



## BALLROOM RESERVATION POLICIES

1. Student organizations must submit requests for the Ballroom through SAOnline on the Student Activities website. Departments may call 631-6912 or email [abelke@nd.edu](mailto:abelke@nd.edu). Reservations must be received, **and approved** by the Student Activities Office, at least 7 days prior to the date requested. Requests are honored on a first come, first serve basis.
2. **CANCELLATION FEE:** If an event which has been requested in the Ballroom (*whether confirmed, on hold, or tentatively scheduled*) is not released or cancelled within 48 hours before the requested date, a **\$100.00** fee will be charged to the sponsoring organization.
3. Only registered student groups and University departments may reserve the Ballroom during the academic year. Organization(s) may not reserve the Ballroom for any purpose other than their own use; organization(s) may not give, lend, lease, rent, sub-let, or otherwise reserve or render the use of the Ballroom to any other organization(s)/individual(s).
4. The Ballroom may not be utilized for standard, recurring meetings.
5. Alcohol is not permitted in the Ballroom or LaFortune Student Center.
6. Food served in the Ballroom may be provided by Catering by Design or an approved off-campus source. Student organizations must have all food requests submitted and approved in advance through SAOnline. Departments should contact the Student Activities Office for a Food Permit Form. *No potlucks may be served.*
7. Ballroom events are only open to members of the ND/SMC/HCC community. Sponsoring organization(s) are responsible for providing people to check identification of individuals attending events in the Ballroom to assure they are members of the ND/SMC/HCC community.
8. The Student Activities Office will determine if, and how many NDSP officers are required at an event in the Ballroom **at a cost to the sponsoring organization.**
9. Amplified music is only permitted after 5:00pm on weekdays and after 1:00pm on weekends.
10. All events scheduled in the Ballroom must end by 1:30am. Any equipment, such as costumes, scenery, musical instruments, etc., must be removed from the facility before the second level closes at 2:00am. Failure to do so may result in a charge to the sponsoring organization.
11. Sponsoring organizations will be charged for any damages or excessive cleaning related to the event.
12. **Decorations must be approved in advance by the Student Activities Office.** Masking tape is the only approved adhesive to be used on walls and pillars. Glitter, confetti, and other small decorations are not permitted. Candles and other open flames are not permitted in the Ballroom.
13. An authorized representative of the sponsoring organization (event coordinator or officer if a student group; administrative staff member if department) must be present during the entire event and should check in with the Event Assistant upon arrival.
14. Any requests for exceptions to these policies must be communicated to the Student Activities Office.