

# Event Reservation Timeline

*(All dates apply to all years)*

Event Services will hold any requests for classrooms as tentative until the following dates:

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## Spring Semester

- Nov. 1 - confirm all Spring pre-term (Winterim) event reservations until the 1<sup>st</sup> day of regular Spring semester
  - Jan. 1 - confirm all weekend event reservations through the end of Spring semester
  - Spring census date – confirm all Monday-Friday post-census event reservations
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## Summer Semester

- Feb. 1 - confirm all Summer pre-term event reservations until 1<sup>st</sup> day of regular Summer semester as well as all weekend reservations through the end of Summer semester
  - Summer census date – confirm all Monday-Friday post-census event reservations
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## Fall Semester

- April 1 - confirm Fall pre-term event reservations until Fall GPS Gateway Days
  - Aug. 1 - confirm weekend event reservations through the end of Fall semester
  - Fall census date - confirm all Monday-Friday post-census event reservations
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*EXCEPTION: Classrooms for Orientations and Academic Credit Extended Studies courses can be reserved as soon as the term class search opens:*

### Term Class Search Date:

Spring – Second Monday in October

Summer – January 1st

Fall – Last Monday in March/First Monday in April

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*Note: General academic classrooms cannot be reserved for events during Final Exam week (Spring/Fall) due to complex set-up of schedule.*