Room Reservation Policy

For the safety of our students and guests, attending events at the College of Law, Drinko Hall, we ask that you follow the policy outlined below. Room scheduling is a privilege and failure to comply with these policies and expectations can result in cancellation of future reservations and loss of room scheduling privileges.

1. Persons who would like to reserve a room in Drinko Hall, should first check the college calendar to determine if there are any conflicts with the date and time, or room requested.
2. Every effort should be made to reserve rooms at least 5-7 days in advance.
3. Every effort should be made to avoid conflicts with previously scheduled events or programs that target the same audience. For example, two 1L programs that target the same audience, or two career panels should not compete with one another.
4. There will be some dates that will be considered no conflict dates, on those dates, student groups should not request rooms to schedule programs or events except in unusual circumstances and with the permission of the Assistant Dean for Student Affairs.
5. In the case of a room reservation conflict with a previously scheduled event, the requestor will be contacted with an alternative day, time, or room assignment dependent upon the conflict.
6. Be sure to allot enough time in your reservation for setup and cleanup.
7. Be respectful of the transition time between one event ending and another beginning.
8. Event organizers must ensure that the room is clean upon the conclusion of the event and that all furnishings are returned to the original configuration.
9. If damage should result during your event, you may be responsible for repairs, replacements, or labor work to correct these issues.
10. You are not permitted to possess or consume any alcohol during College events.
11. Upon confirmation of reservation, you are agreeing to abide by the room reservation policy.