

UC Santa Barbara
Policies

Policy 5548

Issuing Unit: Administrative Services

Date: August 15, 1986

FACILITY SCHEDULING DURING THE
REGULAR ACADEMIC YEAR AND BREAK PERIODS

I. REFERENCES:

- A. UCSB Policies Manual, Policy 5551, Facility Scheduling During the Summer Months.
- B. UCSB Policies Manual, Policy 5539, Academic Scheduling of Classes and Classrooms.
- C. UCSB Policies Manual, Policy 5560, Use of Centennial House.
- D. UCSB Policies Manual, Policy 5563, Use of Cliff House.

II. POLICY:

A. Definitions:

For the purposes of this policy, the following definitions apply:

- 1. Regular Academic Year: The first day of pre-instructional activities for Fall Quarter, as published in the Schedule of Classes, through the last day of Commencement in Spring Quarter, excluding breaks.
- 2. Classrooms: Rooms for organized classes which do not require special-purpose equipment for student use. Classrooms are typically, but not necessarily, equipped with tablet armchairs or similar types of seating.
- 3. Assembly Rooms: Rooms equipped for theatrical performances although they are also used for class lectures.
- 4. Athletic/Recreational Facilities: Rooms or indoor areas used by students, staff, and/or the public for athletic activities and such rooms as directly serve such athletic activities as extensions of the activities in such a facility. For the purpose of this policy, outdoor areas used for such activities are also considered to be athletic facilities (including the Main Pool, all athletic fields, Pauley Track, the campus tennis courts, the Campus Diamond, the volleyball courts and Harder Stadium).
- 5. Conference Rooms: Meeting rooms ordinarily used by other than organized classes for formal discussions. May have lounge-type furniture, straight-back chairs and/or tablet armchairs. May be generally assignable or departmentally assigned.
- 6. Academic Programs: Listed in order of priority.

- a. All classes scheduled during the regular academic year (as reflected in the Quarterly Schedule of Classes).
 - b. All additional (extra, make-up or special) sessions of a. (above).
 - c. Additional rooms needed for mid-terms or final examinations of a. (above).
 - d. UCSB Extension classes (University credit classes only).
 - e. Arts and Lectures programs (I&R general fund supported).
7. Academically-related Programs: Listed in order of priority.
- a. Study, tutoring and review sessions sponsored by academic departments or other University units (e.g., Academic Skills Center).
 - b. Special faculty lectures (with or without admission) that are not part of the Quarter's regularly scheduled academic offerings.
 - c. Student Parent Orientation and Student Affirmative Action programs.
 - d. UCSB Extension (non-credit courses).
 - e. All programs sponsored by all other non-academic University departments (including Arts and Lectures programs linked to specific UCSB academic courses, but not I&R general fund supported). Departmental seminars and meetings.
 - f. Programs sponsored by the Office of Public Events and Ceremonies.
8. Co-curricular Programs: No specific priorities intended.
- a. All programs sponsored by registered student, faculty or staff organizations.
 - b. All A.S.- and G.S.A.- sponsored programs.
 - c. All programs sponsored by all other non-academic University departments (e.g., Arts and Lectures, Affiliates, Development, Alumni).
9. Extra-curricular Programs: Programs sponsored by off-campus persons or organizations, under the auspices of the Office of Residential Life or Housing and Residential Services and/or the Office of Business Services.
10. Academic Quarter: The dates falling between that on which the "Quarter Begins" and that on which the "Quarter Ends," as specified in the Quarterly Schedule of Classes.

11. Calendar Year: January 1 through December 31.
 12. Summer Months: The day after Commencement in Spring Quarter to the first day of the following academic quarter during the regular academic year.
 13. Quarter Breaks: The day after the last day of final examinations through the first day of the following academic quarter during the regular academic year.
- B. Priorities for the Use of UCSB Facilities: The Regular Academic Year.
1. Classrooms:
 - a. The Registrar, for an academic programs.
 - b. All other campus departments, sponsoring academically-related and co-curricular programs.
 - c. The Office of Business Services and/or the Office of Residential Life or Housing and Residential Services for extra-curricular programs.
 2. Assembly Rooms:
 - a. Assembly Rooms with Specific, Established Priorities:
 - (1) Campbell Hall
 - (a) The Registrar, for academic programs held between 8 a.m. and 2:50 p.m., M, W, F, and 8 a.m. and 2:00 p.m., T, Th, and all pre-instructional and examination periods, between 7:00 a.m. and 10:00 p.m.
 - (b) The Arts and Lectures, after 2:50 p.m., M, W, F, and after 2:00, T, Th, and on weekends, in accordance with the following guidelines:
 - 1) Arts and Lectures shall have booking privileges for Campbell Hall for a maximum of 35 dates each quarter, for technical preparations, rehearsals, and events.
 - 2) Arts and Lectures will make every attempt to schedule events in such a way as to use no more than six Fridays and/or Saturdays in a quarter and no more than four days in any single week.
 - 3) All requests for exceptions to these guidelines must be submitted to the Campus Program Committee for its approval prior to making contractual commitments.

