



**PRIORITY SCHEDULING
MEMORIAL UNION BUILDING
University of New Hampshire
Durham, NH 03824**

To: Recognized Student Organizations, University Departments, and Community Organizations
From: Pamela Samson, MUB Scheduler
Date: February 5, 2010
Re: Priority Scheduling of **Major Events** and **General Meeting Room** Space

Once again it is time to look ahead and take advantage of the MUB's Priority Scheduling program. Priority scheduling will give you the chance to request dates for **major events** and **general meeting room** in the MUB for the **2010 – 2011 (July 1, 2010– June 30, 2011)** academic year.

The deadline for priority scheduling of **major events** and **general meeting room space** in the Memorial Union Building is **March 12, 2010**. It is important that you note this date so your organization may take advantage of priority scheduling. Any request received after the deadline will be honored on a first-come, first-served basis.

All requests will be processed using the current MUB Priority Scheduling Policies. With a few exceptions, Recognized Student Organizations have top priority.

If your Organization or Dept wishes to be considered for priority scheduling, please e-mail me at pam.samson@unh.edu. If e-mail is not convenient you may mail your request to my attention at: Memorial Union – Rm 323, 83 Main Street, Durham, NH 03824. **DO NOT USE THE WEB WHEN SUBMITTING YOUR REQUEST AS I NEED AN EMAIL REQUEST.**

In order for us to process, be sure to provide the following information:

Date(s) of your event
Title of event
Start and end time of your event
Room(s) requested
Name of your organization or department
Contact person
Phone number
E-mail address

<u>MUB Hours:</u>	<i>Academic Year</i>	<i>Monday – Thursday</i>	<i>7:00 am –12:00 am</i>
		<i>Friday</i>	<i>7:00 am – 1:00 am</i>
		<i>Saturday</i>	<i>10:00 am – 1:00 am</i>
		<i>Sunday</i>	<i>4:00 pm–12:00 am</i>
	<i>Summer & Breaks</i>	<i>Monday – Friday</i>	<i>8:00 am – 4:30 pm</i>
		<i>Saturday & Sunday</i>	<i>closed</i>