



Advance Reservation Information for the 2026-2027 Academic Year* will be released in January 2026

Please see the next page for last year's information

***Reservations for the 2026-2027 Academic Year can occur between August 1, 2026 - July 31, 2027**



Advance Reservation Information

2025-2026

During each spring semester, the university community may request event space managed by Event Services for the upcoming academic year via the Advance Reservation Process. The requesting process will be open for one week and potential Event Sponsors can submit reservation requests for events occurring during the upcoming Academic Year.

Please note: Per [University Policy 5000](#), events are prohibited from occurring or extending into the overnight hours (12:00am - 6:00am). There are no exceptions to this policy.

Request Form:

- <https://forms.office.com/r/6GL7DxmfmzI>
 - NOTE: The form is inaccessible until 8:00 am on February 10, 2025.

Eligible Requestors:

- Student Organizations
 - Please Note: If you are a member of a student organization and will be graduating during the spring, please ensure that all Advance Reservation Requests are discussed with the next academic year's board.
- University Departments

Eligible Dates:

- Requests can be submitted for events occurring August 1, 2025 through July 31, 2026.
 - Fall Semester: August 1, 2025 - December 9, 2025*
 - Spring Semester: January 2, 2026 - May 6, 2026*
 - Summer: May 18, 2026 – July 31, 2026
 - Please note; Squires will be unavailable to reserve from June 19, 2026-August 14, 2026 due to critical facility work. During that time, reservations will be accepted for GLC Auditorium and Owens Ballroom Monday-Friday from 8:00am-5:00pm.
- Please note; we will not accept reservations during the following times due to end of semester needs.
 - Fall Semester 2025: December 10, 2025 - January 1, 2026
 - Spring Semester 2026: May 7, 2026 - May 17, 2026



Eligible Event Times:

Please make sure your event falls within operating hours for the building you are requesting. Building hours are reduced during break periods and events should fall within the reduced operating hours as well. Building hours for the break periods are listed next to the normal operating hours for the building. Events can begin 15 minutes after the building opens and must end 15 minutes before the building closes.

Early and Late access requests are prohibited but may be approved only if the following conditions are met:

- The event is determined to be a necessary major university sponsored event, **OR**
- It is determined that the early/late access is critical to the success of the event

Typical operating hours for each building/requestable space is listed below:

- **Squires Student Center:**
 - Monday-Thursday: 7:00am - 10:00pm (Break Periods: 8:00am-6:00pm)
 - Friday: 7:00am - 11:00pm (Break Periods: 8:00am-6:00pm)
 - Saturday: 9:00am - 11:00pm (Break Periods: 10:00am-6:00pm)
 - Sunday: 9:00am - 9:00pm (Break Periods: 10:00am-6:00pm)
- **Johnston Student Center:**
 - Monday-Thursday: 7:30am - 9:00pm (Break Periods: CLOSED)
 - Friday: 7:30am - 5:30pm (Break Periods: CLOSED)
 - Saturday-Sunday: CLOSED (Break Periods: CLOSED)
- **Graduate Life Center:**
 - Monday-Friday 7:30am - 10:00pm (Break Periods: 7:30am-5:30pm)
 - Saturday: 10:00am - 10:00pm (Break Periods: CLOSED)
 - Sunday: 10:00am - 6:00pm (Break Periods: CLOSED)
- **Owens Banquet Hall and Burruss Hall Auditorium:**
 - Monday-Thursday: 8:00am-10:00pm (Break Periods: Special Request Only)
 - Friday: 8:00am - 11:00pm (Break Periods: Special Request Only)
 - Saturday: 10:00am - 11:00pm (Break Periods: Special Request Only)
 - Sunday: 10:00am - 9:00pm (Break Periods: Special Request Only)
- **War Memorial Chapel:**
 - Monday-Sunday: 6:00am - 11:59pm
- **Drillfield:**
 - Events can occur between 6:00am - 11:59pm



Eligible Venues:

- [Burruss Hall Auditorium](#)
- [Commonwealth Ballroom \(A, B and All\)](#)
- [Colonial Hall](#)
- [Haymarket Theatre](#)
- [Graduate Life Center Auditorium](#)
- [Graduate Life Center Multipurpose Room](#)
- [Owens Ballroom](#)
- [War Memorial Chapel](#) (includes the Pylons)
- Drillfield
 - *Requests for all other Campus Common Spaces will open June 1, 2025*
- [Meeting Rooms](#) in Squires and Johnston Student Centers
 - *Meeting Rooms are only eligible for recurring/multi-day requests during Advance Reservations. Single date requests will open on June 1, 2025*
- Dance/Martial Arts Practice Space in Squires and Johnston Student Centers

