SGA Elections Group Reservations Process

YOU MUST ATTEND THE MANDATORY INFORMATION SESSION TO RECEIVE THESE INSTRUCTIONS AND BE ABLE TO PARTICIPATE IN THE CAMPUS RESERVATIONS ELECTIONS PROCESS. ALL TICKETS MUST FOLLOW THE GUIDELINES FOR CAMPAIGNING AS SET IN THE ELECTIONS CODE CHAPTER 704.

Reservations for space or A/V must be made through Campus Reservations, Events & Technical Services (CRETS) - http://reservations.uga.edu.

When submitting a reservation request, please include your Campaign Name in the TITLE of your event.

All organizations are limited to 2 table reservations per week. All organizations are limited to 2 outdoor locations (Plaza or Lawns) per week.

MEETING & PUBLICITY SPACE

- Payments to CRETS must be made no more than 2 business day after receiving confirmation to use the space or A/V; otherwise, the reservation will be canceled.
- Please follow CRETS reservation timeline: reservations must be made at least 5 days in advance to ensure availability and A/V needs.
- Cancellation Guidelines – an outdoor event may be canceled due to inclement weather; the primary contact must email CRETS before 10am the day of the scheduled reservation to formally cancel or change the reservation for a full refund. If the event is not canceled by the outlined time, full charges will remain. Best practice for inclement weather is to reserve and pay for an indoor space, if available at time of booking. The second booking will incur the same standard charge unless canceled. There will be no day-of moving of reservations due to inclement weather.
- Meeting Space
  - Tate - Free for up to 2 hours; $15/hour beyond 2 hours
  - MLC – No Cost (unless using A/V)
- A/V
  - MLC – $25 plus tax
  - Tate – No cost if only using projector that is already in the room and an A/V technician is not needed. All other AV equipment or technicians may be subject to charges.
  - The only outdoor location that allows amplified sound is the Tate Stage Plaza. This does not include Tate Plaza Tabling Spaces.
- Tabling
  - Tate indoor - $12/entire day (10am-4pm)
  - Tate/Promenade outdoor - $10/entire day (10am-4pm)
  - Tate Plaza - $40/entire day; portable PA system – additional $30/day
  - West Lawn - $40/entire day
  - North Lawn - $20/day
  - Northwest Lawn - $20/day
  - To table on other areas of campus, contact Ashley Johnson (maj521@uga.edu)
- Banners
  - Must be professionally made (i.e., printed on vinyl); no homemade/sheet banners or painted banners
  - Tate Bridge Banner space: unavailable for campaigns and individuals, only available for the Elections Committee
  - “Wood Wall” Banner space (behind Tate/Memorial Hall bus stop/Physics Building) - $4/day (Mon-Wed OR Thurs-Sun); dimensions: 4’ x 6’

Last updated: 2/2019
EXEC CANDIDATES

• Street Painting
  o Must be confirmed by CRETS before you may paint
  o Must begin after midnight on Sunday nights
  o Must have notified and confirmed with campus police
  o Must use and pick up specific paint provided by CRETS
  o Must pay the $15 charge per space. Must pay 1 business day in advance. Weekend reservations must pick up paint and pay on Friday before 4pm.
  o There is a $10 charge if paint containers are not returned

PUBLICITY

• Cork boards
  o Tate – approval from Tate Information Desk (3rd floor)
  o MLC – approval from MLC Security Desk (2nd floor)
  o Approval must be granted before posting in any other building on campus can occur. Please be aware that each building has specific rules for posting publicity; ask before you proceed.
  o No posters are allowed at bus stops.

• CHALKING IS NOT ALLOWED ANYWHERE ON UGA PROPERTY. This action will result in a fine from the UGA Facilities Management Division and potential disciplinary action.