

## Terms & Conditions

The following information will assist you in requesting space with the Campus Recreation Complex (CRC). The requestor will be notified by email or telephone of the approval/ denial of the request once it is reviewed. Completion of the form does not guarantee approval of your request or confirmation of space.

All facilities and aquatics requests must be made 21 calendar days prior to the proposed event date to be considered for approval. Please check [mycrc.gatech.edu](http://mycrc.gatech.edu) for availability. All requests less than 21 days in advance will be evaluated on a case-by-case basis.

Anyone can reserve space in the CRC; however, priority is given to students, faculty, and organizations approved by Georgia Tech. Fees vary based on university affiliation and direct costs needed to support the event/activity. Charges for facilities, set-up, clean-up, staffing, and/or equipment may apply to each event and must be understood and agreed upon prior to the reservation confirmation being finalized.

Events consisting of any guests not affiliated with Georgia Tech (students, faculty, staff, approved organizations, etc.) must be declared in advance.

**If minors (individuals under 17 years old) will be participating in the event or program, [you must register on the Youth Programs Registration Form page.](#)**

Note: If a request includes external participants, you **MUST** check external groups/guests. Failure to acknowledge/indicate this can result in the cancellation of your reservation.

Requests are received and approved on a first-come, first-serve basis after CRC programming needs are filled.

Events requesting participation and access for non-university-related individuals must be declared on the request and procedures per university regulations.

Due to safety and liability concerns, additional insurance and increased supervision may apply. The need for chaperones will be required (due to age restrictions) for special events at the CRC involving minors and/or anticipated guests.