

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