

Event Reservation Timeline

(All dates apply to all years)

Any tentative requests for General Academic fund space cannot be reviewed or confirmed until the approval dates outlined below:

Spring Semester

- Nov. 1 - confirm all Spring pre-term (Winterim) event reservations until the 1st 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 1st 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

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