



**The Delta Kappa Gamma Society International
Texas State Organization**

972-930-9945

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dkgtexas.org

TSO Headquarters - Building Use Info

6220 Campbell Road, Suite 204
Dallas, TX 75248

Office Hours: 10:00 a.m. – 5:30 p.m. Monday – Thursday
TSO Headquarters is closed on all legal holidays.
TSO Headquarters is a smoke-free facility.

A. Administrative Functions

The TSO Headquarters building is available for use during and after regular office hours for official Delta Kappa Gamma business.

B. Other Functions

Delta Kappa Gamma members may use TSO Headquarters for the installation of officers, an orientation tea, the induction of new members, a Founders Day observance, a memorial service, or a chapter or council meeting.

C. Tours

Tours are welcome any work day during office hours. A chapter or other TSO group may make special arrangements for a tour after office hours or on days outside of the regular operating schedule.

D. Procedures

1. Four weeks or more prior to the requested date of use, a "TSO Headquarters - Building Use Request Form" must be submitted to the Executive Secretary. The form is available at www.dkgtexas.org (Headquarters Committee page), or from Cheryl Crawford, Executive Secretary, alphastx@sbcglobal.net
2. Notification of approval or denial will be given by email within three working days of receipt of a "TSO Headquarters - Building Use Request Form."
3. The chapter or committee using the facility will be responsible for its own set-up, refreshments, clean-up, emptying of the trash, and printing.

Note: The office copy machine will not be available for use.