# PBC Classroom Scheduling Timeline

This timeline only applies to Classroom-Specific Spaces. Reserving Meeting-Specific spaces is much less restrictive, allowing scheduling a year out from your desired date.

Factors considered in choosing between competing requests for the use of space and resources within specific groups include: date and time the request is received, type of use, expected attendance, requirements for special audio-visual, facilities, length of program, recurring events (daily, weekly, monthly, etc.), and availability of alternative space. Weekly recurring educational events have priority over events that are one-time or occasional. It is only after the PBC’s curriculum needs are met that requests for internally sponsored scheduling, and then outside affiliated organization scheduling, will be approved.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Timeline for Reservation Requests</th>
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| **Phase 1:** Curriculum Scheduling, PBC Occupants | Credit-bearing courses, as well as orientation, irregular class sessions and graduation activities. | Spaces are booked for PBC Occupants’ curriculum on a semi-annual basis. Late requests cannot be assured.  
- **Requests for July-December:** Submit between March 1st - 15th.  
- **Requests for January-June:** Submit between September 1st - 15th. |
| **Phase 2:** Curriculum Scheduling, PBC Associates | Credit-bearing courses, as well as orientation and graduation activities. | Spaces are booked for PBC Associates’ curriculum on a semi-annual basis. Late requests cannot be assured.  
- **Requests for July-December:** Submit between March 16th and March 31st.  
- **Requests for January-June:** Submit between September 16th and September 30th. |
| **Phase 3:** PBC Non-Curriculum Scheduling | Meetings, seminars, trainings and conferences that are sponsored internally by the PBC. | Spaces are booked on a semi-annual basis. Accommodating internally sponsored requests and outside affiliated organizations is contingent upon the availability of space resources.  
Advance bookings are not made until all curriculum activities are programmed.  
- **Requests for July-December:** Submit any time starting April 1st.  
- **Requests for January-June:** Submit any time starting October 1st. |
| Outside Affiliated Organization Scheduling | Health-related and other events that benefit the community, but are not sponsored by a PBC department. |  |

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