Classroom Space Reservation Guidelines

2008-2009

This form allows Recognized Student Organizations to request academic classroom spaces at the University of Southern California. A venue production manager will be in contact with you regarding the status of your reservation request, cost, and paperwork details.

- Online reservation requests must be at least 2 weeks in advance for academic classrooms.
- Requests are processed 9:00AM to 5:00PM Monday through Friday.
- Reservations are first-come, first-served. Requests will be accepted starting August 1st for fall semester events, December 1st for spring semester events, and April 15th for summer events.
- All changes to classroom requests or reservations must be made via the Classroom Change Request Online Form.
- Evening requests (7pm or later) may be confirmed sooner due to drops in academic activity.
- Weekend requests may be confirmed sooner due to drops in academic activity.
- All requests will have a 5 – 7 business day delay in response time through September 30, 2008, due to pending requests. After that date, response time should reduce to 1 – 2 business days.
- Online reservation change requests must be at least 1 week in advance of the reservation date.

CONFIRMATIONS PRIOR TO FALL/SPRING SEMESTER

Classroom spaces may be confirmed no sooner than four (4) weeks after the start of the semester due to priority academic scheduling. Every attempt will be made to accommodate requests made in the first four weeks of the semester. Requests for evening hours (after 7pm) are often confirmed sooner as there are fewer classes.