

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: UUB030696-01 V.G.
	Issued: Fall 1994, 1996, 1998	Page: 1 of 1
	Director's Approval:	

## ADVANCE SCHEDULING POLICY

Reservations for events held within the Union will be taken no earlier than one year prior to the event date. Exceptions to this policy must be approved by the Director of the University Union. Annual events with campus-wide effects, such as commencement, are noted three years in the future to avoid scheduling conflicts.

## AMENDMENT (UUB030696-01)

Student organization use of the Union from the last day of finals to the first day of fall semester classes is infrequent, therefore an exception will be placed on the time restriction for the time between the last day of spring semester finals and the first day of fall semester classes. The advance scheduling exception will be *two years* advance rather than one. If it is found that this exception is interfering in the activity of student organizations, attention will be brought to the University Union Board by the proper administrator and this exception will be reviewed. Student organizations will also be allowed such exception during the same time period.

Revised Fall 1998