

# **UCEN ROOM SCHEDULING RESERVATION START DATES 2009-2010 ACADEMIC YEAR**

## **FALL 2009:**

Campus Departments/OSL Registered Student Organizations ..... July 6, 2009  
Off-Campus Groups ..... September 14, 2009

## **WINTER 2010:**

Campus Departments/OSL Registered Student Organizations ..... October 12, 2009  
Off-Campus Groups ..... December 7, 2009

## **SPRING 2010:**

Campus Departments/OSL Registered Student Organizations ..... January 18 2010  
Off-Campus Groups ..... March 15, 2010

## **ADVANCED SCHEDULING:**

An event may be approved for advanced scheduling if your request is based on the following criteria:

- Statewide or broader attendance (100 or more)
- Major conference going beyond the scope of a “departmental meeting”
- University professional related conferences
- Ability to schedule the UCen would affect other details of your event preparation

Please forward a memo to UCen Scheduling indicating why it would be necessary for you to schedule early. We will do what we can to meet your needs. Also, please include in your memo preferred and optional dates and as much information regarding your event.

If advance scheduling is required, there will be a cancellation fee assessed if the event is cancelled with less than a 20-day notice.