event Space/Times: Pedestrian Mall from 8am-5pm (Weekdays Only), all other locations from 8am-11pm (Monday-Saturday), Sundays from 9am-9pm.

- 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.

- Food During Events:

Any food intended for events, meetings, or fundraisers must be offered through a catering service and served to guests following CDC Food Service guidelines. On-campus caterer, Aramark, is preferred but not required. Bake sales and other food distribution activities must only offer factory sealed, individually wrapped food items and cannot be homemade or large distribution (donuts, pizza slices, cookouts, etc). If the event is to have served food, the catering company must serve the food. Student Organizations, Departments nor any guests are allowed to serve the food during events.

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- Temporarily Suspended Organizational Events
 - This includes events that do not allow for proper sanitization between both the participants of the event and the organization hosting the event:
 - Pie in the face
 - Any event where food is being thrown or transferred between persons
 - Dunk tanks
 - These types of organizational events are temporarily suspended at this time due to COVID restrictions and guidelines

Available Spaces & Event Capacity

Please note that the space capacities listed below are for academic purposes. If organizations would like to inquire about the event capacity of the spaces listed below, please contact the designated departments.

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	54 seats
Ballroom A & B	99 seats
Ballroom A B & C	152 seats
Ballroom B	45 seats
Ballroom C	44 seats
Ballroom B & C	98 seats

Outdoor: Student Union	Revised Capacity
Steps Tabling Spaces	3

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

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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

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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 Multipurpose 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:

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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	1000
West Front Lawn	500
Nevins Front Lawn	500
Outdoor: Fine Arts	150
Fine Arts Lawn (Main back lawn)	100
Fine Arts Lawn (Side back lawn)	750
Outdoor: Pedestrian Mall	
Pedestrian Mall Odum	50
Pedestrian Mall Nevins	50
Pedestrian Mall Gazebo	100
Pedestrian Mall West	50
Pedestrian Mall Bailey	750
Outdoor: Education Building	

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Reames Field	500
Education Center Lawn (includes area between Ed Center & Oak St. Lot and Jenette and N. Oak St. Ext.)	200
Outdoor: University Center - North	
Brookwood Lot - UC (area North of UC at corner of Brookwood Dr. & Slater St.)	300
Outdoor: Hopper Courtyard	150
Outdoor: Langdale-Georgia Lawn w/ Courtyard	300
Outdoor: Palms Quad A&B	250

Outdoor: North Campus	Standard Capacity
Crane Plaza	250
HSBA Courtyard A (Pound Hall Side) *Add side lawn on Pendleton Dr.	250
HSBA Courtyard B (Patterson Side)	150
North Campus Field	1500
Pound Hall Front Lawn	250

Indoor: Academic Buildings	Revised Capacity
Bailey Science 1011	53 seats
Bailey Science 3009	31 seats
Bailey Science 1023	23 seats
Bailey Science 1024	15 seats
Bailey Science 1025	18 seats
Bailey Science 1202	12 seats
Bailey Science 2020	13 seats
Bailey Science 2021	15 seats

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Bailey Science 2202	15 seats
Bailey Science 3017	15 seats
Bailey Science 3018	13 seats
Bailey Science 3019	11 seats
Nevins Hall 1030	17 seats
Nevins Hall 1032	15 seats
Nevins Hall 1061	24 seats
Nevins Hall 1109	21 seats
Nevins Hall 1121	31 seats
Odum 1160	19 seats
Converse (Psychology) 1204	34 seats
HSBA Auditorium 1002	39 seats
Jennett Hall 1111	67 seats
Jennett Hall 2211	65 seats
Education Center 1103	8 seats
Education Center 1130	8 seats
Education Center 1142	4 seats
Education Center 2001	12 seats
Education Center 2130	21 seats
West Hall 1205	12 seats
West Hall 1206	12 seats
West Hall 1207	12 seats