

Guidelines for Reserving Campus Spaces

Event Type & Tier Categorization

Events which fall into Tiers 1-3 must include a majority (51% or more) of campus attendees. Events with less than 51% campus attendees fall under Tiers 4 and 5.

****Events approved/identified by the Office of the President or designee may precede all other tiers and categories****

Tier 1: University Instruction & Instructionally or Research Related Activities

Classes and instructionally or research related activities which are part of the regular and recurring instructional activities of the university, school, or department, which supports the delivery of academic programs.

- 1a. Academic classes
- 1b. Instructionally or research related academic activities

Tier 2: Institutional Priorities as Identified by Campus Leadership

Events and activities scheduled in support of institutional priorities as identified by campus leadership. Generally, this includes campus-wide recruitment events, new student orientation, Academic Senate meetings, and campus-wide Commencement events.

Tier 3: Student Life Engagement

Events and activities sponsored or co-sponsored by Associated Students, Inc., faculty, staff, administrative departments, or recognized student clubs/organizations directly contributing to the student co-curricular experience for which CI students are the target audience.

- 3a. Student events and activities which contribute to the intellectual and cultural life of the campus.
- 3b. Events and activities which contribute to the student professional, recreational, informational or entertainment aspects of university life.

Tier 4: Administrative, Departmental, and Hosted Meetings

Events and activities designed to support campus infrastructure, facilities, and employee development and recognition, including University-related boards, faculty or staff organizations as well as hosted system-wide or regional administrative meetings. Generally, this includes professional organizations of faculty or staff.

Tier 5: Other Uses/External

Use of facilities for programs consistent with the educational mission of the University

including co-sponsored events with an external target audience.

- 5a. Local community or government agency meetings including county and city school district-sponsored meetings; or meetings of federal, state, and local government organizations
- 5b. Co-sponsored or external events with an external target audience

Space Categories, Priorities and Tier Reservation Timing

Reservable campus spaces have been assigned to five categories based on the current and intended use of the room. Requests for use of university property, facilities and services for activities or events will generally be granted in prioritized order of precedence as noted in each category excluding general use conference rooms which are reserved on a first come, first served basis. Exceptions to these timelines may be made at the discretion of University Events based upon needs.

- **Quantity of each type of campus space**

The totals below reflect University space as reflected in 25Live. Some of this information may be outdated due to conversion and/or reallocation of space.

- 136 Academic Spaces (including Malibu 100)
- 19 Student Engagement, Student Services Spaces
- 29 General Event Spaces (Including Library and Boating Center)
 - 12 with no use restrictions
 - 2 are indoor locations
 - 17 with use restrictions (sound or hours of access)
 - 7 are indoor locations
- 5 Specialized Event Spaces (including President's Courtyard)
- 36 Conference Rooms
 - 14 with no use restrictions

Categorization of Space

Each campus location is categorized in keeping with the purpose of the space. Priority access to space is provided based on the event tier types. Meaning, requests for space reservations are processed according to the tier type and timeline. Where possible, campus planners should use space(s) designated for their preferential use before requesting general use spaces. It is the expectation that unreserved, available designated spaces will be made available for use by other tiers as needed.

Category A: Academic Spaces – Year-round

These rooms are primarily used and intended for academic purposes, including but not limited to lecture classrooms, computer labs, academic performance and exhibition, hands-on courses

and academic class support. While they shall serve other categories when not in use, their priority is academic.

Prioritization and Timing for Reserving:

- **Tier 1:** University Instruction & Related Activities
 - Can be approved up to 120 days before the event date
- **Tier 2:** Institutional Priorities as Identified by Campus Leadership
 - Can be approved up to 90 days before the event date
- **Tier 3:** Student Life Engagement
 - Can be approved up to 80 days before the event date
- **Tier 4:** Administrative, Departmental and Hosted Meetings
 - Can be approved up to 60 days before the event date
- **Tier 5:** Other uses/External
 - Can be approved up to 45 days before the event date

Category B: Student Engagement, Student Services Spaces - Fall and Spring Semester

These locations have been identified as primarily used and intended to support student life activities, and activities connected to enhancing student engagement.

Prioritization and Timing for Reserving:

- **Tier 3:** Student Life Engagement
 - Can be approved up to 120 days before the event date
- **Tier 2:** Institutional Priorities as Identified by Campus Leadership
 - Can be approved up to 90 days before the event date
- **Tier 1:** University Instruction & Related Activities
 - Can be approved up to 80 days before the event date
- **Tier 4:** Administrative, Departmental & Hosted Meetings
 - Can be approved up to 60 days before the event date
- **Tier 5:** Other uses/External
 - Can be approved up to 45 days before the event date

Category C: General Event Spaces- Fall and Spring Semesters

These spaces are designated campus spaces unique in intent and functionality to support campus events and include (but are not limited to) Grand Salon, Petit Salon, Broome Library Exhibition Hall, Broome Plaza, Central Mall. These rooms are available for reservations with approval from University Events and/or OTP in-line with the requirements of each space. Any events not in-line with the intention of the space or core to the goal of the space may be denied.

Prioritization and Timing for Reserving:

- **Tier 2:** Institutional Priorities
 - Can be approved up to 120 days before the event date
- **Tier 3:** Student Life Engagement
 - Can be approved up to 90 days before the event date

- **Tier 1:** University Instruction & Related Activities
 - Can be approved up to 80 days before the event date
- **Tier 4:** Administrative, Departmental & Hosted Meetings
 - Can be approved up to 60 days before the event date
- **Tier 5:** Other uses/External
 - Can be approved up to 45 days before the event date

Category D: Specialized Spaces- Fall and Spring Semester

These spaces are designated campus spaces that are unique in intent and functionality and have limited reservation options. These rooms are available for reservations with approval from University Events and/or OTP in-line with the requirements of each space. Tiers of priority should be applied from Tier 1 to Tier 5. Any events not in-line with the intention of the space or core to the goal of the space may be denied.

Prioritization and Timing for Reserving:

- **Tier 1:** University Instruction & Related Activities
 - Can be approved up to 120 days before the event date
- **Tier 2:** Institutional Priorities as Identified by Campus Leadership
 - Can be approved up to 90 days before the event date
- **Tier 3:** Student Life Engagement
 - Can be approved up to 80 days before the event date
- **Tier 4:** Administrative, Departmental and Hosted Meetings
 - Can be approved up to 60 days before the event date
- **Tier 5:** Other uses/External
 - Can be approved up to 45 days before the event date

Category E: Event and Specialized Spaces – Other than Fall and Spring Semester

Spaces which may be reserved outside our primary academic semesters including the summer and instructional breaks.

Prioritization and Timing for Reserving:

- **Tier 2:** Institutional Priorities as Identified by Campus Leadership
 - Can be approved up to 24 months before the event date
- **Tier 3:** Student Life Engagement
 - Can be approved up to 12 months before the event date
- **Tier 5:** Other Uses/External
 - Can be approved up 10 months before the event date
- **Tier 4:** Administrative, Departmental and Hosted Meetings
 - Can be approved up to 10 months before the event date
- **Tier 1:** University Instruction & Related Activities
 - Can be approved up to 6 months before the event date