Ineligible Requests:

The following types of reservations are not eligible for submission

- Rain/Weather Locations (i.e. event is occurring outside and a space will not be used unless there is inclement weather)
- Backup Locations (i.e. another space is already reserved and this is the backup location)

Submission Guidelines:

- Requested event dates must occur between August 1, 2025 - July 31, 2026.
- All reservation requests must be submitted by a current Authorized Contact.
 - If you will not be an Authorized Contact for your Student Organization or University Department next academic year, there will be a place for you to list a secondary contact in the form.
- Fill out the entire form with as many details as possible –
 - If submitting requests for multiple events, the form must be filled out separately for each event.
 - You must include three (3) date(s)/range of dates, time, and venue options for each event.
 - Only one (1) date/range of dates for each event will be reserved.
 - Failure to provide multiple dates/venues does not guarantee you will receive your first choice and could result in event denial.
- Once you click submit, you have the option "print or get a PDF of your answers" from the "Thanks!" page. If you want a copy of your answers, you must click "print or get PDF of answers"



to save/print your responses prior to clicking "submit another response" or closing the page.

Unfortunately, a summary of your response cannot be automatically emailed.

- This does not serve as confirmation of venue/date/time but, simply an acknowledgement that we received your form submission.
- Each event request will be reviewed and processed in the order it was received.
 - We are unable to guarantee that every aspect of your request will be fulfilled as submitted.
 - Reservation Summaries will be sent out by the end of Spring Semester at the latest. We are unable to commit to a date at this time.
 - If we are unable to accommodate your request, we will reach out for other venue/date/time options prior to denying your request.

Important Dates to Know and Consider:

Fall Semester 2025:

Date:	Event/Holiday:	Notes:
August 25, 2025	First Day of Classes	
August 29, 2025	Gobblerfest	
September 1, 2025	Labor Day	No Classes - University Offices Closed
September 6, 2025	VT vs. Vanderbilt	Home football game
September 13, 2025	VT vs. Old Dominion	Home football game
September 20, 2025	VT vs. Wofford	Home football game
October 4, 2025	VT vs. Wake Forest	Home football game
October 17, 2025	Fall Break	No Classes - University Offices Opened
October 23 OR 24, 2025	VT vs. Cal	Home football game (Day TBA)
November 1, 2025	VT vs. Louisville	Home football game
November 22, 2025	VT vs. Miami	Home football game
November 22, 2025 - November 30, 2025	Thanksgiving Break	No Classes - University closed 12pm November 26 - November 28, 2025
December 10, 2025	Last Day of Classes and Events	



December 11, 2025	Reading Day	No Events
December 12, 2025 - December 17, 2025	Exams	No Events
December 19, 2025	Commencement Ceremony	No Events except for Commencement related events
December 20, 2025 - January 1, 2026	Winter Break	No Classes - University Closed 12pm December 24, 2025 - January 1, 2026

Spring Semester 2026:

Date:	Event/Holiday:	Notes:
January 19, 2026	Martin Luther King Jr. Day	No Classes - University Offices Closed
January 20, 2026	First Day of Classes	
March 7 - 15, 2026	Spring Break	No Classes - University Offices Opened
May 6, 2026	Last Day of Classes and Events	
May 7, 2026	Reading Day	No Events
May 8 - 13, 2026	Exams	No Events
May 13 - 16, 2026	Commencement Ceremonies	No Events except for Commencement related events.
June 19, 2026	Juneteenth	No Classes - University Offices Closed
July 3, 2026	Independence Day (Observed)	No Classes - University Offices Closed

Interfaith Calendar:

You may also want to research various religious holidays while determining your preferred dates.

- <https://dos.vt.edu/interfaith/calendar.html>



Frequently Asked Questions (FAQs):

Can I submit Campus Common Spaces requests through Advance Reservations?

- Only Drillfield reservations are accepted during the advance reservation period. Requests for other Campus Common Spaces will open on June 2nd, 2025.
- NOTE: the current Campus Common Space form ends on August 9, 2024. A new CCS form will be released this summer for dates for the 2025-2026 academic year.

I'm a member of a student organization but will not be an officer, executive board member, authorized contact, etc. next year. How do I make sure the new authorized contacts know about our advance reservation request?

- You will be asked to provide a contact for next year on the request form. We will send the "Reservation Summary" of what dates your organization received to both the contact for this year and next year once we have finished processing requests.

I've never submitted an advance res form before, but my event occurs every year, do I need to submit one?

- Yes.

I am an advisor for a student organization but not an Authorized Contact, can I submit reservation requests on behalf of my students?

