Policy Number
600-16
Reviewed Date
February 1, 1997
Responsible Office
- Office of the Executive Vice Chancellor and Provost

Purpose
This policy centralizes the scheduling of courses and use of instructional space on campus through the Registrar.

Policy
General assignment space is reserved according to the following priorities: academic uses by academic units; Continuing Education; others, including student organizations, University-affiliated groups, and non-University organizations co-sponsored by recognized campus groups.

A. General assignment rooms may be used between the hours of 8:00 a.m. and 11:00 p.m. daily. Exceptions will be considered on an individual basis.

B. All requests for space must be submitted to the Scheduling Coordinator, using the Room Reservation Request Form.

C. Meetings involving off-campus participants, the collection of funds, or co-sponsorship with non-University organizations must be approved by the Director--Student Relations prior to space reservation.

Responsibilities
Contact Responsible Office (see above) with any questions.

Related Policies
- 600-17 - Reservation of Conference and Meeting Space

References
None provided.