

FAQs for RSO Room Lottery

Fall 2022 Room Lottery

The Fall 2022 Room Lottery closes at 8:00 am MT Monday, May 16.

If you have questions, please contact our event staff by email at ccevents@du.edu.

Frequently Asked Questions

1. What is the Room Lottery?
 - a. In order to distribute rooms at the Community Commons in a fair manner to student groups, a lottery is held at the end of each quarter to schedule events for the upcoming quarter. Fall requests are submitted at the end of the Spring Quarter.
2. Which rooms are available in the Room Lottery?
 - . Community Commons: 1600, 1700, 1800, 1102, 1202, 1254, 2600, 3700
3. How do I enter the Lottery?
 - . To access the form, go to Crimson Connect: CrimsonConnect.du.edu. The site will prompt you to login. Once you have logged in with your DU credentials, you should be able to fill out the form. If you have questions, contact ccevents@du.edu.
4. What if I have multiple room requests?
 - . If your organization meets more than once per week, you must fill out a separate request form for each day that you intend to meet (e.g., one form for Monday meetings, another for Wednesday meetings). Organizations may not meet more than three times per week.
 - a. If your organization has two kinds of regularly scheduled meeting (e.g., executive committee meetings and large group meetings), you must fill out a separate request form for each type of meeting.
 - b. Finally, if you turn in multiple requests, you must prioritize them (e.g., Monday meetings are a higher priority than Wednesday meetings).
5. What happens to my request after I submit it?
 - . First, we divide the requests into multiple lotteries in order to accommodate multiple requests from many groups. For instance, if you turn in a request for Monday night meetings and a request for Wednesday night meetings, your two requests will be entered into separate lotteries according to the priority that you assign them. If Monday is your highest priority request, it will be put in Round I; your Wednesday request will be in Round II. If you only turn in one request, it will be part of Round I.
 - a. Next, requests are picked at random and assigned a number. We post the results of these drawings immediately after they occur. The scheduling staff then records requests on our calendar in the order in which they are picked. Round I entries are recorded first, followed by Round II entries, and so on.
 - b. After checking over all requests a final time to ensure that there are no conflicts, our staff will send an email confirmation. This process takes time, so we ask for your patience. You will be notified once your request has been approved, usually by email. A copy of your confirmation will be emailed to you; be sure to read it carefully.
6. What if I have a special once-a-year event that I'd like to book early?
 - . If your organization is planning a special event that occurs only once a year, you don't need to wait until lottery time to make a reservation: we take reservations for special events up to a year in advance. However, please note:

i. We are unable to reserve several dates for a single event while you are deciding on a date. Please make reservations only if you plan to keep them. This helps us control the possible abuse of our year-in-advance reservation policy.