

Category: Scheduling Guidelines for General Assignment Classrooms

Policy Statement: The Registrar's Office is responsible for assigning and scheduling general assignment classrooms. The Registrar's Office has established formal scheduling protocols to ensure effective campus coordination and to provide academic departments, administrative offices and registered student organizations a means by which to reserve general assignment classrooms. Academic uses of University facilities shall have priority over other uses.

Classroom scheduling staff will authorize requests of general assignment classrooms based on factors including but not limited to: availability of facility, facility use priority, appropriateness and general feasibility of facility for use specified, and potential conflict with other activities. Specific guidelines for scheduling general assignment classrooms are available on the Registrar's Website.

Policy Reference (Source): Campus Facility Use Policy/Procedure Manual B.2

Additional Comments: Activities held in general assignment classrooms shall not adversely impact the physical aspects of the classroom(s) or the research, study or other academic pursuits in areas adjacent to classrooms. Activities inconsistent with and therefore not approved for general assignment classrooms include amplified music, dances, dinners, parties, alcohol consumption, theater, stage events, performances, child care, and events that require re-furnishing of rooms or removal of equipment.

Any organization or entity that shows disregard for facilities and equipment may be charged fees, be denied further use of Classroom space, and/or be referred to the appropriate authority for disciplinary action. Colorado State University will not assume responsibility for the damage to, or loss of, any merchandise or personal property.

If a group plans to co-sponsor an event in a reserved Classroom space, they should indicate this to the Classroom Scheduling Office and provide names of all co-sponsoring groups. The sponsoring group should be aware that the organization making the reservation is responsible for maintaining the proper condition of the facility.

Events scheduled in classrooms are primarily for members of Colorado State University. "Fronting" for another organization is prohibited. Fronting occurs when an on-campus organization is used to represent primarily the interests of an off-campus group. University Departments and Registered Student Organizations co-sponsoring an off-campus group in which admission or registration fees, contributions, donations, sales, or other financial transactions occur in conjunction with the event will not be allowed to reserve space.

The activities listed above, as well as large-scale events or any event where the public external to CSU is invited, serves food, includes high risk activities, and/or charges for participation or requests monetary donations will be scheduled through the Facilities Management Scheduling Office or the Lory Student Center to ensure University and State requirements are met. The Registrar's Office reserves the right to move a group to another general assignment classroom. The Registrar's Office reserves the right to deny services to any individual or organization which has a prior history of noncompliance with this policy.

General Assignment Classrooms will be released for scheduling by the campus community once academic scheduling is complete for the term. Reservation timelines will be posted on the Registrar's Website. For non-academic events held Monday- Friday, academic departments, administrative offices, and registered student organizations can reserve large classrooms and auditoriums (> 100 seats) up to 8 times per semester, and up to 2 small or medium sized (< 100 seats) general assignment classrooms up to 2 times per week.

Approved by: Classroom Review Board
Date: September 2012