Student Group Classroom Reservation Policies

Student groups are eligible to reserve the 200+ general assignment classrooms available through Classroom Scheduling.

Only signatories are eligible to reserve classrooms. To make a reservation, click here.

RSOs who use classrooms controlled by the Office of the Registrar are expected to be knowledgeable of and abide by the General Assignment Classroom Use Policy.

Additionally:

- A student group may not make more than two reservations at a time for rooms with capacities over 100 seats.
- A student group may not make more than 30 weekday reservations overall per semester.
- If extra custodial service is required after your event, the RSO will be charged those fees.
- If you are using a classroom for fundraising, your organization must have completed the Fundraising Certification.
- Reservations may not be made between terms or for future semesters.
- Reservations may not be made during the week before final examinations (RRR week) or during finals week.
- **DE-Cal** classes must make room reservations through the academic department that is sponsoring the class. Please see the departmental scheduler.