

# Davis Center Space Reservation Principles

Updated: 08/31/2017

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 and weekends of the academic year as well as for critical annual UVM programs. This effort is achieved by establishing a system of priority principles that guide the access and use of programming space. Exceptions to the principles can be requested through the Assistant Director for Davis Center Operations & Events who will confer as needed with the Davis Advisory Committee.

The Davis Center is not available for requests associated with academic classes, ongoing multiple day certification classes or programs, comprehensive thesis or dissertation defenses. A one time academic event/presentation that requires the use of a 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.

**It is the responsibility of those who coordinate SIGNATURE EVENTS and CENTRAL EVENTS to reserve their locations. To assist in managing all reservations, University Event Services 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 served, meaning they will not be rescheduled and/or relocated for another Signature or Central event.

## **UNIVERSITY SIGNATURE EVENTS (permitted to schedule 5 years out)**

University Signature Events have access to open scheduling five (5) years into the future.

### ***Some examples of University Signature Events include but are not limited to:***

Admitted Student Visit Days, Student Orientation, Board of Trustee Meetings, Homecoming Reunion,, Commencement.

## **UNIVERSITY CENTRAL EVENTS (permitted 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 and serve the needs of the community and should be geared towards the student body.

### ***Some examples of University Central Events include but are not limited to:***

ALANA Talent Show, Translating Identity Conference (TIC), Blackboard Jungle, Winterfest, Dismantling Rape Conference, and various end of year student banquets.

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

**YEAR TO YEAR ACCESS FOR ALL OTHER UVM EVENTS**

Access to book space for events/meetings that do not have either Signature (5 year) or Central (3 year) status is managed yearly and is based on academic and summer schedules. For the purposes of managing reservations, the academic year runs August 16<sup>th</sup> through Commencement, and summer runs from the Monday after Commencement until August 15<sup>th</sup>.

In an effort to create priority access for student organizations during the academic year and Conference and Event Services during the summer, the following guidelines regarding when groups can book space have been established. Events during winter break and spring break may be granted an exception. Additionally, University Event Services reserves the right to limit events booked during finals week.

<b>UVM Departments</b>		
	<i>I want to have my event</i>	<i>I can book starting</i>
Events on Sunday or weekdays before 6pm	Fall Semester	365 days in advance
	Spring Semester	365 days in advance
	Summer	1st Monday in March
	<i>I want to have my event</i>	<i>I can book starting</i>
Events on Saturday or after 6pm on Weekdays	Fall Semester	1st Monday in April
	Spring Semester	1st Monday in November
	Summer	1st Monday in March

<b>Student Organizations, Student Life, and Davis Center Operations</b>		
	<i>I want to have my event</i>	<i>I can book starting</i>
Any day or time	Fall Semester	365 days in advance
	Spring Semester	365 days in advance
	Summer	1st Monday in March

**UNIVERSITY EVENT SERVICES EXTERNAL CLIENT GUIDELINES:**

**Goal:** Maximize use of space and income without negatively impacting university programs and student access to building.

**Academic Year Protocol**

- External events have no access to protected dates associated with University Signature Events or during the first two weeks of each semester without prior approval.
- External events can freely schedule during academic year from 8am-6pm weekdays and Sundays.
- External events (non-UVM/external events) will be limited to 9 bookings (breaking out of events does not apply) of Grand Maple Ballroom (or a component room), Livak Ballroom (or a component room) and Livak Fireplace Lounge per month during academic sessions. Events with a “reservation end time” after 6:00 pm during the week and anytime on Saturdays will be counted towards this total room booking allowance. Any additional requests will need approval of the Assistant Director of Operations.
- Reservations for space for outside groups are limited to 3 years ahead during the academic year.

**Summer / Non-Academic Year Protocol**

- External Events have open 5-year booking access to semester breaks and summer.

**SPECIAL REQUESTS/CONFLICT RESOLUTION**

A 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, please contact the Assistant Director for Davis Center Operations & Events by calling 656-1204, or stop by the office - Davis Center, 301.