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