



STUDENT ACTIVITIES CENTER

STUDENT LIFE & ENGAGEMENT ♦ 2500 Walton Way ♦ Augusta, GA

PHONE: 706-729-2382; FAX: 706-729-2343

JSAC_RESERVE@augusta.edu ♦ www.augusta.edu/students/JSAC/

Event and Meeting Space Information



The Jaguar Student Activities Center (JSAC) opened in the fall of 2006. It serves as the primary building where student organizations schedule meetings and events. The JSAC houses seven various types of spaces for event and meeting needs. The table below outlines some of our indoor spaces and various set up abilities.

Jaguar Student Activities Center							
	Conference Rooms			Meeting/Event Spaces			
	Jag Commons (Student Orgs Only)	Markert Rm #142	Skinner Rm #231	Hardy Rm #232	Ballroom Rm # 155	Coffeehouse Rm #235	Butler Rm #227
Setup	Capacities			Capacities			
Minimum	5	2	5	10	75	30	10
Maximum	14	8	15	-	-	-	-
Banquet 4ft Round	N/A	N/A	N/A	N/A	195	75	N/A
Banquet 8ft Round	N/A	N/A	N/A	N/A	120	N/A	N/A
Classroom	N/A	N/A	N/A	30	N/A	N/A	40
Conference Square	N/A	N/A	N/A	32	N/A	N/A	N/A
Conference U-Shape	N/A	N/A	N/A	*24*	N/A	24	N/A
Lecture	N/A	N/A	N/A	40	338	75	40
School Room	N/A	N/A	N/A	30	N/A	N/A	N/A
Standing	N/A	N/A	N/A	44	400	100	N/A

The JSAC Outdoor Plaza is used for tabling and large events.

The north end of the JSAC Breezeway is used for information tables to promote fundraising and special events. The Breezeway (north end) by the Information Desk is the hub of activity and is generally a high traffic area.

Default Settings for the Meeting Spaces:

Hardy Room: Conference U-Shape, Seating for 24.

Ballroom: Banquet 4ft Round Tables, # of Seats determined by request.

Butler Room: Lecture Style, Seating for 40.

Coffeehouse: Banquet 4ft Round Tables, # of Seats determined by request.

Reserved table space is limited to 3 per day with two chairs per table. A maximum of one table is allowed per organization or department. Tables are 6-feet in length and include a black cotton table cloth.

The south end (Copy Center) of the JSAC Breezeway is subject to availability. Reservation requests for an event that may attract 100 people or more may be denied due to fire code.

JSAC spaces are requested through the online reservation system, EMS (Event Management System). On the JSAC website, there is a link to the

left that reads "Reserve a Room" that leads to the reservation website. Please read the building policies before submitting a request. Each person making a reservation is responsible for knowing this information and informing other members within the organization of these policies. Violation of policies may result in suspension of reservation privileges.

Once a request is submitted, an automated e-mail is sent. **This does not confirm a reservation.** If a request is approved, a confirmation e-mail is sent from JSAC_Reserve@AUGUSTA.EDU. Reservation requests are only final when the confirmation e-mail is received. Events should not be publicized until the reservation is confirmed by the Department of Student Life and Engagement.

Reservation requests must be submitted at least **10 business days prior to the event for Meeting/Event Spaces and 2 business days prior Conference Rooms.** Requests for meetings or events requiring personnel (security, early building opening, etc.) should be submitted at least 30 business days prior to the event. Requests submitted after these time periods may be denied. Events taking place outside of normal building hours are subject to fees. Please contact Student Life & Engagement for more details.

Student Life & Engagement has the right to limit the frequency and length of time a student organization or department may reserve facilities. **Reservations may be moved to a different location inside the JSAC at our discretion in order to**

accommodate all requests. Events with music in Outdoor and Breeze way setting need to be a radio edited version (i.e. no profanity).

Please make sure **events end 30 minutes before the close** of the building to ensure cleaning and exiting the building is completed on time. Meetings should plan to end approximately 15 minutes before closing unless food is included and cleanup is necessary.

All requests for the JSAC (all rooms inside and the JSAC Outdoor Patio) are received by Student Life and Engagement and reviewed by the Facilities Specialist. All requests for space outside the JSAC (Amphitheater, JSAC Sports Field, Science Hall Sports Field, Allgood Hall, University Hall, and Health Science Campus) are received and reviewed by Classroom and Event Scheduling.

FREQUENTLY ASKED QUESTIONS

Who can reserve space in the JSAC?

Only registered student organizations and AU departments may request reservations in the JSAC and Outdoor Plaza. There is no charge for use of these areas at this time.

Did I submit my event request in Jag Life (Only for Registered Student Organizations)?

The first step for student organizations to schedule an event is to submit your event in Jag Life at least 15 days in advance. This is where an event is approved by Student Life and Engagement.

Link: <https://augusta.presence.io/>

Who sets up Audio-Visual (A/V)?

Reservation requests include options to enter A/V requests. For events inside the JSAC and on the JSAC Outdoor Plaza, SLE provides A/V equipment at no cost. For events outside the JSAC, Classroom and Event Scheduling provides audio-visual equipment.

Why don't I have tables or tents for my event?

For JSAC events, reservation requests include a space to request a specific setup. Additional needs or special requests may be entered in the reservation request under the sections "Reservation Notes" or "Setup Notes." Any requests to use 10x10 tents owned by Student Life and Engagement are approved through that department and may be reached at 706-737-1610. SLE only sets up tents on the Outdoor Plaza and not in other areas of campus.

For space outside the JSAC, submit any requests for tables, chairs, and other furniture through Facilities Operations at <http://www.augusta.edu/facilities/mrqfrm.php> or by using the following e-mail address: wmc@augusta.edu. Requests must be received at least **10 business days** in advance.

Charges and Fees:

There are no charges associated with using the JSAC space, A/V equipment, or staff unless it is an After-Hours Event. Contact SLE for further details.

Additional Contact Information:

Classroom and Event Scheduling	706-721-0902
Facilities Operations	706-737-1593
Student Life & Engagement	706-737-1610

JSAC Hours of Operation

Fall and Spring Building Hours

Monday - Thursday..... 7:00 a.m. - 1:00 a.m.
Friday..... 7:00 a.m. - 7:00 p.m.
Saturday..... 9:00 a.m. - 7:00 p.m.
Sunday..... 12 p.m. - 1:00 a.m.

Student Life and Engagement Office

Monday - Friday 8:00 a.m. - 5:00 p.m.

Information Desk

Monday - Thursday8:00 a.m. - 6:00 p.m.
Friday8:00 a.m. - 5:00 p.m.

Game Room

Monday - Thursday10:00 a.m. - 6:00 p.m.
Friday.....10:00 a.m. - 6:00 p.m.

*TV Room open during GR hours.