



**RESERVATION REQUEST FORM**

- GAMBRELL HALL 1<sup>ST</sup> FLOOR – LOBBY
- GAMBRELL HALL 1<sup>ST</sup> FLOOR – DONOR ROOM
- GAMBRELL HALL 3<sup>RD</sup> FLOOR ATRIUM AND ROOF GARDEN

Reservations should be submitted at least 5-7 days prior to the date requested. Once the Dean’s Office has confirmed, you may expect a reply, via email, either approving or disapproving your request within 1-3 business days. You may fax this form to 777-4532 or email a PDF copy to [gottshas@mailbox.sc.edu](mailto:gottshas@mailbox.sc.edu) .

Faculty/Staff Member Requesting Reservation: \_\_\_\_\_

Email Address(es) to send decision: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Phone Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Number of persons expected to attend: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time Requested Start \_\_\_\_:\_\_\_\_am/pm End \_\_\_\_:\_\_\_\_am/pm

Please be sure to allow additional time for set-up and clean-up. It is your responsibility to clean up the area afterward. For more than one date and time, please use a separate request form.

CONFIRMATION NOTICE: Your reservation is confirmed for your date and time requested, with the following exceptions: \_\_\_\_\_

DENIAL NOTICE: Your request has been denied for the following reasons: \_\_\_\_\_

Approved / Disapproved \_\_\_\_\_ Date: \_\_\_\_\_  
signature

\*If you need to change or cancel your reservation, please email [gottshas@mailbox.sc.edu](mailto:gottshas@mailbox.sc.edu). Thank you.

**\*Please review Regulations & Policies (page 2) and include required signature with submission of this form.**

**REGULATIONS AND POLICIES GOVERNING THE USE OF  
GAMBRELL HALL 1<sup>ST</sup> FLOOR LOBBY/DONOR ROOM, 3<sup>RD</sup> FLOOR ATRIUM AND ROOF GARDEN**

Please read the following rules and policies before submitting the reservation request form.

**I. SPACES AVAILABLE FOR RESERVATION THROUGH DEAN'S OFFICE**

The Dean's Office is responsible for reserving Gambrell Hall 1<sup>st</sup> Floor Lobby, 3<sup>rd</sup> Floor Atrium and Roof Garden.

Gambrell Hall 1<sup>st</sup> Floor Lobby and 3<sup>rd</sup> Floor Atrium/Roof Garden are not to be used as classrooms. If you need classroom space, please contact "Space and Scheduling" at 777-4898.

Undergraduate student groups are not allowed to reserve any of the spaces. Graduate student groups may reserve these spaces ONLY through a faculty sponsor.

**II. SPACE CAPACITIES**

The 3<sup>rd</sup> Floor Atrium will accommodate no more than 50 people. The Roof Garden will accommodate no more than 100 people.

The 1<sup>st</sup> Floor Lobby will accommodate no more than 50 people.

**III. FOOD**

Whether you use the Lobby or the Atrium & Roof Garden, it is YOUR RESPONSIBILITY to insure that all food and drink is cleaned up immediately after your event. If your event is catered, it is your responsibility to insure that the caterers clean up completely after.

You will need to allow additional time for set-up and clean-up when you make your reservation. Please be mindful of other people who may have the space reserved directly following you when taking into account set-up/clean-up time.

**IV. FURNITURE**

It is your responsibility to have tables and chairs delivered and set up in the desired space if necessary. The Roof Garden chairs and tables are not to be moved from the space outside. If you rearrange them, please be sure to arrange them back to their original place.

**V. FEE**

There is no fee for the use of the Lobby or 3<sup>rd</sup> Floor Atrium/Roof Garden. However, it is required that we have an account/fund number in the case the space(s) are left in disarray and we have to have it cleaned following your event. We will notify you before cleaning arrangements if necessary.

**VI. HOURS AND OTHER INFORMATION**

The Lobby, 3<sup>rd</sup> Floor Atrium and Roof Garden are **not available for reservation on weekdays before 5:00 p.m.**

On weekdays after 5:00 p.m., music and noise should be kept to a moderate level so as not to disturb the surrounding offices and classroom spaces.

**\*I hereby acknowledge and agree to the regulations and policies governing the use of the Gambrell spaces**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date