

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 Center Events Committee

(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

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 16th through Commencement, and summer runs from the Monday after Commencement until August 15th.

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.

UVM Departments		
	I want to have my event	I can book starting
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 want to have my event	I can book starting
Events on Saturday after 6pm on Weekdays	Fall Semester	1st Monday in April
	Spring Semester	1st Monday in November
	Summer	1st Monday in March

Student Organizations, Student Life, and Davis Center Operations		
	I want to have my event	I can book starting
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: