

## Reservation Request Process

The University Center reservations calendar will open for each Tier in early April. Individuals who have been identified as approved to make reservations will be notified of their Tier in early March.

Tier I: Presidential Events, Homecoming, Orientations, WOW events, Panhellenic Recruitment, Islander Lights, Big Event, Hooding Ceremonies, Career Fair, Girls/Guys Night Out.

Tier II: Department Organizations: Organizations such as CAB, ICA, SGA, UCSO, SVC, UCP, Panhellenic, IFC, CoSA, I-Team, LEADS, Honors Program, MGC, and Island Ambassadors.

Tier III: Student Organizations: Student Clubs and Organizations such as BSM, Gaming, Fencing, Greek Chapters, Academic Clubs, Sport Clubs.

Tier IV: Faculty/Staff/Departments.

Tier V: Non-University groups

<b>TIER</b>	<b>OPEN FOR RESERVATIONS</b>
<b>TIER I</b>	First week of April
<b>TIER II</b>	Second week of April
<b>TIER III</b>	Third week of April
<b>TIER IV</b>	Fourth week of April
<b>TIER V</b>	First week of May

## Tier Selection Review

If you or your organization believes an event or program you are responsible for should be in a higher tier, a University Center Scheduling & Reservations Tier I Application Form must be submitted to UC Administration Office (suite 215) and reviewed and approved by the UCSA Advisory Committee.