

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.

Phase	Description	Timeline for Reservation Requests
<p><u>Phase 1:</u> Curriculum Scheduling, PBC Occupants</p>	<p>Credit-bearing courses, as well as orientation, irregular class sessions and graduation activities.</p>	<p>Spaces are booked for PBC Occupants' curriculum on a semi-annual basis. Late requests cannot be assured.</p> <ul style="list-style-type: none"> • Requests for July-December: Submit between March 1st - 15th. • Requests for January-June: Submit between September 1st - 15th.
<p><u>Phase 2:</u> Curriculum Scheduling, PBC Associates</p>	<p>Credit-bearing courses, as well as orientation and graduation activities.</p>	<p>Spaces are booked for PBC Associates' curriculum on a semi-annual basis. Late requests cannot be assured.</p> <ul style="list-style-type: none"> • Requests for July-December: Submit between March 16th and March 31st. • Requests for January-June: Submit between September 16th and September 30th.
<p><u>Phase 3:</u> PBC Non-Curriculum Scheduling</p>	<p>Meetings, seminars, trainings and conferences that are sponsored internally by the PBC.</p>	<p>Spaces are booked on a semi-annual basis. Accommodating internally sponsored requests and outside affiliated organizations is contingent upon the availability of space resources.</p>
<p>Outside Affiliated Organization Scheduling</p>	<p>Health-related and other events that benefit the community, but are not sponsored by a PBC department.</p>	<p>Advance bookings are not made until all curriculum activities are programmed.</p> <ul style="list-style-type: none"> • Requests for July-December: Submit any time starting April 1st. • Requests for January-June: Submit any time starting October 1st.

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