



# Wyoming Union

## Union Priority Scheduling

**For Scheduling Period August 20, 2024 – August 15, 2025**

The Wyoming Union Events Office will begin the annual Priority Scheduling process on **March 11, 2024 (week of Spring Break)**. **UPDATE – We are trying out a new Priority Scheduling process where we are condensing Weeks 1 & 2 into one week to help streamline the process. Details of that change are found below under Week 1.** Space requests for the next academic year, August 20, 2024, through August 15, 2025, are accepted during this four-week process. Please read the notes under your category carefully as fees will be charged during FY25. Each week, we receive requests from specific groups; these groups are defined below. Each group submits during the five days of their assigned week. These requests are then scheduled the following week. Once a request is made, the reservation should be considered tentative until the requestor receives a confirmation from the Events Office. Requestors should not start planning for events on requested dates until an official event confirmation is received. No confirmations will be sent out until **April 8**, at the earliest.

### Week 1: March 11 – March 15 (Spring Break)

**Legislative Meetings (i.e., ASUW, Faculty Senate, and Staff Senate)  
Official University Functions and Annual Official University Supported Events  
(i.e., President's Convocation, Saddle Up, Homecoming, Family Weekend,  
Admissions large and small events)**

**Center for Student Involvement & Leadership Programs (CSIL)**

*NOTE: Events in this category will be charged for the use of the space if charging a fee for admission OR if the event is primarily for non-UW attendees OR if the event is scheduled past building hours. All meetings and events hosted by Student Organizations in the Wyoming Union must use [UW Catering](#), [Union Food Services](#) (Campus Carryout), or a [Catering Supplier](#).*

### Week 2: March 18 – March 22

**Student Organizations and ASUW Programs/Events**

*NOTE: Events in this category will be charged for the use of the space if charging a fee for admission OR if the event is primarily for non-UW attendees OR if the event is scheduled past building hours. All meetings and events hosted by Student Organizations in the Wyoming Union must use [UW Catering](#), [Union Food Services](#) (Campus Carryout), or a [Catering Supplier](#).*

### Week 3: March 25 – March 29

**University Departments, Offices and Colleges Meetings and Events (i.e., weekly meetings and special events)**

*NOTE: All department events will be charged in accordance with the [FY25 Business Fee Book](#). You can find the fee book on our [website](#). Events in this category will also be charged for the use of the space if charging a fee for admission OR if the event is*

primarily for non-UW attendees OR if the event is scheduled past building hours. All meetings and events hosted by UW Departments in the Wyoming Union must use [UW Catering](#) or [Union Food Services](#) (Campus Carryout).

## **Week 4: April 1 – April 5**

### **Off-campus Organizations (i.e., wedding receptions, community events)**

*NOTE: Events in this category will be charged for the use of the space. Please refer to our [website](#) for applicable current fees. Also, [UW Catering](#), or a [Catering Supplier](#) must be used for all events organized by off-campus organizations or individuals.*

### **Please note:**

- The normal operating building hours of the Wyoming Union for the 2024-2025 year are listed below. If you need the building to be open outside of normal operating hours, you will need to request the change with your event request and you will be charged \$35.00 per hour. This applies to everyone.
  - Monday-Friday: 7:00am-11:00pm
  - Saturday: 9:00am-10:00pm
  - Sunday: 12:00pm-7:00pm
- Submit all Priority Scheduling reservations via the request form found at: [https://uwyo.sjc1.qualtrics.com/jfe/form/SV\\_0H4q16P55Krr1L8](https://uwyo.sjc1.qualtrics.com/jfe/form/SV_0H4q16P55Krr1L8)
  - Should you need to reserve space in the Union outside of Priority Scheduling, please visit our website or send us an email.
- All meeting rooms (Big Horn, Warm Valley, Senate Chambers, and Thunder Basin) will have standard setups. You will see the breakdown in the reservation form. You are welcome to not use a standard setup, but there will be a charge per the fee book. This applies to all departments and external events.
  - Big Horn: Half Classroom of 8, Theater of 20
  - Warm Valley: Conference of 20
  - Senate Chambers: Conference of 30
  - Thunder Basin: Conference of 17
- It is advisable to choose two (2) or three (3) possible dates for large events.
  - If you are requesting dates for more than three (3) events, please email the Union Events Office with either a Word document or a spreadsheet of all the events you will be requesting with all the appropriate details found on the request form.
- Reservations are only accepted starting on the Monday at 8am that your week begins until the Friday at 5pm that your week ends.
- All reservations submitted before a group's five-day submission period has begun will **not** be accepted; you must submit during your week.
- All reservations submitted after a group's five-day submission period has passed will be held and then scheduled once the entire four-week priority scheduling process is finished.
- All reservations will not receive an official confirmation until **April 8**, at the earliest.
- Have questions? Email us at [unionres@uwyo.edu](mailto:unionres@uwyo.edu)