Scheduling Guidelines
Conference Center Space

Alumni Hallway **(Natapow, Louise Slaughter, Northeastern)**	Scheduled in October for the months of January-December of the following year.
Class of '62 **LeChase** **Flaum Attrum** **Forbes Lounge**	Scheduled anytime Not booked prior to 3pm during academic year. Exceptions made in certain cases. (Do not book with events in CMR and/or Atrium within the same time frame). Forbes cannot be booked when evens are taking place in CMR.
ACF's	Scheduled in October for the months of January-December
Auditoriums, & Classrooms	Scheduled in May for the rest of the current year, August-July 31st of the following year. Reminder email sent in March. Scheduling begins in May and confirmations sent mid-June.
Helen Wood Hall	SON courses have priority and are booked in three phases. Spring, Summer and Fall. Once these courses are entered, the unused space will be released to us to schedule. Please send all requests and we will enter them as the space becomes available.
Saunders Research Building (SRB) and SRB Atrium	SRB 1st floor scheduled in May for the rest of the current year, August-July 31st of the following year. SRB Basement, 2nd, 3rd, 4th floors scheduled in October for the months of January-December of the following year.

<u>Priority for SRB, Auditoriums, & Classrooms:</u>

- Grand Rounds (scheduled 2 years in advance)
- All medical school courses
- Standing meetings
- Yearly conferences

Please send all of your requests, as they are available to resourcescheduler@urmc.rochester.edu using the current CEL request form on our website or by using this link: http://www.urmc.rochester.edu/center-experiential-learning/resource-scheduling/procedure.cfm