SPACE SCHEDULING GUIDELINES

DAVIS CENTER

Please refer to the following guidelines for booking your Davis Center events.

UVM DEPARTMENTS

My event will be…	™ƒ•— —' Šƒ˜‡ •› ‡	∣…ƒ• „''• •—ƒ"—‹•‰
On a Sunday or before 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 ORGANIZATIONS, STUDENT LIFE & DAVIS CENTER OPERATIONS

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	Spring Semester	365 days in advance
	Summer	1st Monday in March

GENERAL PURPOSE CLASSROOMS

Scheduling of GP classrooms is done by semester. All space requests for General Purpose classrooms will be processed after the Registrar completes the room assignment for accredited classes for that semester.

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Fall Semester	1st week of May
Spring Semester	1st week of December
Summer Semester	1