**Dem Hall Ballroom (DHB) Scheduling**

**Guidelines**

- DHB is available on a first come/first serve basis
- DHB is available to registered student organizations (RSO's) from 10pm to 12am weekdays, and 8am to 2am on weekends
- Only RSO’s with an active/open University account may book the DHB
- RSO’s may begin scheduling the DHB on, or after August 15, for the upcoming academic year

**Criteria for reserving the DHB**

- Student organizations must be registered with the Department of Student Life, 101 Student Services Building in order to request use of the DHB (exception: major governing groups and living unit groups).
- The requesting organization must complete an Event Planning Form, through the “Community” System, through the Student Life website.
- All activities must comply with University policies and procedures regarding location, timing, and types of events.
- Activity requests cannot conflict with other previously scheduled events, or interfere with normal operation of the DHB.
- Social event requests (e.g., dance, party, concert, etc.), where attendees extend beyond the RSO’s membership, must submitted a minimum of one (1) month prior to the requested date for the event.
- Other requests (e.g., group meetings, educational speakers, etc.) should be submitted at least two (2) weeks prior to the first requested date needed.

**Events will not be approved if:**

- The requested date is already reserved, or the date/time conflicts with another event.
- The estimated number of attendees exceeds the capacity for the DHB (which is 450 persons).
- An active/open University account is not provided.
- The type of event requested is not compatible with the intended use of the DHB.

**Fees**

- There are fees associated with the use of the DHB; which covers unlocking and locking the space, heating and ventilation, and cleaning of the space and adjacent restrooms. These fees are determined by the Infrastructure Planning and Facilities (IPF) Events office and will vary depending on the day and complexity of the event.
- Additional fees for furnishings, sound reinforcement, and security coverage may apply and will be determined during the request/planning phase.