



Please refer to the following guidelines for booking your events.

On a Sunday or ay	Fall Semester	365 days in advance
	Spring Semester	365 days in advance
	Summer	1st Monday in March
	Fall Semester	1st Monday in April
		1st Monday in November
		1st Monday in March

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.

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

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.

- 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.