



Update on Priority Scheduling

For Scheduling Period August 16, 2025 – August 21, 2026

The Wyoming Union will be accepting requests for the next academic year (August 16, 2025 through August 21, 2026) for student organizations, campus departments, and external events beginning on Monday, March 24, 2025 at 8:00 am. The President's Office will have advance prioritization and be eligible to make requests on behalf of the President's Office, UW Governance Groups (ASUW, Faculty Senate, and Staff Senate), and other institutional priorities beginning March 10, 2025.

Additional considerations related to reservations and hosting events in the Wyoming Union:

- If there is a need for the building to be open outside of normal operating hours, please include the request with the space request. The charge is \$50.00 per hour for hours outside of normal operating hours and applies to all reservations.
- Reservations for the Yellowstone Ballroom (East, Center, and/or, West) and the Family Room will be made through a "Ballroom Request Form" that will be available [HERE](#) (not live until 3/24). Staff will process requests in the order they come in and confirmations will be shared once the space has been reserved.
- Users can now book their own meeting rooms (Big Horn, Warm Valley, Senate Chambers, Thunder Basin), Lower Level spaces (Skylight Lounge, Fireplace Lounge, and Lower Pokes Pub) and marketing services (Table Tents, A-Frames, etc.) for the duration of this year. On March 24, the same spaces will also become available for next year. To gain access, complete an access request form [HERE](#) or attend an in-person training (Feb. 26, March 6, or March 12 in the Union Family Room from 10:00 am -11:00 am). Upcoming website changes will also include reference guides and tutorials.
- All meeting rooms (noted above) will have standard setups. The standard setup will be visible on the reservation form. Additional setups are available for a small fee.
 - Big Horn: Half Classroom of 16 (front) with Theater of 20 (back)
 - Warm Valley: Conference of 20
 - Senate Chambers: Conference of 30
 - Thunder Basin: Conference of 17

You can now view availability or events occurring in the Wyoming Union [HERE](#). Have other questions? Email us at unionres@uwyo.edu