



Center for Teaching and Learning  
UNIVERSITY OF GEORGIA

**CLASSROOM KEY LOAN LISTING**

Jackson St Bldg - 123/125  
North PJ Auditorium (N106)  
South PJ Auditorium (S306)

All **MILLER LEARNING CENTER** keys can be retrieved from our CTL office located in room 172 of the Miller Learning Center (2-3456)

**\*\*IMPORTANT NOTE\*\***

Key Loans are reserved mainly for those who are **teaching** a class carrying a UGA course number in a general classroom on campus.

**Grad Teaching Assistants (Instructor of Record)** who are **teaching** or **co-teaching** with a faculty member are allowed to reserve a key. Those who are **not** teaching or co-teaching a UGA course numbered related class will need to go through the professor of the class they are taking to make a reservation, they are considered a student. **Undergraduate TA's** will need to go through the professor to make the reservation.

**UGA departments** may reserve keys for UGA affiliated events only. A representative from the department will need to reserve the key as the responsible party. Reserve key(s) for each event.

**NO SEMESTER LONG KEY RESERVATIONS.**

**Student Organizations:** All student organizations needing access to equipment within general classroom equipment cabinets need to first reserve a room at the MLC (Miller Learning Center). If placed in a room outside of the MLC that CTL obtains keys to, the faculty/staff advisor (if group does not have an advisor, please relay this information to the CTL staff reserving your order). A charge of \$30 is expected upon return of the key. Payment can be made via UGA account number (no tax) or cash, check or credit card (taxed). Reserve key for each event.

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