

GENERAL STATEMENT OF BOOKING PRIORITY:

Booking Priority during the Academic Calendar Year:

1. Academic courses, then extension courses, then events have priority in classroom spaces Monday through Friday during the year.
2. Events, then extension and academic courses equally have priority in classroom spaces on weekends / undergraduate holidays during the year.
3. Events have full priority in non-classroom spaces all the time. *One time academic sessions or special requests may be booked in non-classroom spaces but do not have priority over events.

Booking Priority during the summer:

1. Academic courses, then extension, then summer conferences, then events have priority in classroom spaces Monday through Friday during these times.
2. Summer Conferences and Events, then academic courses and extension equally have priority in classroom spaces on weekends during the summer.
3. Summer conferences and events have full priority in non-classroom spaces all the time.

The Academic Calendar has priority over all aspects of scheduling.