Power Center Ballroom Reservation Policies
Updated 1/1/15

All events requesting the use of the Power Center Ballroom are routed through the Power Center Events Coordinator. After the event category has been determined based on the University’s Facilities Use Policies & Procedures, it will be forwarded to Conference & Events Services or Center for Student Involvement for coordination and support. The Power Center Ballroom schedule is viewable by these departments. University Sponsored events are subject to the following policies:

1.) University Sponsored reservation requests for events occurring Sunday through Friday will be accepted with the University Master Calendar process*. Saturdays, and all dates during the month of December are not available.

2.) Location assignments for reservation requests are at the ultimate discretion of Conference & Event Services. If a different space is deemed more suitable by Conference & Event Services, it will be assigned.

3.) An account number must be associated with all events in case overtime costs or other expenses are associated with the event. Charges will not be placed without prior consultation.

4.) University departments that partner with external groups can request a University Co-Sponsored event rate which is discounted 50% from the External / Affiliated rate. To qualify as a Co-Sponsored Event, the following criteria must be met:

- The event benefits and supports the Mission of Duquesne University and has a direct affiliation to a department or school within the University;
- The University department sponsoring the event is actively involved with its planning and has a personal representative present for the entirety of the event;
- Duquesne University is prominently displayed on all event literature;
- Duquesne University students receive free admission (if admission is charged);
- The co-sponsoring department has an opportunity to promote its programs through speaking or display of printed materials.

If, at any point prior to or following a Co-Sponsored event occurrence, it is found that the above criteria are not or have not been met, the internal co-sponsoring department will be charged the remaining balance due at the Affiliated Event rate.

5.) Any event planned by or for a registered student organization should be scheduled in the Union if space is available. Any student organization event must be approved by the EVP or AVP of Student Life for usage of the Power Center Ballroom.

* Reservation requests for Master Calendar are accepted on a rolling basis through 25Live. Procedures for submitting Master Calendar events are available online on the University’s 25Live web page (www.duq.edu/25live). The University Scheduling Offices will determine and confirm location assignments in March for the following academic year (i.e. locations for events occurring Sept. 1, 2015 – Aug. 31, 2016 will be assigned by the end of March, 2015).