

## **Trojan Center reservation policy for DSU affiliated clubs and organizations**

Last update: 7/26/18

**General:** reservations may be made for no more than a semester at a time and will be considered following the dates listed under the priority heading below.

-no restrictions M-F up to 5:00pm daily (recognized or non-recognized groups)  
First come-first serve basis  
Flexible for reservation length of time

-no restrictions, Friday, 5:00pm through Sunday evening (recognized or non-recognized groups)  
First come-first serve basis  
Flexible for reservation length of time

**Priority:** SAB, KDSU, DSU Live-specifically funded by GAF to sponsor event oriented activity  
July 31-fall semester  
November 30-spring semester

### **Marketplace seating area:**

Is not a space available for reservation except on a case by case basis  
Special events  
Only space large enough  
Other unique circumstances

### **Underground: (event and casual lounge space oriented)**

Not considered a general meeting space  
Case by case basis that justifies such a request  
May be reserved for up to three hours per week by recognized student organizations for event oriented activity  
Sub-groups of a parent organization are part of the three hour block

### **Club Hub/Regents/Oyate rooms:**

Recognized student organizations will have reservation priority, M-Th. Between the hours of 5:00pm and 1:00am on a first come, first serve basis  
Recognized student organizations may reserve up to an aggregate total of four hours per week  
Sub-groups of a parent organization are part of the four hour total weekly

Non-recognized groups must request space on a week to week basis beginning the Wednesday prior to the week needing space

### **Main level student lounge:**

Is not a space available for reservation except on a case by case basis  
Special events  
Other unique circumstances

### **Gameroom:**

Is not a space available for reservation except on a case by case basis  
Special events  
Other unique circumstances

