Published on Campus Administrative Policies (https://policies.ucsf.edu)

Home > Reservation of Classroom Space

**Topic**  
Physical Facilities [1]

**Policy Number**  
600-16

**Reviewed Date**  
February 1, 1997

**Responsible Office**  
- Office of the Executive Vice Chancellor and Provost [2]

**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 [3]

**References**

None provided.