

Category: Facilities Scheduling Office Policies for Reserving General Assignment Classrooms

Policy Statement: Facilities Scheduling Office has established formal scheduling protocols to enhance campus coordination, and to provide academic departments, administrative offices and registered student organizations a means by which to reserve general assignment classrooms for non-academic purposes. Academic uses as defined by the [Facilities Use Manual](#) (page 8) have priority over other uses.

Facilities Scheduling Office 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.

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.

Any organization or entity that misuses facilities or equipment may be charged fees, be temporarily denied further use of classroom space, and/or be referred to the Student Resolution Center 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 Facilities 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.

Events may undergo additional review by CSUPD, Risk Management, Environmental Health Services, and other campus authorities to ensure compliance with guidelines, fulfillment of requirements, and obtain final approval.

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 [Office of the Registrar](#) 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.