

SPACE:	MINIMUM REQUEST PERIOD:	CANCELLATION DATE:	PROGRAM CURFEW:	CAPACITY:
Classrooms	Eight Business Days Prior to Date of Event	Two Business Days Prior to Date of Event	9:00 a.m. 11:00 p.m.	30-90
Assembly Hall**	Four Weeks Prior to Date of Event	8 Business Days Prior to Date of Event	9:00 a.m. 12:00 a.m.	2040
Large Cafeteria**	Four Weeks Prior to Date of Event	6 Business Days Prior to Date of Event	Weekday 6p.m.-12 midnight Weekend 9a.m.-12 midnight	300 Standing 250 Seated
Glass/Small/HW309 Cafeteria** (Not Available to Reserve unless weekends and left as is)	Two Weeks Prior to Date of Event	6 Business Days Prior to Date of Event	Weekend 9a.m.-12 midnight	100 Standing 150 Seating
Faculty/Staff Dining Room **	Three Weeks Prior to Date of Event	6 Business Days Prior to Date of Event	Weekday 9a.m.-12 midnight Weekend 9a.m.-12 midnight	260 Standing 160 Seated
Lecture Halls **	Three Weeks Prior to Date of Event	6 Business Days Prior to Date of Event	9:00 a.m. -11:00 p.m.	100/275
West Lobby **	Three Weeks Prior to Date of Event	6 Business Days Prior to Date of Event	9:00 a.m. 11:00 p.m.	250 Standing 150 Seated
TH 105 (Fri after 5, Weekends) **	Two Weeks Prior to Date of Event'	6 Business Days Prior to Date of Event	Weekday 5p.m.-12 midnight Weekend 9a.m.-12 midnight	74
Brookdale Auditorium **	Three weeks Prior to Date of Event	Eight Business Days Prior to Date of Event	9:00 a.m.-11:00 p.m.	848
Brookdale Rotunda **	Four Weeks Prior to Date of Event	One Week Prior to Date of Event	9:00 a.m. -12:00 Midnight	600
Brookdale East Lounge	Three Weeks Prior to Date of Event	One Week Prior to Date of Event	9:00 a.m. -12:00 Midnight	45
Brookdale Amphitheater (W128, W232, W235, W237)	Three Weeks Prior to Date of Event	Two Weeks Prior to Date of Event	9:00 a.m. -12:00 Midnight	100/120
Brookdale Classroom (E101, E102, E103)	Two weeks Prior to Date of Event	Three Business Days Prior to Date of Event	9:00 a.m. -11:00 p.m.	40/44

*TH105 Weekday reservations are made by contacting USG

**Large areas require event hosts at a \$50 fee for a minimum of 5 hours and \$30 every additional hour. Only after 4 pm will this be required.