- (c) The A.S. Program Board, for up to ten dates for co-curricular programs each academic quarter.
 - (d) The Activities Coordinating Committee, which shall have the responsibility of processing and approving all additional requests for all remaining "open" dates each academic quarter for academically-related and co-curricular programs.
 - (e) The Office of the Registrar, for academic programs after 2:50 p.m., M, W, F, and after 2:00 p.m., T, Th.
 - (f) The Office of Business Services and/or the Office of Residential Life or Housing and Residential Services for extra-curricular programs.
- (2) Lotte Lehmann Concert Hall
- (a) The Registrar, for academic programs between 8:00 a.m. and 2:50 p.m., M, W, F, and 8:00 a.m. and 2:00 p.m., T, Th, and all preinstructional and finals periods between 7:00 a.m. and 10:00 p.m.
 - (b) The College of Creative Studies, for two annual lecture/demonstration series: one to consist of six consecutive days and the second to consist of six performances over the period of a month.
 - (c) The Music Department for academic programs after 2:50 p.m. M, W, F, and 2:00 p.m., T, Th. and on weekends.
 - (d) The Activities Coordinating Committee, which shall have the responsibility of processing and approving all additional requests for any "open" dates each quarter for academically-related and co-curricular programs.
 - (e) The Office of the Registrar, for academic programs after 2:50 p.m., M, W, F and after 2:00 p.m., T, Th.
 - (f) The Offices of Business Services and/or the Office of Residential Life or Housing and Residential Services for the use of the hall for extra-curricular programs.
- b. Priorities for all other Assembly Rooms

- (1) The Registrar, for academic programs 8 a.m. to 10 p.m. Monday through Saturday.
 - (2) All other campus departments, for academically related and co-curricular programs.
 - (3) The Office of Business Services and/or the Office of Residential Life or Housing and Residential Services for extra-curricular programs.
- c. Isla Vista Theaters
- (1) The Registrar, for academic programs, between 8:00 a.m. and 2:50 p.m., M, W, F, and 8:00 a.m. and 2:00 p.m., T, Th, and all pre-instructional and finals periods between 7:00 a.m. and 10:00 p.m.
 - (2) All other campus departments, sponsoring academically-related and cocurricular programs.
 - (3) The Office of Business Services and/or the Office of Residential Life or Housing and Residential Services for the use of the theaters for extra-curricular programs.
3. Athletic/Recreational Facilities
- a. Athletic Facilities with Specific, Established Priorities
- (1) Campus Events Center (ECen)

The ECen Advisory Committee, which shall process and approve all requests for use of the Center for academic, academically-related, co curricular, and extra-curricular programs, in keeping with the scheduling processes and priority guidelines set forth by the Committee.
 - (2) Harder Stadium
 - (a) The Department of Intercollegiate Athletics and the Department of Physical Activities and Recreation for inter-collegiate events, intramurals, and recreation programs.
 - (b) The A.S. Program Board, for co-curricular programs.
 - (c) All other campus departments for academic, academically-related and co-curricular programs.
 - (d) The Office of Business Services and/or the Office of Residential Life or Housing and Residential Services for extra-curricular programs.

- b. Priorities for All Other Athletic/Recreational Facilities
 - (1) The Registrar, for academic programs 8 a.m. to 10 p.m. Monday through Friday.
 - (2) The Department of Intercollegiate Athletics and Department of Physical Activities and Recreation for intercollegiate events, intramurals and recreation programs.
 - (3) The A.S. Program Board, for co-curricular programs.
 - (4) All other campus departments, for academically-related and co-curricular programs.
 - (5) The Office of Business Services and/or the Office of Residential Life or Housing and Residential Services for extra-curricular programs.

4. University Center (UCen)

The UCen Advisory Committee, which shall process and approve all requests for use of the Center for academic, academically-related, co-curricular and extra-curricular programs, in keeping with the scheduling process and priority guidelines established by the Committee.

5. Storke Plaza (UCen Plaza/UCen Lawn)

For specific guidelines for use of these areas, please refer to UCSB Policies and Campus Regulations Applying to Campus Activities, Organizations, and Students.

6. Cafe Interim (Building 434)

- a. International and cultural programming sponsored by student organizations (coordinated by the Office of International Students and Scholars.)
- b. Other departments located in Building 434.
- c. All other campus departments for academic, academically-related or co-curricular programs.

7. Cliff House Conference Center (West Campus)

The use of the Cliff House is governed by the guidelines established in Policy 5563, and all requests for use should be submitted in accordance with that policy.

8. Student Organization Trailers/A.S. Trailer Space

The organizational trailers are assigned to the Activities Planning Center for use on a quarterly basis. Eligibility for use of trailer space is contingent upon the group

being registered as a registered campus organization with the Activities Planning Center.

9. Faculty Club

Faculty Club facilities are open to both members and non-members and are administered in accordance with policies established by the Faculty Club Board of Directors.

10. Centennial House

The use of Centennial House is governed by the guidelines established in Policy 5560, and all requests should be submitted in accordance with that policy.

11. Residence Hall Facilities

- a. Use of Residence Hall facilities is governed by policies found in "Regulations for Use of Residence Hall Facilities" (an R.H.A. document).
- b. Additional guidelines may be found in UCSB Policies and Campus Regulations Applying to Campus Activities, Organizations, and Students.

12. Music Bowl

The Music Bowl shall be scheduled by the Public Event Manager in the Music Department. Because of the location of the Bowl, events will be approved only if:

- a. They do not appear to conflict with activities in adjacent classrooms and/or offices; and
- b. They do not appear to conflict with other Music Department events.

13. Conference Rooms

- a. Departmentally assigned: The department to which the room is assigned (as indicated in the Campus Facilities Inventory) shall have authority for scheduling these rooms. They may schedule other campus departments/groups in their assigned space in accordance with departmental policy.
- b. General Assignable: Cheadle Hall, Rooms 2128, 3122, 3128, and South Hall Rooms 3421, 4421 are assigned for scheduling for administrative use to the Office of Business Services.
- c. Chancellor's Conference Room, Cheadle Hall: Assigned for scheduling for administrative use to the Chancellor's Office.

14. Off-Campus Facilities (other than IV Theaters): contact administrator in charge.

For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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Return to the [UC Santa Barbara Policies Home Page](#)