



The Delta Kappa Gamma Society International Texas State Organization

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Use of Alpha State Headquarters

6220 Campbell Road, Suite 204

Dallas, TX 75248

Office Hours 8 a.m. – 4 p.m., Monday – Thursday

State Headquarters is closed on all legal holidays.

State Headquarters is a smoke free facility.

A. Administrative Functions

Alpha State Headquarters may be used during and after regular office hours for official Delta Kappa Gamma business.

B. Ceremonial Functions

Headquarters may be used by a Delta Kappa Gamma chapter for installations of officers, initiation of new members, Founder's Day observance, or memorial service.

C. Tours

Tours are welcome any work day during office hours. Special arrangements may be made for tours after office hours or on days outside of the regular operating schedule.

D. Procedures

1. Three weeks or more prior to the requested date of use, a **Facilities Request Form** (available at www.alphastatetexas.org or from the Executive Secretary/Treasurer) must be submitted to the Executive Secretary/Treasurer with a copy to the state president.
2. Notification of approval or denial will be given by email or telephone within three working days of receipt of **Facilities Request Form**.
3. The chapter or committee using the facility will be responsible for its own refreshments, cleanup, emptying the trash, and printing.
NOTE: The office copy machine will not be available for use.
4. Alpha State Headquarters is first reserved for state business meetings.