Large rooms Policy

1. Large room events are subject to Student Involvement & Leadership Development “On Campus Social Events Policy.”

2. A completed HSC Large Room Request Form (LRR Form) including signature as needed, must be completed for use of large rooms, i.e. Ballroom, Regency, and Sandburg, no later than 3 weeks prior to the event. If within 3 weeks of the event HSC does not have a completed LRR Form, HSC may release the space without further contact with the organization holding the space. At that point, HSC staff will either call or send notification that the space is no longer being held.

3. The student organization must provide its Account Number. The President and/or Treasurer must sign the contract if there are any charges.

4. If a recognized student organization holding a Large room, i.e. Ballroom, Regency, Sandburg, or Diversions has not made any contact with the General Office within thirty (30) days prior to the event, an attempt will be made to contact the organization to determine if the space will be used. If at that time the organization cannot confirm the use of the space, HSC staff may release the space to another user.

5. Students are not permitted to bring food or beverages into the Holmes Student Center. If refreshments or a full meal are to be catered see HSC Policy entitled Food Service.

6. There may be charges for audio-visual equipment. See AV section for list of charges. The President and/or Treasurer must sign the contract if there are any charges.

NOTE: For events involving off campus speakers, concerts, dances, movies whether such an event is previously listed on the social calendar or not, the completed LRR Form must be signed by the appropriate staff in the SILD Office.

Recognized Student Organizations
Confirmation of Other Temporary Reservations
And For Additional Use of Space-For Other Large Rooms

For other events listed on the social calendar, for meetings or organizations for members only and for other miscellaneous uses, space may be secured in the following manner:
1. A completed Large Room Request Form (contract form) including the organization’s account number must be completed in the General Office at least 3 weeks prior to the event.
2. The Organization must secure the signature of the organization’s President, Vice President or Treasurer on contracts containing charges.
3. All other conditions for usage remain the same as for Large Rooms.