



Davis Center Space Policy Principles 2008-2009

Meeting and Program Space

FIRST PRIORITY ACCESS

Student organizations, the Department of Student Life and Davis Center Operations have first priority access to all Davis Center meeting and program space after 5 PM on all days during the Fall and Spring semesters, subject to coordinating those dates with Perpetual Priority Programs.

Reservations for Fall Semester (after 5 PM) will be held open for student organizations, the Department of Student Life and Davis Center Operations until April 1. After that date, all locations open for Second Priority and Third Priority access.

Reservations for Spring Semester (after 5 PM) will be held open for student organizations, the Department of Student Life and Davis Center Operations until November 1. After that date, all locations open for Second Priority and Third Priority access.

SECOND PRIORITY ACCESS

Second priority access to space in the Davis Center is given to University affiliated organizations.

THIRD PRIORITY ACCESS

Third priority access is given to all others who have access to other University spaces within the parameters defined for Conference & Events Services use for outside fee-paying events (detailed below).

Protected Dates with Perpetual Priority (should schedule 5 years out)

Certain dates will be held out (not open to be scheduled by others) for annual University programs. It is the responsibility of those who coordinate these programs to reserve their necessary locations out 5 years to avoid any space conflicts. These programs are:

- January – Orientation; Martin Luther King Day; Winter Blitz
- February – Board of Trustees; Admissions
- March – Graduate Student Research day
- April – Honors Day; SpringFest; Admissions; Career Services Fairs
- May – Board of Trustees; Commencement
- June – Orientation; Reunion
- July –
- August – Trek; Move-In; Orientation; WOW
- September – ActivitiesFest; Board of Trustees; Convocation; WOW

Please notify the DC Operations Office of any changes at least 48 hours in advance.
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October – Homecoming/Family Weekend; Admissions
November – Board of Trustees; Career Services Fairs; Admissions
December – Graduation Reception

Other University Dates/Programs to Remember (should schedule 5 years out)

Other programs that need to be kept in mind when scheduling events are:

January – Winter ActivitiesFest
February – Super Bowl; Black History Month; Banff Film Festival
March – Women’s History Month; Academy Awards, Mastering the Maze; International Women’s Day
April – Earth Day; Student Leader’s Conference; ALANA Talent Show; End of Year Student Banquets; Senior Speaker; Community Works; Undergrad Research Day, LGTBQApril
May – End of Year Student Banquets
June –
July –
August –
September – Servathon; Outing Club Fest
October – World Series; National Coming Out Week; Legal Issues; Translating Identities Conference; Greek Week
November – Hunger and Homelessness; Telluride Film Festival
December – Winterfest

Other important University programs that need to be considered but fall into a more difficult to define time frame are:

Aiken Lecture Series	EcoFest
President’s Lecture Series	Marsh Lectures

Special Requests/Conflict Resolution

A special scheduling sub-committee of the Davis Advisory Committee will review special requests that fall outside of the policy. It is assumed that by year two of operation the Building Manager will handle many of these requests.

Conference and Event Services (CAES) Special Consideration

Goal: to maximize use of space and income potential without negatively impacting University programs.

No access to Protected Dates or during the first two weeks of each semester.

Encourage University important dates/second tier to schedule 5 years out to avoid conflicts.

CAES can reserve space for outside groups not more than 5 years ahead for events during the academic year.

The general target of CAES non-UVM use will be initially limited to no more than 5 events per month during the academic semester. CAES can schedule from 8 am – 5 pm weekdays within the defined parameters. **All evening and weekend requests must be reviewed by the DAC Conflict/Special Request Committee.**

CAES can have open access to Thanksgiving Recess, semester break, and spring break during the academic year.

Any additional needs will need to go to the DAC Conflict/Special Request Committee.

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