**Topic**
Physical Facilities [1]

**Policy Number**
600-16

**Reviewed Date**
February 1, 1997

**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 [2]

**References**
None provided.
[1] https://policies.ucsf.edu/policy/600
[2] https://policies.ucsf.edu/policy/600-17