

UC Santa Barbara
Policies

Policy 5542

Issuing Unit: Administrative Services

Date: February 1, 1985

NON-ACADEMIC SCHEDULING OF FACILITIES

I. PURPOSE AND SCOPE:

In accordance with Policy 5539, the Registrar is responsible for scheduling academic classes 8:00 a.m. through 10:00 p.m., Monday through Friday, (with the exception of University Extension Classes) and the Campus Scheduling Office is responsible for scheduling all requests on a Master Calendar for use of University facilities for co-curricular, extra-curricular, and University Extension programs. This latter office is responsible for processing all requests for facility use on weekends as well as requests for programs starting later than 10:00 p.m., Monday through Friday.

II. REFERENCE:

UCSB Policies Manual, Policy 5548, Facility Scheduling During the Regular Academic Year and Break Periods.

III. PROCEDURE:

A. Submission of Priority User Requests

All priority users (as identified in Policy 5548) shall submit facility use requests to the Campus Scheduling Office each quarter in accordance with the following deadlines:

1. Request for dates in Fall Quarter shall be submitted no later than the last Friday of instruction Spring Quarter.
2. Requests for dates in Winter Quarter shall be submitted no later than the fourth Friday of instruction Fall Quarter.
3. Requests for dates in Spring Quarter shall be submitted no later than the fourth Friday of instruction Winter Quarter.
4. Special requests for early facility-use confirmation for academically related, cocurricular and extra-curricular programs during the academic year that require approval more than one quarter in advance shall be submitted to the appropriate scheduling office (Registrar, Campus Scheduling Office, or as indicated in Policy 5548) and will be considered by the Campus Program Committee on a quarterly (or as needed) basis. (Approval of such requests will only be granted if the program does not interfere with the projected facility needs of academic programs.)

B. The Master Calendar Process

1. Once all priority users have submitted their schedules, dates will be recorded on the Master Calendar in order of priority until all priority needs are met.

2. Requests by priority users will be confirmed with the originating department.
3. All requests for remaining ("open") dates in all facilities will be considered on a firstcome, first-served basis by the appropriate scheduling office.

C. Scheduling Changes and Additional Priority User Requests

1. If a priority user has changes or additions to the schedule after the Master Calendar deadline, the appropriate scheduling office (Registrar/Campus Scheduling Office) should be notified immediately.
2. Should the requested facility(ies) not be available (i.e., already scheduled by another group or department), the Dean of Students or his/her designee, shall attempt to accommodate the priority user's needs by suggesting the substitution of comparable facilities to the other user, and will secure substitution approval from him/her, if possible

D. Tentative Holds and Final Confirmation

1. Student Organizations

"Confirmation of use" in the case of student organizations is equated with the completion of one of the following forms, depending on the scope/nature of the event:

- a. Room Reservation, used to confirm the use of facilities when no services are required and no funds are being raised. Receipt of a properly initialed carbon copy of the form by the originating organization is proof of confirmation.
- b. Activities Budget and Planning Guide, which, when completed, serves as final confirmation of use. Until this form is complete, student organization "holds" on facilities are only tentative. NO CONTRACTS SHOULD BE SIGNED by organizational officers until this form is complete.

2. Other Departmental Confirmation

Reservations received from all campus departments will be considered confirmed upon the return of the signed scheduling form to the originating department from the Campus Scheduling Office or the Registrar. Until this copy is returned, however, this form only serves as a request for use of facilities, and should be understood as such. The mere mailing of a room reservation form does not guarantee the use of a particular facility (since it may already be reserved by someone else): confirmation is only final when the copy is initialed and returned to the department of origin.

E. Reservation Cancellation (does not apply to academic programs)

1. Should a campus department or student organization decide not to use a facility for which it has obtained either a tentative hold or a final confirmation, the facility must be released in accordance with the following timetables:

If the capacity of the facility is:	Notification of cancellation must be received by campus scheduling at least:
less than 100 persons	48 hours prior to scheduled use
between 100 and 400	10 working days prior to scheduled use
more than 400	15 working days prior to scheduled use
2. Penalties for non-compliance with this cancellation notification schedule shall be developed by the Campus Program Committee.
3. In all cases, released (unused) dates must be "returned," to the Campus Scheduling Office by all campus departments for reassignment to groups who have applied to be on a waiting list developed and maintained by the Campus Program Committee.
4. The Committee shall also be responsible for approving all date trades among programming groups once the Master Calendar has been set for the quarter.

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

Last Modified By: HMW, 5/21/97

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