



Union Priority Scheduling

For Scheduling Period August 20, 2022 – August 19, 2023

The Wyoming Union Events Office will begin the annual Priority Scheduling process on **March 21, 2022**. Space requests for the next academic year, August 20, 2022 through August 19, 2023, are accepted during this five-week process. Please read the notes under your category carefully as fees will be charged during the FY23. 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 the end of week 5. Please keep in mind that all events are subject to change due to evolving circumstances of the COVID-19 pandemic.

Week 1: March 21 – March 25

Legislative Meetings

(i.e., ASUW, Faculty Senate, and Staff Senate)

Week 2: March 28 – April 1

Official University Functions, Annual Official University Supported Events (i.e., President's Convocation, Homecoming, Family Weekend, Admissions Orientation, Discovery Days, Campus Pass)

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.

Week 3: April 4 – April 8

Student Organizations, Center for Student Involvement & Leadership Programs, 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 an [approved caterer](#).

Week 4: April 11 – April 15

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

*NOTE: **Effective July 1, 2021 events in this category will be subject to a \$25.00 setup/teardown fee per hour.** 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) if meals or refreshments are provided to attendees.*

Week 5: April 18 – April 22

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 the [University Fee Book](#) for applicable current fees; Union fees are listed starting on page 59. Fees are subject to an increase in the new fiscal year. Also, [UW Catering](#) must be used for all events organized by off-campus organizations or individuals.

Please note:

- **Submit reservations via the request form found at:**
https://uwyo.sjc1.qualtrics.com/jfe/form/SV_cBz1zFJ2O2e8WtD
- **It is advisable to choose two or three possible dates for large events.**
- **Reservations are only accepted between 8:00 AM on the Monday that your week begins until 5:00 PM on the Friday 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 five-week priority scheduling process is finished.**
- **All reservations will not receive an official confirmation until AFTER WEEK 5.**
- **Have questions? Email us at unionres@uwyo.edu**