Dem Hall Ballroom (DHB) Scheduling

Guidelines

- DHB is available on a first come/first served basis
- DHB is available to student groups from 10pm to 12pm weekdays, 8am to 2am on weekends
- Only student groups with an active/open University account may book the facility
- Dates must not conflict with semester dances scheduled by the Director of Student Activities
- Scheduling for SRO’s will begin on August 15th, prior to the start of the Fall semester.

Event will not be approved if:

- Requested date is already booked
- Estimated number of participants exceeds capacity (450 people max)
- An active/open University account is not provided

To reserve or rent the activity spaces listed below the following criteria must be met and completed prior to the reservation:

- Your student organization must be registered (exception: major governing groups, and living unit groups) with the Department of Student Life, 101 Student Service Building, to be allowed to use University facilities and services.
- An Activity Planning Form (APF) must be completed with the Student Life Office to plan an activity on the MSU campus.
- These activities and their time, place, and manner must be scheduled according to University policies and procedures.
- The activity for which a facility is requested cannot physically conflict with other previously scheduled events or interfere with basic facility requirements.
- If your event is a social event (e.g. dance, party, concert, etc.) where persons beyond the organization's membership are invited, an APF must be initiated well in advance of the desired date for the activity. Major events should be planned several months prior to the date of the event. For other activities (1.e group meetings, educational speakers, etc.), an APF should be initiated at least two weeks in advance of the event in order to allow enough time to secure services and facilities and do adequate event planning.