

# UNITY 500 and VXR 500 RESERVATION PROTOCOL

<> Effective Friday 28Oct05 <>

DAY/TIME	SLOT INTERVAL	SIGN-UP BEGINS	SIGN-UP FOR UNRESERVED TIME BEGINS
<b><i>Monday – Friday</i></b>			
8am – noon	} 20 min/day, max 1 slot	4pm, previous weekday	9am daily
Noon – 4pm		9am of the same day	noon daily
4pm – 8pm		4pm, previous weekday	9am daily
8pm – midnight	2 hr/day	9am, one week earlier	9am daily, max 1 slot
Midnight – 8am (everyday)*	Unlimited	9am, one week earlier	—
<b><i>Saturday</i></b>			
8am – 8pm	1 hr/day	4pm, previous Friday	9am daily, max 2 slots
8pm – midnight	4 hr/day	9am, previous Monday	9am previous Friday, max 2 slots
<b><i>Sunday/Holiday</i></b>			
8am – midnight	4 hr/day	9am, previous Monday	9am previous Friday, max 2 slots

\* This line applies to everyday of the week.

- 1) If you have a special need that can not be accommodated by this schedule, talk to Dr. Vera Mainz to see if an arrangement can be made.
- 2) Any reservation practices designed to circumvent the rules are deemed illegal. Illegal reservations will be canceled without notice.
- 3) The Director of the lab is the final arbitrator of all scheduling disputes.