

# SCHEDULING POLICY

Student organizations can only schedule campus space after the LIVE Program has officially recognized the group.

**Wood Center Scheduling Office:** [fyroom@uaf.edu](mailto:fyroom@uaf.edu)

**Hours:** Monday-Friday, 7:30am-4:30pm

**Wood Center Event Scheduling Policies:**

<http://www.uaf.edu/woodcenter/services/event-scheduling/>

**Facilities Use Request Form:** access through link on Policies site or [click here](#)

The Facilities Request Form can be faxed to 474-5508, or picked up and dropped off at the Wood Center Scheduling Office. You can also email the form.

*All scheduling requests must be in writing.*

- Student organizations are limited to one regular booth space in Wood Center per week, one regular meeting space in Wood Center per week, and one Carol Brown Ballroom reservation per semester.
- Only student organization members who have been authorized to make reservations for the group will be allowed to schedule space; a list of reservationists is required for recognition.
- **Each student organization will receive 5 hours of event set-up time in the Wood Center each semester.** Organizations using more than 5 hours of set-up time will be charged the regular rate of \$12.25 per hour.
- Please keep in mind that the Scheduling Office can also reserve classrooms for use by student organizations. Classrooms are an ideal location for weekly meetings but are not available until the second week of the semester due to academic schedule changes. Any equipment needed in a classroom must be reserved through Media Equipment Checkout in the library.
- If a student organization fails to complete the re-recognition process or it is incomplete, that student organization's privileges (including the ability to schedule space on campus) will be suspended until approval has been granted by the Leadership Program.
- Re-recognizing student organizations may schedule one major event, regular booth space, and regular meeting space for the month of September in advance of re-recognition approval.
- After October 1 the Scheduling Office will ensure that a student organization has been re-recognized before approving any scheduling requests.