

Facility and Space Reservations

Process Overview and Instructions

Gadsden State's Department of Capital Projects and Operations has been working to implement a new procedure for reserving facilities and/or spaces for events. This guide is designed to help you use our new reservation procedures.

Getting Started with Making a Reservation

To reserve one of our facilities, you will click the reservation button on our page within the Gadsden State website or navigate to:

<https://gadsdenstate.libguides.com/operations/reservations>

or **scan the QR code**.



How to Make a Reservation

1. Navigate to the [reserving facilities page](#).
2. Locate the space or facility you would like to reserve and click its name.
 1. Be sure to read any additional reservation instructions for the specific space or facility as there are differences. Contacts for each facility or space may also be different.
3. Once you are on the LibCal page for your desired space or facility, choose the date you'd like to reserve your desired space. Below the date, you'll see a list of available spaces. Click on any space to view more details about it.
 - Available times are shown as green blocks, allowing you to click and select your desired times.
 - Yellow blocks indicate times you've already selected.
 - White blocks indicate times that are not available for reservations.
 - Red blocks show times that have already been reserved by another party.
4. Once your preferred slot has been selected, confirm the date and time, then click Submit Times.
 - **IMPORTANT:** Review the terms and conditions. Some venues require layout to be chosen and filled out before continuing.
5. If your selected dates and times are correct, click "Continue" and complete the electronic reservation form if prompted (NOTE: Some locations require more detailed forms than others, so please complete the information for the form that appears for your chosen space or facility).
6. Finally, once you have provided all the necessary information, click "Submit my booking." You'll receive a confirmation e-mail shortly, which will include the option to cancel the booking if needed. Please follow any additional instructions you received via e-mail to ensure that your reservation request is completed.

ATTENTION EXTERNAL USERS:

If you are a member of the community or one of our external partners, there is additional information you should be aware of. There may also be fees associated with your reservation. Please read the [GSCC Facilities Usage Manual](#) for additional information and pricing structure.



Understanding Facility Usage Priorities and Policies

Gadsden State Community College maintains a clear priority system for facility usage that ensures our educational mission remains at the forefront. The college primarily reserves its facilities for educational activities, which form the core of our institutional purpose. Secondary priority is given to economic development initiatives that benefit our region and community. When facilities become available beyond these primary uses, we welcome applications from community groups and organizations who wish to utilize our spaces.

It's important to understand that certain spaces are reserved exclusively for college operations. Classrooms, computer labs, and conference rooms are generally not available for rental to ensure uninterrupted academic activities. However, we offer a variety of other venues that can accommodate diverse event needs, from theatrical performances to athletic competitions to community gatherings.



Priority One

Educational activities and academic programming take precedence in facility scheduling



Priority Two

Economic development initiatives that support regional growth



Priority Three

Community organizations and groups when facilities are available

Review Facilities Usage Manual for More Information

Reservation Process for GSCC Employees

For Gadsden State employees, the facility reservation process begins with a critical first step that ensures proper coordination with our maintenance and support teams. This systematic approach helps us prepare facilities to meet your specific needs and ensures all necessary services are arranged in advance. Following these steps carefully will help guarantee a smooth reservation experience and successful event execution.

01

Submit FixIt Work Order Request

Begin by accessing the FixIt Work Order Request system at ww2.gadsdenstate.edu/asp/fixit-exp-card.aspx. This initial step is mandatory and creates the foundation for your reservation. Complete all required fields with detailed information about your event, including the date, time, expected attendance, and any special requirements.

02

Note Your Ticket ID Number

After submitting your work order, you'll receive an automated email confirmation containing a unique ticket ID number. **Save this number immediately** as you'll need it to complete the next stage of your reservation. This number serves as the critical link between your maintenance request and facility booking.

03

Access the Facility Booking Form

Navigate to the LibCal reservation system by clicking the appropriate link for your desired facility. Each campus and venue has its own dedicated reservation page, ensuring you can access specific information and availability for your preferred location.

- [Navigating the Booking Grid](#)
- [Video Demonstration of Creating New Booking](#)

04

Complete Your Reservation

Fill out the comprehensive facility use form, making sure to enter your ticket ID number from step two. Provide all requested details about your event, including setup preferences, equipment needs, and estimated attendance. Some facilities may require a setup diagram to be submitted along with your form.



Need Help? If you have questions about the reservation process, contact Ricky Mackey at jmackey@gadsdenstate.edu or (256) 549-8613. For technical difficulties with the online systems, reach out to Dr. Derrick Griffey at dgriffey@gadsdenstate.edu or (256) 439-6833.

Reservation Process for External Partners

Community organizations and external partners follow a streamlined reservation process designed to make facility booking accessible while ensuring all necessary protocols are followed. We value our community partnerships and have structured this process to be user-friendly while maintaining the standards required for successful events. The key difference for external partners is that you'll begin directly with the facility reservation form rather than the internal work order system. Please [read the Facilities Usage Manual](#) for additional details and pricing information.

1

[Navigate to Reservation Site](#) and Locate Your Desired Facility

Review the available facilities listed in this guide and identify which venue best suits your event needs. Consider factors such as capacity, amenities, location, and any special features your event requires.

2

Access the Reservation System

Click the LibCal link for your chosen facility. Each location has a dedicated reservation page with specific details about that venue, including photos, capacity information, and available amenities.

3

Complete the Facility Use Form

Fill out all sections of the electronic form thoroughly and accurately. Incomplete forms will delay processing and may result in your reservation not being confirmed. Be specific about your event requirements, setup needs, and expected attendance.

