Dorothy Manning Lord Community Room
(hereafter referred to as the DLC Community Room)
Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview: Dorothy Manning Lord Center is a residential facility. Use of the common area is primarily for the residents. The areas are normally informal gathering spaces, but the DLC Community Room can be reserved.

Scheduling Contact: Assistant Director of Residence Life – 863-1803

Scheduling Priorities:
Priorities for facility use are as follows:
1. Residents of Dorothy Manning Lord Center
2. Residence Life
3. Students and Student Groups
4. Faculty and staff *
*Faculty and staff may reserve the DLC Community Room for department/office hosted events to celebrate or recognize University employees. (Guests for these events must be primarily University faculty and/or staff.) Space reservations cannot be made more than one month prior to the event date.

See General Facilities Use Policy for regulations applicable to ALL University facilities.

Specific Regulations for Use of the DLC Community Room
1. The existing furniture should be left in place and the room used as already set up.
2. No furniture may be removed from the room.
3. The consumption of alcoholic beverages at student events must be approved in writing by Director of Student Activities at least 5 days prior to the event. The Alcohol Event Request Form can be accessed from the Student Activities website - http://www.southwestern.edu/offices/studentactivities/forms.php.
4. Food and beverages are allowed.
5. If alcohol is approved, it must be contained within the building. Appropriate barriers must be set up when special permission is granted for alcohol consumption on the patio.
6. Decorations are permitted provided they do not damage the facility or impede entrance/exit to the facility. Use of nails, tacks or tape on any wooden or painted surface is forbidden. (Reusuable adhesive such as Handitak is allowed.)
7. Decorations must be removed at the conclusion of the event.

Exceptions to the policy must be approved by Dean of Students and Director of Residence Life.