

## Extracurricular Use of the Dietrich School Space

All reservations for extracurricular or temporary use of Dietrich School space (including classrooms and auditoria) must be requested consistent with University [Policy](#) and [Procedure 04-01-01](#) and these guidelines. The intended use of the space must be related, both in theory and in practice, to the education and public service mission of the University. In addition, approval of the space is contingent upon availability. The University reserves the right to deny a reservation consistent with the guidelines set forth in Procedure 04-01-01.

Dietrich School space may be used for the following: Speakers/events invited/hosted by the Department Chair or Program Director; registered student organizations at the University of Pittsburgh; official departments, programs, centers, or other officially recognized entities or groups of the University of Pittsburgh.

Registered student organizations are required to submit contracts (e.g., guest speaker/performer, DJ, vendor, event production services, etc.) to the Student Organization Resource Center (SORC) at [least 21 days in advance of their event](#).

External speakers/groups that want to use departmental space must have a faculty or staff sponsor and must submit a formal written request to the applicable Chair/Director with a copy and brief description of the event at least 21 days in advance of the event. External speakers/groups are defined as those who have not been formally invited by the Chair/Director. Some departments and programs may have other policies or procedures; some do not permit use of departmental space for any external speakers or groups.