

## **INTERNAL ROOM RESERVATION POLICY**

**\*Internal events include: Office of the President events, Terry Campus events and non-rental community partnership events that have been approved by the Vice President and Campus Director**

**To verify room availability of the room(s) to reserve or hold**, call the Conference Services Manager (1709) or the Conference Services Administrative Technician (1427). A confirmation e-mail will be sent once the room(s) have been secured. Fully complete a Facility Request Form found at: [https://www.dtcc.edu/sites/default/files/room\\_rental\\_worksheet-state\\_agencies.pdf](https://www.dtcc.edu/sites/default/files/room_rental_worksheet-state_agencies.pdf) and submit the Facility Request Form to: [terry-conferencecenter@dtcc.edu](mailto:terry-conferencecenter@dtcc.edu).

Information needed for room confirmations include:

1. Name and phone number/extension
2. Title of event
3. Anticipated attendance of the event
4. Room(s) requested
5. Date of event
6. Beginning and end time of the event
7. Catering information
8. IT support needed
9. Floor and set up plans

Room holds will be in the requestor's name. Internal descriptions will include the date the room(s) were booked. If the opportunity for a facility rental arises for the date and space on hold, the requestor will be contacted to verify the need for the room.

For any questions about reservations, contact Conference Services. As soon as the Facility Request Form is received, a working file will be created in Conference Services which will maintain up-to-date information, set-up plans and communication documentation. All events require a fully completed Facility Request Form.

**\*Once the reservation is confirmed for an internal event**, contact the Events Coordinator (1423) who will support all logistics and coordination of needed items.

**Cancellations** – please let Conference Services know as soon as possible if the event has been cancelled or the room is no longer needed.