



# Exception to the Scheduling Priority Policy

*Please note: Completing this application is not an approval of the exception. Upon completion, turn this form into the SRB Front Desk. Please allow 3 weeks for a response to your request.*

My organization is a(n):  Student Affairs Department       Registered SEAL Student Group  
                                                   Off-campus Org/Business       UCSB Campus Department (non-Student Affairs)

Organization/Department \_\_\_\_\_

Requestor \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ E-mail \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Event Description:** Please describe your event.

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**\* Please note this is not confirmation of your event \***

I understand that this is not a confirmation of an event but a request for an exception to the scheduling priority policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Info Desk Use Only**

**Approvals Needed:**

Hold:                  SEAL:                  Confirmed:

**Received by:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_