

Reservation Data Sheet

1. To Request a Room in the JSAC...

<http://apollo.aug.edu/ressnet/reslist.asp>

Click Request a Reservation on the top right of the screen Select Jaguar Student Activities Center from the drop down menu on the left Select your date from the calendar on the right From the time grid on the bottom select your room of choice and time you would like event to start Select your organization name from the drop down menu and enter your email.

If you are already in the system it will ask you confirm your info.

Clicking submit once any information is updated

2. Event Information

The building and room will be listed at the top

Enter Event Title

Enter Event Description (this information will be listed on the JSAC calendar)

Enter Other Event Information (this information will be listed on the JSAC calendar)

Check Post on Events Listings: Yes No (this does not matter, it will be listed anyway)

Enter Event Type: (This is for assessment purposes)

Enter Attendance: (This is your estimated attendance to your event)

Enter Event Start/End time to be posted on Today

Enter Event Start Time: (Enter your Actual Start Event Time)

Enter Event Stop Time: (Enter your Actual End Event Time)

Enter Event Comments: (These are things that you would like me to know about your event; ie special guest) Enter Click Continue when finished

3. Dates Required

The next page has multiple calendars on it.

On this page you will select multiple dates if you would like them at the same time and place.

Click Continue when finished picking dates

4. Reservation Information

Here it will tell you your event title, building, and room.

From the drop down menu select the diagram that matches what you would like. (only setups allowed in the room due to fire codes will be listed) Select your Setup Items from the drop down menu.

Click Add Setup Item to add to your list.

Comments in this space should be special items not found on your list or items relevant to your reservation Select your Audio Visual Equipment from the drop down menu.

Click Add Audio Visual Item to add to your list.

Comments in this area should be items not found on your list or items relevant to your reservation Click Continue This next page is a summary of your contact information (Review this) Click Continue if correct

This page is a summary of what you submitted. (If this is not what you really wanted then go back) Read and Check the box that you agree to what you have submitted.

Click Submit Reservation Request

Congratulations you have submitted your request for space in the JSAC.

You will get a Thank You page confirming that we received your reservation.

You also get an AUTOMATED email with a summary of what you submitted. This is NOT an APPROVAL for space.

Approvals for space come after we have reviewed your request and sent you an email.

We require at least 10 days in advance of your date requested to approve all events. If you have not heard from us via telephone or email within 3 business days please call our office.

If for some reason your request is last minute please call 706-729-2323 after you submit your request for additional assistance. Reservations are not reviewed after Thursday at Noon.

Other Information

After Hours:

If you use the JSAC after normal operating hours you must fill out a after hours form. This form gets approved from the Director of Student Activities before you can have your event. You are charged 15.00 for every hour or part of hour that you are here.

Other Campus Spaces:

Andrea Dent, Physical Plant – is the one you would go through for any other space on campus.

You have to fill out a facilities request form and a work order. Remember, you do not need to do this for the JSAC.

After you complete the forms **Departments** will fax to Physical Plant. Andrea will then let you know if you can have the space. Her extension is 1593.

Student Groups must submit these forms to Victoria Hanson in the Office of Student Activities and she will fax them once approval has been received. You will get an email from Student Activities once space has been approved.

<http://www.aug.edu/forms/asupp-004.pdf> and
http://www.aug.edu/forms/Facilities_Request_Form.pdf

Tents

If you need a tent and would like to borrow ours then you will then need to complete a work order to get the tent set up and facilities request form to request the space where the tent will be setup. These forms come to us first so we can let physical plant know that you have our permission to have the tent. We will then fax them to Physical Plant and you will get an email confirmation from us for approval.

Food

If you have an event with food you need to make sure that you let us know. This will help us to determine how much time catering needs to setup your event. Cyndy Wilson is the catering manager for Sodexho. Her extension is 1599. Table clothes are 5.00 a piece and 10.00 for the large round ones.