

ROOM RESERVATION POLICY

Room reservations are accepted electronically through our online system in the following priority order:

Priority One: All-UMD Campus Annual Events

Reservations are accepted up to 18 months prior to the date of the event. Examples include Bulldog Welcome Week, Advisement & Registration Days, Campus Assembly, and Campus Visits.

Priority Two: KSC, KSC-Sponsored Campus Life Program, and Long-Standing Annual Events

Reservations are accepted up to 12 months prior to the date of the events. Examples include Kirby Program Board, Feast of Nations, Student Awards, and the Health Fair.

Priority Three: Registered Student Organization (RSO) and Campus Life Program (CLP) Events

Requests are accepted online only. The priority deadline is April 15 for fall semester and October 15 for spring semester. A maximum of 5 event reservations per semester may be submitted by each RSO/CLP. A separate reservation request must be submitted online for each event. Reservation requests do *not* guarantee room confirmation.

For Priority Three reservation requests, please note that a series of one 1-hour meetings per week for an entire semester is considered one event; a 2-hour meeting per week is considered two events. This does not include the use of the Ballroom, Rafters or Kirby Lounge. Each individual date for those three large event rooms is considered one event.

Priority Four: UMD Department Events

Requests are accepted online only. The priority deadline is May 1 for fall semester and November 1 for spring semester. A maximum of 5 event reservations per semester may be submitted by each department. A separate reservation request must be submitted online for each event. Reservation requests do *not* guarantee room confirmation.

For Priority Four reservation requests, please note that a series of one 1-hour meetings per week for an entire semester is considered one event; a 2-hour meeting per week is considered two events. This does not include the use of the Ballroom, Rafters or Kirby Lounge. Each individual date for those three large event rooms is considered one event.

Priority Five: Additional RSP, CLP and UMD Department Events

Requests are accepted online only after May 15 for fall semester and after November 15 for spring semester. Reservations are accepted on a first-come, first-served basis.

Priority Six: Non-University Events

Reservations are accepted after May 31 for fall semester and after December 1 for spring semester. Reservations are accepted on a first-come, first-served basis.

NOTE: All reservation requests for events that occur between May 16 and August 24 of each year will be accepted on a first-come, first-served basis.