Charles J. Dougherty Ballroom Reservation Policies

Updated 10/28/19

All events requesting the use of the Charles J. Dougherty Ballroom are vetted and approved by the Conference & Events Services Operations & Scheduling Director according to the standards established in the University’s Facilities Use Policies & Procedures. Following approval, a Conference & Event Services scheduler will be assigned to coordinate event logistics. 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’s Annual Scheduling process. Saturdays 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.) Student organizations in good standing may utilize the Dougherty Ballroom for conferences, lectures, or catered events Sunday-Thursday during the academic year, subject to approval by the AVP of Conference & Event Services.
   a. Student Organizations may make a written formal request no earlier than the start of the academic year for which they wish to hold the event. The request must include:
      i. an explanation of the event
      ii. justification for use of the Charles J. Dougherty Ballroom
   b. Approved events must use Parkhurst catering and may not have outside catering or student pickup catering.