

# Classroom Reservations Fall 2025 FAQ

## What is happening?

Effective August 18, 2025, the Student Union Event Services office will become the point of contact for all event reservations in classroom spaces. The Registrar's Office will continue to reserve all classes.

## Why make this change?

This change will offer the campus community a "one stop shop" for event reservations in many of the most popular meeting and event venues on campus.

## When can I expect to hear back about a classroom reservation request?

Generally, the Event Services office expects no more than a 3-business-day response time to reservation requests. Classroom reservations cannot be made until after the Add/Drop Deadline (August 22<sup>nd</sup> for Fall 2025).

## What policies will change?

Events in classroom spaces will follow most of the same policies as Student Union spaces. In order for space to be available for all members of the campus community, time limitations will be put into place to mirror Student Union policies, including room block reservations.

## What are room block reservations?

Room block reservations are weekly or bi-weekly recurring meetings in Student Union or classroom spaces. Reservations are for set times and consistent room configurations and occur Monday-Wednesday between 4:30PM and 11PM. More information can be found [here](#).

## Can my organization make more than one room block reservation?

Organizations may make one request for general body meetings and one request for officer meetings.

## What if we need longer than the allotted time for room block reservations?

We understand that room block reservations are not the right solution for all events. For events that do not fit within room block restrictions, please submit a [reservation request](#) for one of our other spaces.

## Can I request a specific classroom?

Because of the large number of events and classes, requests for specific spaces cannot be guaranteed. The Event Services office will do their best to accommodate specific requests but may need to assign space based on availability and event details.

## Who should I contact with questions?

General questions should be directed to [unionres@ucf.edu](mailto:unionres@ucf.edu) or 407-823-3677. If you already have a booking, you can direct questions to your assigned Event Coordinator.