

DEPARTMENT: EVENTS + CLASSROOM MANAGEMENT, REGISTRARS	
SUBJECT: CLASSROOM RESERVATION POLICIES	Page 1 of 2
Policy Number: Pending	Supersedes: Academic Classroom Reservation Policies
Effective Date: October 1, 2005	Previous Issued: April 2004

### STATEMENT OF POLICY:

This policy outlines and defines the university classroom reservation policies and procedures for spaces designated as general use classrooms during the calendar year for Loyola Marymount University faculty, staff, students and organizations. .

### DEFINITIONS:

#### Policy:

Loyola Marymount University assigns space priority to academic courses booked by the Office of the Registrar in all general use classroom space during the academic year and restricts the use of space based on the [University Blackout Date Policy](#).

#### General Use Classrooms

Spaces designated as general use classrooms are primarily used for academic courses booked by the Office of the Registrar. General use classrooms are designed for lectures (as opposed to labs or studios) and are not restricted to any specific department on campus.

### PROCEDURES & GUIDELINES:

#### Academic Requests for Classrooms

The Office of the Registrar is responsible for booking classrooms for academic courses, including Finals week. Requests from academic personnel for single-day or short-term use of general use classrooms are processed by the Event Scheduling Office.

#### Non-Academic Requests for Classrooms

The Event Scheduling Office is responsible for booking classrooms for all non-academic courses. Requests for classrooms may only be processed after the drop/add period ends at the beginning of each semester and each summer session. This is generally at the start of the third week of the academic semester and the start of the second week of each summer session, when class schedules are finalized by the Office of the Registrar. No classrooms may be reserved during Finals week.

#### Reservation Rules:

- All academic course requests must be reserved through the Office of the Registrar.
- All non-academic courses must be reserved through the Event Scheduling Office, this includes single day or short-term lectures, guest speakers, study review sessions, etc.
- One working day is required to reserve any classroom space.
- Food is not allowed in any classroom space.
- Operational hours for classrooms are 7:00am to 11:30pm daily.
- Any classroom request for events past midnight requires approval from the Department of Public Safety prior to scheduling.
- Overnight sleeping is not allowed.

Exception to the Policy

Classrooms may be reserved for events if they fall during the following times and dates:

- Convocation hour on Tuesday and Thursday as defined by the administration
- Weekends, beginning Fridays after 5:00pm through Sunday
- Weeknights after 10:00pm until 11:30pm