- No.

How many date options can I submit per event?

- You are required to submit three (3) date options; however, we encourage you to list all possible dates to maximize your chances of getting scheduled!
- Failure to submit three (3) date options may result in your request being denied. Please provide at least three (3) date options to maximize your chances of securing event space.

We don't know what dates and/or venue we need yet. Can I submit holds and cancel them later?

- No. To keep the process fair for everyone and due to limited event spaces, we are no longer allowing multiple date/venue options to be tentatively held. You must submit a request with a specific date/venue/event in mind.

I haven't decided what time my event is – can I hold the venue all day?

- No. To make sure as many people as possible can reserve event venues, we are no longer accepting blanket venue holds. However, please make sure you are telling us the full time you need the venue (including setup/teardown time) in addition to your specific event time.

I need multiple major venues for my event – can I request more than one?

- Yes! You will be able to request other major venues after the page where you put your general event information.



Can I request meeting rooms in addition to my major venue?

- Yes! You will be able to request meeting rooms in Squires or Johnston after the page where you put your general event information.
- *Please note; Meeting Rooms in GLC must be reserved at the GLC Information Desk or at glcinfo@vt.edu and are not eligible for Advance Reservations. Groups can contact the GLC directly once the academic year starts.*

Can I request a setup/teardown/practice/rehearsal day?

- Yes! However, requests are limited to one (1) day prior to the event and/or one (1) day after the event due to increasing event requests and limited space.
- *Please note this is a request and you are not guaranteed a setup/teardown/practice/rehearsal day. Requests are approved as space and staffing allows.*

I cannot successfully host my event with only 1 setup/teardown/practice/rehearsal day, can I request more?

- No. We cannot accommodate multiple practice/setup/teardown days.

My event will be outside; however, I want to reserve one of the major venues as a rain location, can I do that?

- Due to increased event requests and limited venues available, we do not accept requests for rain locations. Outdoor events must be rain or shine. The only exceptions are select major university events. Please ask Event Services if you believe your event should have an exception.

I need to submit multiple events, can I put that on one form?

- No, one form per event. Please submit the form separately for each event.

It's after the closing date and I forgot to submit my request! Can I still submit?

- No. Requests submitted after the form closes will not be accepted.
- Additional requests can be made when our reservation books open for the Academic Year on June 1, 2025.

I didn't get my first-choice date/venue!

- Unfortunately, not everyone will get their first-choice date due to an increased number of events and a limited number of event venues on campus. While we make every effort to try to get you your first-choice date/venue – it is not always possible.

How likely am I to get one of my top 3 choices?

- We are usually able to place almost all reservation requests in one of their top three requested venue/date/time options.
- Last year, there were less than approximately 20 organizations who did not receive one of their requested date/time blocks and we had to ask them to submit other reservation options.



- Last year, there were less than approximately 5 organizations for whom we were unable to find space.

When will I know if I got the space I requested?

- After we process the requests and resolve any conflicts, we will work on sending Request Summaries. We hope to send Request Summaries in late March/early April this year.

We are a dance/martial arts organization and have questions about practice space.

- Dance/Martial Arts Practice Information:
 - Dance/Martial Arts Student Organizations can request up to two (2) practice days/times per week during Advance Reservations.
 - Practice slots are 2 hours in length. Orgs will be asked to rank their preferred practice times.
 - Practices will occur in either Johnston Room 100, 102 or 104 and/or Squires Room 116. Orgs will be asked to rank their room preference; however, specific room requests are not guaranteed.
 - If requesting a Major Venue for a dance/martial arts performance/competition, organizations can request one (1) rehearsal day in the venue where the performance will take place. Unfortunately, due to increased event requests and limited space, we cannot accommodate additional rehearsals in the major venues.
- Practice Space reservations through Hokie Spa (McBryde Hall) will not open until the 6th day of classes next Fall (fall semester reservations) and next spring (spring semester reservations).
- Please contact Rec Sports (recsports@vt.edu) for more information about reserving space in McComas, War Memorial Gym or the bubble (Rec Sports Fieldhouse)

Can I get an email summary of my request?

- Once you click submit, you have the option "print or get a PDF of your answers" from the "Thanks!" page. If you want a copy of your answers, you must click "print or get PDF of answers" to save/print your responses prior to clicking "submit another response" or closing the page. Unfortunately, a summary of your response cannot be automatically emailed.
- Forgot to get the PDF of your response? Please contact Event Services for a copy.

I submitted my request, but I need to make changes! What are my options?

- Please submit a new request, however, we will honor the original submission time/date. Please contact Event Services to let us know you are submitting a new request and what event the new form will replace.