<u>**Single/Multiple Day Activities Policy**</u>

All single/multiple day activities will only be scheduled if rooms are available after all classes have been placed for each term. A room confirmation will be sent after the activity is scheduled into a room. **Academic Scheduling reserves the right to make adjustments to all reservations at any time.** Should this situation arise, you will be accommodated as best as possible.

1) **In Person Supervision Classes with TBA Meetings Patterns and Classes That Require Occasional On-Campus Meetings (Instructional Modes 03, 04, and 11)**

   a. Classes in this category are advised to *request rooms one month prior to the first day of classes (Except the Week of Final Exams).* We will process these requests on a first-come, first-serve basis.

   b. Classes in this category requesting for **Prime-time** (M-Th, 9:00 a.m. to 3:00 p.m.) **must use their college/department controlled spaces**. If a University Lecture Room is needed, the requested meeting pattern must be outside of Prime-time.

   c. During a given semester, classes in this category may **schedule up to 8 meetings as activities**. Classes with **more than 8 on campus meetings, using the same meeting pattern, should be scheduled as Instruction Mode P (In Person) in PeopleSoft.**

2) **Requests for the 1st 19 calendar days of a new semester**
   a. 1st 14 calendar days of a new semester only the following requests will be scheduled.

      - Event/Activity Requests for Fridays

      - Event/Activity Requests for Saturdays

      - Event/Activity Requests for Sundays

      - In Person Supervision Classes with TBA Meeting Patterns

      - Classes that Requires Occasional On-Campus Meetings (Instructional Modes 03, 04, and 11)

   b. 15th calendar day after semester starts - begin accepting requests for Monday through Thursday events to be scheduled in available rooms.

   c. 19th calendar day after semester starts - first day event can be scheduled (allow for 3 business days to process requests).

3) All requests with only <u>**on-campus participants**</u> must provide a minimum of **3 full business days** of advance notice for processing (with exception for YUH 124) or they will be returned**.**

   o **YUH 124 -** All requests with only <u>on-campus participants</u> for YUH 124 must provide a minimum of **5 full business days** of advance notice for processing (Additional equipment training will be required and must be completed prior to using the room).

4) All requests with **off campus participants** must provide a minimum of **30 days** of advance notice for processing. (Additional paperwork will be required from Risk Management & FD&O)

5) Requests submitted before dates listed on **Submission Timelines** will be returned.