



**The Delta Kappa Gamma Society International  
Texas State Organization  
972-930-9945  
P.O. Box 797787, Dallas, TX 75379-7787  
[www.dkgtexas.org](http://www.dkgtexas.org)**

## **TSO Headquarters - Building Use Policy**

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.

### **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, committee 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](http://www.dkgtexas.org) (Headquarters Committee page), or from Leesa Cole, Executive Secretary, [tsosecretary29@gmail.com](mailto:tsosecretary29@gmail.com)
2. Notification of approval or denial will be given by email within a week 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.