

UC Santa Barbara  
Policies

Policy 5551

Issuing Unit: Administrative Services

Date: September 1, 1988

FACILITY SCHEDULING  
DURING THE SUMMER MONTHS

I. REFERENCES

- A. UCSB Policies Manual, Policy 5548, Facility Scheduling during the Regular Academic Year and Break Periods.
- B. University of California Policies Applying to Campus Activities, Organizations, and Students.

II. POLICY

This policy establishes a unified scheduling process for the summer months for all UCSB facilities by instituting a campus-wide calendar and by clarifying scheduling priorities and processes. All summer scheduling will be coordinated by the Activities Planning Center in accordance with the guidelines below. These will be monitored by the Summer Conferences & Program Committee.

A. Definitions:

- 1. All definitions found in Section II A. of Policy 5548 also apply to this policy.
- 2. Conference/Conference Program: Any activity (exclusive of ongoing summer classes, Student Parent Orientation/Student Affirmative Action programs or extension programs) that make use of campus facilities for more than one day in succession.

B. Priority for Use of UCSB Facilities, Summer Months

- 1. Summer Session (classrooms, assembly rooms, theaters, athletic facilities, excluding the Events Center and Harder Stadium).
- 2. Student Parent Orientation/Student Affirmative Action Programs (all facilities).
- 3. UCSB Extension for classes with credit (same facilities as listed in #1) and study, tutoring and review sessions directly related to "1" above; also programs sponsored by the Academic Skills Center or an academic department (same facilities as listed in #1).
- 4. UCSB Alumni events and programs (all facilities).
- 5. Academically-related programs in classrooms and assembly rooms.
- 6. Extracurricular programs and conferences in all facilities as determined by the Summer Programs Committee.

7. Academically-related and co-curricular programs in all facilities.

For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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