

External Event Availability

External events must be planned at an operable level in conjunction with primary College utilization.

Event Type	Best Availability	Timeline for Requesting Event
Summer Camps (with Lodging)	June 1-July 31	April 1
Athletic Camps, Clinics, or Event	June- 1- July 31	3-6 months in advance
Conferences	January 2- January 10 Mid March May 18- August 15	3-6 months in advance
One-Day Meeting/Retreat	Yearly	2-4 weeks in advance
One-Day Private Events (Birthday Party, Bridal Shower)	Yearly	2-3 months in advance
Weddings Ceremonies	Yearly	3-6 months in advance
Wedding Receptions	Mid May- Mid August	6-12 months in advance

Classroom availability is not confirmed until the first week of each semester.
Athletic facility availability is based on NCAA and student athlete schedules.

