The Davis Center strives to meet the overall programming needs of the campus and local community while at the same time placing a priority on access to space for students during the evenings of the academic year as well as for critical annual UVM programs. This effort is achieved by establishing a system of priority access principles that guide the access and use of programming space. Exceptions to the principles can be requested through the Director of Operations & Event Services who will confer as needed with the Davis Advisory Committee Special Requests committee.

The Davis Center is not available for requests associated with academic classes, comprehensive thesis or dissertation defenses. A one time academic event/presentation that requires the use of a ballroom space, showcases the efforts of a class and is open to the public may be granted an exception to the restriction from academic space reservations.

Rental of space for Continuing Education programs offering credit are allowed on a case by case basis.

**UNIVERSITY SIGNATURE EVENTS** with protected dates (encouraged to schedule 5 years out)
University Central Events have access to open scheduling five (5) years into the future. **It is the responsibility of those who coordinate these programs to reserve their necessary locations 5 years out to avoid space conflicts.** Other approved events will not be rescheduled and/or relocated for events that have not utilized available priority booking access. The Davis Center Operations staff will review all space requests with these few key programs in mind.

Some examples of University Signature Events include but are not limited to:
Admitted Student Visit Days, TREC, New Student Orientation, Convocation, Board of Trustee Meetings, Homecoming/Family Reunion, Week of Welcome, Commencement.

**UNIVERSITY CENTRAL EVENTS** (encouraged to schedule 3 years out)
University Central Events have access to open scheduling three (3) years into the future. These programs are not ongoing meetings, and represent programs that are open to the community and serve the needs of the community. **It is the responsibility of those who coordinate these programs to reserve their necessary locations 3 years out to minimize space conflicts.** Other approved events will not be rescheduled and/or relocated for events that have not utilized available priority booking access.

Some examples of University Central Events include but are not limited to:
ALANA Talent Show, Translating Identity Conference (TIC), Blackboard Jungle, Diwali Night, Staff Council Bazaar, Winterfest, Dismantling Rape Conference, Women’s History Month programming, and various end of year student banquets.

Some other University Central Events do not fall within consistent timeframes but would include:
Aiken Lecture Series, EcoFest, Janus Forums, President’s Lecture Series, Marsh Lectures, Emeriti Functions

For a complete listing of currently approved University Signature (5 year) and University Central (3 year) Events, please contact the Davis Center Operations & Event Services Scheduling Coordinator via email at dcevent@uvm.edu, call 656-1204, or stop by the office - Davis Center, room 301.

To assist in managing all reservations, Davis Center Operations strongly encourages the coordinators of University Signature Events (5 year booking access) and University Central Events (3 year booking access) to stay current with both the academic calendar, religious observances, and their space requests for future dates. Events that fall within these priority booking categories are essentially first come first serve, meaning they will not be rescheduled and/or relocated for another Signature or Central event.
YEAR TO YEAR ACCESS FOR ALL OTHER UVM EVENTS
Access to book space for events/meetings that do not have either Signature or Central status is managed yearly and is based on academic and summer schedules. For the purposes of managing reservations, the academic year runs August 16th through Commencement, and summer runs from the Monday after Commencement until August 15th.

Academic Year Protocol (August 16th through Commencement – except Finals Weeks, Winter and Spring Break)

First Priority Access
Reservations for Fall Semester (after 5 PM on weekdays, and all-day on weekends) will be held open for student organizations, the Department of Student Life and Davis Center Operations until the first Monday in April. After that date, all locations become open for Second Priority and Third Priority access. Fall booking times run between August 16 and December 31.

Reservations for Spring Semester (after 5 PM on weekdays, and all-day on weekends) will be held open for student organizations, the Department of Student Life and Davis Center Operations until the first Monday in November. After that date, all locations become open for Second Priority and Third Priority access. Spring booking times run between January 1 and Commencement.

Second Priority Access
Second priority access to space in the Davis Center is given to UVM affiliated organizations - administrative departments and academic units. Reservations for space for the fall and spring semester (before 5:00 pm) can be submitted after April 1 for the entire following academic year. Reservations that fall after 5:00 pm and/or on weekends need to follow the principals as outlined for first priority access above.

Third Priority Access
Third priority access is given to all others who have access to other University spaces within the parameters defined for Conference & Events Services use for outside fee-paying events (detailed below).

Summer Protocol (Monday after Commencement through August 15th)

First Priority Access
For space in the summer, priority for booking is held for Conference and Event Services, any University Signature Events, and Student Life and Davis Center Operations departments until the first Monday in February.

Second Priority Access
After the first Monday in February, access to request space for the upcoming summer in the Davis Center is opened to the UVM campus for booking on a first come first serve basis. There is no distinction between time of day or day of the week for any reservations made by campus during this time.

CONFERENCE AND EVENT SERVICES (CAES) GUIDELINES
Goal: Maximize use of space and income without negatively impacting University programs and student use of building.

Academic Year Protocol
- CAES has no access to protected dates associated with University Signature Events or during the first two weeks of each semester without prior approval.
- CAES (non-UVM) use will be limited to no more than 5 evening or weekend events per month during academic sessions. Any additional requests will need approval of the Director of Operations and/or the Davis Center Advisory Committee Special Request Committee.
- CAES can freely schedule during the academic year from 8am – 5 pm weekdays within the defined parameters.
- CAES can reserve space for outside groups not more than 5 years ahead for events during the academic year.

Summer / Non-Academic Year Protocol
- CAES has open access to Thanksgiving recess, semester breaks, spring break, and summer.

SPECIAL REQUESTS/CONFlict RESOLUTION
A special sub-committee of the Davis Advisory Committee may review special requests that fall outside of the policies. To request for either a one-time exception for advanced booking or to be included as a Central University Program, please contact the Director of Operations & Event Services for the Davis Center by calling 656-1204, or stop by the office - Davis Center, 301.