

EVENT PLANNING AT UVM – Scheduling Guidelines

Davis Center

Please refer to the following guidelines for booking your events.

UVM DEPARTMENTS		
<i>My event will be...</i>	<i>I want to have my event...</i>	<i>I can book starting...</i>
On a Sunday or 6 pm on a weekday	Fall Semester	365 days in advance
	Spring Semester	365 days in advance
	Summer	1st Monday in March
On Saturday or after 6 pm on a weekday	Fall Semester	1st Monday in April
	Spring Semester	1st Monday in November
	Summer	1st Monday in March

STUDENT RECOGNIZED ORGANIZATIONS, STUDENT LIFE & DAVIS CENTER OPERATIONS		
<i>My event will be...</i>	<i>I want to have my event...</i>	<i>I can book starting...</i>
On any day, at any time	Fall Semester	365 days in advance
	Spring Semester	365 days in advance
	Summer	1st Monday in March

General Purpose Classrooms

Confirmation for GP classroom requests are processed after the Registrar completes the room assignments for accredited classes for that semester. You may put requests into EMS up to 13 months in advance for GP rooms. They will be put on a waitlist until we can approve them. Your requests will be approved according to the schedule below.

<i>My event will be...</i>	<i>The Registrar's Release Dates Are</i>
Fall Semester	1 st week of May
Spring Semester	1 st week of December
Summer Semester	1 st week of March

Meeting & Unique Spaces

All space requests for unique spaces can be made 13 months in advance. These spaces include (but are not limited to) Waterman Memorial Lounge, John Dewey Lounge, Ira Allen Chapel, Alumni House Silver Pavilion, and outdoor locations.

EMS Request Timing

- Indoor spaces must be requested at least 10 business days in advance and a maximum of 13 months in advance.
- Outdoor spaces must be requested at least 21 business days in advance and a maximum of 13 months.

CALL FOR REQUESTS WITHIN 10 BUSINESS DAYS

Davis Center: 656-1204

Classrooms & Meeting spaces: 656-5667