4

Monitor Your Email

After submission, watch for communication from our Capital Projects and Operations team. They will provide additional instructions, cost estimates, and required documentation such as the Facility Use Agreement that must be signed to finalize your reservation.

Required Documentation

- Completed facility use request form
- Setup diagram (if applicable)
- Proof of insurance coverage
- Signed Facility Use Agreement
- ServSafe® certification (for food service events)

Timeline Expectations

Submit your reservation request **at least 4-6 weeks in advance** of your event date. This allows adequate time for review, approval, coordination of required services, and completion of all necessary agreements. Last-minute requests may not be accommodated.

Understanding Costs and Required Services

Facility usage at Gadsden State involves various cost components that depend on your specific venue, event requirements, and necessary support services. Understanding these costs upfront helps you plan your budget effectively and avoid surprises. All fees are subject to change, and final charges are determined after our team reviews your complete Facility Use Request Application. The college requires certain services for all events to ensure safety, cleanliness, and compliance with regulations, which are billed separately from the base facility rental fee.

Security Services

Required for All Events

All events must utilize College Police & Public Safety officers to ensure the safety of attendees and protection of college property. Security coverage is mandatory from the beginning of setup through the completion of cleanup activities.

- Rate: **\$50 per hour per officer**
- Minimum charge: **\$100 per event**
- At least one officer required
- Additional officers assigned based on event size and nature

Custodial Services

Professional Cleaning Support

Custodial services ensure facilities are properly cleaned and maintained before, during, and after your event. The rate includes all necessary cleaning supplies and equipment. Final costs are calculated based on actual time worked by custodial staff.

- Rate: **\$40 per hour per custodian**
- Minimum charge: **\$80 per event**
- Cleaning supplies included in rate
- Additional health measures may increase fees

Additional Services

Specialized Support

Depending on your event requirements, additional services may be necessary and will be billed accordingly. These services are arranged based on your specific needs as outlined in your facility use request.

- Maintenance staff support
- Grounds keeping services
- Audiovisual equipment and technical support
- Specialized setup and breakdown assistance

Food Service Requirements

Gadsden State Community College strictly adheres to Alabama Department of Public Health regulations (420-3-22) for all events involving food service. **A ServSafe® certification is required for any event where food will be served**, ensuring the highest standards of food safety for all attendees. Different venues have specific certified personnel who must be present during food service activities.

Richard Lindsey Arena

Events at this venue require the presence of our Facility Support Manager, who holds current ServSafe® certification and will oversee all food service operations.

Cardinal Café Community Room

Food service in this location must be supervised by the on-site Sodexo Manager or their designated representative, who maintains ServSafe® certification.

All Requirements and Pricing Information:

Please [read the Facilities Usage Manual](#) for additional details and pricing information.

Available Facilities Across All Campuses

Gadsden State Community College offers an impressive array of facilities across multiple campus locations, each providing unique features and capabilities to accommodate various event types and sizes. Below is a comprehensive overview of reservable spaces organized by campus location to help you identify the perfect venue for your needs.

Wallace Drive Campus

Our primary campus offers the widest selection of venues, including the Beck Conference Center for professional gatherings, Beck Gymnasium for athletic events, the Black Box Theatre in Meadows Hall for performances, and the Cardinal Café Community Meeting Room for smaller meetings. Each space features modern amenities and flexible configurations.

East Broad Campus

Home to the Joe Ford Center and Science Building, this campus provides excellent facilities for academic-focused events, STEM demonstrations, and professional conferences. Both buildings offer multiple room configurations with advanced technology capabilities and are accessible via our convenient LibCal reservation system.

Ayers Campus

This campus location provides community-focused spaces perfect for local organizations and regional events. Facilities can be reserved through our dedicated LibCal system, ensuring a streamlined booking process specifically designed for this location's unique offerings and community partnerships.

Cherokee Campus

Serving our regional community with accessible venues, the Cherokee Campus offers well-maintained facilities ideal for local events, workshops, and community gatherings. The dedicated reservation system ensures efficient booking and coordination with campus staff for this location.

Contact Information for Specific Spaces or Facilities

Wallace Hall Fine Arts Center

For reservations at this premier performing arts venue, contact DeAndra Busby, Theatre Manager, at dbusby@gadsdenstate.edu or (256) 549-8475. This facility requires specialized booking procedures due to its technical requirements and performance capabilities.

Valley Street Campus

To reserve space or facilities at the Valley Street Campus, reach out to Ricky Tillis, Valley Street Campus Director, at rtillis@gadsdenstate.edu or (256) 549-8678. Direct contact ensures personalized service and detailed information about this location's unique offerings.

Joe Ford Center

For reservations in the Joe Ford Center, please contact one of the following:

- Tiffany Sallee, Admin. Asst. to the President, tsallee@gadsdenstate.edu.
- Melissa Wilson, Admin. Asst. to the Executive VP, mwilson@gadsdenstate.edu.

Science Building

For reservations in the Science Building, please contact Marilyn Collins, Admin. Asst. to the Division Chair for Science, mcollins@gadsdenstate.edu.

Beck Gymnasium

For reserving the Beck Gymnasium, please contact Ashley Kitchens, Admin. Asst. to the Athletic Director, akitchens@gadsdenstate.edu

 **Pro Tip:** Visit the [Facilities Usage Manual](#) for comprehensive details about rental fees, priority scheduling, insurance requirements, regulations, and specific amenities available at each venue. This resource provides everything you need to make informed decisions about facility selection.

Ready to begin your reservation? Gather your event details, determine whether you're an internal employee or external partner, and follow the appropriate step-by-step process outlined in this guide. Navigate to the [Reservation Site](#) now!