

University of Notre Dame
Special Event Room Request for Student Groups
Office of the Registrar

Reservations and inquiries must be made in person at the Registrar's Office, 105 Main Building.

The Office of the Registrar manages classroom space for the University. *All use of classroom space must be scheduled through the Registrar's Office no later than five (5) business days in advance of the need.* There are normally no classroom use charges for classes or officially recognized University clubs or organizations.

PLEASE PRINT

Sponsoring Campus Organization: _____

Faculty Advisor or
Contact Person: _____ Phone: _____

Title of Event: _____

Check Type of Event:
____ Movie ____ Lecture ____ Meeting ____ Other _____

Dates Needed: _____

Preferred Building: _____ Minimum room size: _____

Starting Time: _____ End Time: _____ Necessary Equipment: _____

I understand that I am responsible for any costs incurred by normal use or abuse of the room and/or equipment in the room. I also have read and agree to abide by all policies on the reverse side of this form.

Student NAME (Please Print): _____

Student Signature: _____ Date: _____

APPROVAL SIGNATURES REQUIRED BEFORE GOING TO REGISTRAR'S OFFICE

(Please have signed in numerical order)

1. Faculty Advisor: _____ Date: _____

2. Student Activities: _____ Date: _____

3. DeBartolo _____ Date: _____

**ONLY FOR DEBARTOLO ROOMS-Approval by DeBartolo Building Manager before going to Registrar*

4. Nieuwland: _____ Date: _____

For Office of the Registrar's Use ONLY

Assigned Room: _____

Approved By: _____ Date: _____

DEBARTOLO HALL POLICIES

1. Because DeBartolo Hall is a classroom building, top priority will always be given to class use. During off-times, including evenings, weekends, and during University breaks, rooms in the building may be used for class-related events such as lectures and feature-length films. Official campus groups such as student organizations (see policy 9. Use for Student Activities) and administrative departments may use rooms in DeBartolo when technology is needed. Charges will be made for media services, maintenance, and security when appropriate.
2. DeBartolo is an academic, not a social, facility. For this reason, its use for non-academic events is limited. Whereas students will generally use other facilities for non-class events, Room 101 may be used for certain events with the written approval of the Director of Student Activities, such as the events that are the type of activity that occurs in Washington Hall, usually a ticketed event. The event would be one that requires a simple set-up, like a stand-up comedian or a speaker, with one or two microphones. Events requiring extensive setups, like concerts, will not be approved. Charges will be made for any services needed, labor, media, and additional housekeeping, etc. required to make the room ready for classes in the morning.
3. No food or drink is allowed in classrooms. Foods brought to DeBartolo events are to be provided by University Catering and must be kept to tables in the hallways at the location arranged with the Building Manager.
4. Before students may use DeBartolo, a yellow form from the Student Activities Office must be signed by DeBartolo's Building Manager.
5. Clubs and other student meetings are to be scheduled in other buildings (exceptions may be when technical needs warrant.)
6. Because the above policy, which is agreed upon by the Provost, the Office of Student Activities, and DeBartolo Administration, denies the use of the building for social and recreational events by Notre Dame students, it is appropriate that such policies hold for use also apply to groups of students on campus for sports camps and other similar events, even though they may have academic overtones.
7. When the building is open during the day, the outside doors are unlocked.
8. When the Cluster is open and the rest of DeBartolo is closed, the only entrance to the Cluster is by the door just north of the Cluster. University identification is required for admission. Both gates to the west of the Cluster are locked when the Cluster is the only part of DeBartolo that is open.
9. DeBartolo Hall is closed on home football weekends. The Computer Cluster is closed on the Saturdays of home football weekends.
- 10 First Year Composition Program Teaching Assistant Offices are open whenever the building is open or until 11 p. m.
11. Entrance to the lower level is through the Northwest and Northeast stairwells.
12. No locked doors are to be propped open under any circumstances.