



## SPACE SCHEDULING GUIDELINES

### DAVIS CENTER

Please refer to the following guidelines for booking your Davis Center 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 before 6pm on a weekday | Fall Semester                     | 365 days in advance           |
|  | Spring Semester                   | 365 days in advance           |
|  | Summer                            | 1st Monday in March           |
| On Saturday or after 6pm on a weekday  | Fall Semester                     | 1st Monday in April           |
|  | Spring Semester                   | 1st Monday in November        |
|  | Summer                            | 1st Monday in March           |

#### STUDENT 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

Space requests for General Purpose classrooms may be submitted up to 13 months in advance, however approval to use the space will be granted upon availability after the Registrar completes room assignments for accredited classes.

| <i>I want to have my event...</i> | <i>Approval Granted (approximately)</i> |
|-----------------------------------|---|
| Fall Semester                     | 1 <sup>st</sup> week of May             |
| Spring Semester                   | 1 <sup>st</sup> week of December        |
| Summer Semester                   | 1 <sup>st</sup> week of March           |

### UNIQUE SPACES

Requests for unique spaces may be submitted up to 13 months in advance. These spaces include (but are not limited to) Waterman Memorial Lounge, Waterman Manor, Ira Allen Chapel, Waterman 427A, John Dewey Lounge, and the University Heights Multipurpose Rooms.

### EMS REQUEST TIMING

- Indoor spaces must be requested at least 7 business days in advance.
- Outdoor spaces must be requested at least 21 business days in advance.

#### CALL FOR REQUESTS WITHIN 7 BUSINESS DAYS

Davis Center: 656-1204  
 Classrooms & Meeting spaces: 656-5667  
 Athletic spaces: 656-7675